Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**WEST GOALPARA COLLEGE**
Name of the head of the Institution	**ABDUL WAHHAB MIAH**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03663289178**
Mobile no.	**9365458998**
Registered Email	**westgoalparacollege123@gmail.com**
Alternate Email	**wahhab8011@gmail.com**
Address	**Village: Ambari, PO: Balarbhita, PS: Baguan, District: Goalpara Assam, PIN: 783129**
City/Town	**Goalpara**
State/UT	**Assam**
Pincode	**783129**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Prof. Shoriful Islam**
Phone no/Alternate Phone no.	**03663289178**
Mobile no.	**9678853822**
Registered Email	**westgoalparacollege123@gmail.com**
Alternate Email	**naajsimran@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.westgoalparacollege.ac.in/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.westgoalparacollege.ac.in/acalender.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**71.75**	**2005**	**28-Feb-2005**	**27-Feb-2010**
2	**B+**	**2.52**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**30-Jun-2003**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Held Orientation Programme for Fresher	08-Aug-2018 1	197
Organised a Workshop on Population Education	05-Apr-2019 1	65
Observed World Environment Day	05-Jun-2018 1	83
Organised Workshop on CBCS Programme	11-May-2019 1	32
Held Plantation programme of different Plant Species	05-Jun-2018 1	31
Held Workshop on Role of SHG	26-Nov-2018 1	60
Organised an awareness meeting on Women Education and Child Marriage at adopted village	22-Nov-2018 1	35
Distributed relief in the nearest flood affected area	05-Aug-2018 3	270
[View File](#)		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Organized a Workshop on Population Education

Organized Workshop on CBCS Programme

Held Workshop on Role of SHG's on Small Savings at adopted village

Organized an awareness meeting on Women Education and Child Marriage at adopted village

Distributed relief in the nearest flood affected area

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To observe/ celebrate various regional/national/international days	Observed Independence Day, Republic Day, International Literacy Day, Ozone Depletion Day, Human Rights Day, Constitution Day etc.
To organise Students' support programmes	Held Orientation Programme for Fresher's, College Week, Arrange Field Trips etc.
To initiate Publication and Research Activities	Organised a Workshop on Population Education, a Workshop on CBCS Programme etc.
To initiate Clean and Green Campus	Observed World Environment Day, Held Plantation programme of different Plant Species, Held Cleaning programme of College Campus.
To initiate Community Engagement Programme	Held Workshop on Role of SHG's on Small Savings at adopted village, Organised an awareness meeting on Women Education and Child Marriage at adopted village, Distributed relief in the nearest flood affected area.
[View File](#)	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	12-Dec-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	22-May-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Our College is affiliated to the Gauhati University and therefore strictly follows the curriculum framed by the university. However, at the time of framing and designing of the curriculum, members from various colleges participate actively in the committee on the course and syllabus (CCS) of the university. The senior and experienced faculties from different colleges have shared their ideas and suggestions directly with the member of the syllabus committee of their respective subject on framing, applicability, and implementation of the curriculum. The university circulates the curriculum to intimate all affiliated college through the website from time to time after necessary modifications if required. The college is bound to follow the curriculum and academic calendar designed by the G.U. The college has to complete the courses within the stipulated timeframe. The college has taken some mechanisms for delivery and documentation of the curriculum to fulfil the objectives of education including intellectual, social, cultural, moral, scientific, skill, and other values of education for maximum learning outcomes for the students. The mechanisms of the college include the preparation of an annual/semester scheme and the framing of time table for effective uses of time and discipline. The departments arrange some meetings regarding unit plans, lesson plans, distribution of the syllabus among the teachers, discussion regarding the method of imparting the content mentioned in the syllabus, and identification of problems and drawbacks of the students. Similarly, departments analyse the results of the students and their progress and modify the methods to impart knowledge of the contents if required. The teachers apply different methods for using teaching-learning materials (TLM) like smart board, projectors, and other accessories, etc. The departments inform the planning, progression, and drawbacks of students to the Principal by sending the reports in detail. The Collage involves the IQAC, the Academic Committee and Admission Committee from teaching staff to make real implementation of the curriculum. The Academic Committee of the College prepare routine for a logistic time-table which distributes class workloads, tutorials and practical classes in proper way that makes skillful teaching. The Admission Committee makes awareness among the students which help them to choose proper optional Subjects. The college arranges internal examinations, field trips, projects work, and other various

activities and strictly maintains a healthy academic environment. The departments organize different types of activities such as seminars, workshops, presentations of papers, presentations of project works and submit the reports to the Principal to regulate and control under the administration of the Principal. The college also has an academic calendar in addition to the university calendar. The college academic calendar includes academic activities as well as other activities like awareness programs, foundation day, college week, celebration of different festivals, observation of some important national/international days, etc. Our college has a well-equipped library. Besides this there are departmental libraries in each department. Both the teachers and students can avail the facilities of libraries.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Cutting and Tailoring	Nill	01/09/2018	90	Garments	Technical Skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	Political Science under GUIDOL	01/08/2018
MA	Education under GUIDOL	01/08/2018
	View File	

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	Nil	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	5	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Gardening of Xerophytic Plant	01/04/2019	20
	View File	

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Assamese	10
BA	History	2
BA	Education	15

BA	Arabic	8
BSc	Mathematics	9
BSc	Zoology	8
BA	Geography	6
BSc	Chemistry	12
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The Internal Quality Assurance Cell (IQAC) of West Goalpara College organizes the meeting to evaluate qualitatively the various aspects of the college and design some feedback form or questionnaire consisting of various inquiries/questions and distributed those forms among the students, alumni and parents for the feedback of teaching programme and College. These feedback forms are collected from students, alumni, and parents after grading to different parameters. The student's feedback form on the course comprises various queries such as the depth of the course content and extent of coverage course, learning values, clarity and relevance of textual reading materials, relevance of additional source materials, extend of effort required by students and overall rating etc. Similarly, feedbacks from students on teacher consist of knowledge, communication skill, sincerity, ability, availability toward students and classroom management, etc. In the same way, the feedback form of alumni and parents consists of some parameters like curricular, infrastructure, fee structure, teacher-student relationship, extracurricular activities, scholarship, security, cooperation of teaching and non-teaching staff, financial aid, hostel facility, college canteen, communication with teacher and community engagement, etc. The grading is set on a scale of A, B, C, D in different four quality levels. The feedback forms are collected from all stakeholders and sort out the drawback for the necessary improvement of the college. The students' feedback forms on the teacher are considered as the assessment of the quality teaching of the college, the audibility, loudness, pronunciation, clarity of voice deepness of knowledge, way of presentation and expression to deliver the contents, ability to make the relation of the course materials with the practical situations, etc. of a particular teacher indicates the level of that teacher. On the other hand, feedback form of alumni and parents assess the infrastructure like availability of classrooms, desks and benches, laboratory facilities, drinking water, separate common room and toilet for boys and girls, library facility and availability of Books, Gymnastic Centre, Playground with equipment, availability of seat in the Hostel, etc. and other overall facilities of the college. All these points are considered under review and placed before the respective committee and necessary actions are taken for improvement. Moreover, there is a complaint cum Suggestion Box on the college campus for students and visitors for their grievances and suggestions regarding any matter of the college. The complaint box is opened weekly in

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ALL	600	320	305
BSc	ALL	250	165	160
MA	Assamese, Education, Political Science, Economics	100	31	31
MSc	Mathematics	25	19	19
[View File](#)				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	465	50	51	Nill	9

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
51	36	51	4	1	1
[View File of ICT Tools and resources](#)					
[View File of E-resources and techniques used](#)					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

NIL

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
0	0	Nill

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

29	28	1	0	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
[View File](#)			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	VI	19/05/2018	05/07/2018
BSc	UG	VI	18/05/2018	05/07/2018
[View File](#)				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college is affiliated with Gauhati University and therefore, follows the rules, regulations, curriculum, and academic calendar regarding sessional and semester-end final examinations and evaluations. The University distributed the marks for internal as well as end-semester final examinations and is mandatory for each paper of all subjects in every semester. As a result, the final marks sheet is generated by the cumulative marks obtained in internal as well as external examinations by the students. The college has its own internal mechanism for a continuous and comprehensive evaluation system of the students. The internal evaluation mechanism of the college includes monitoring the attendance of each student by the department conducting the class test, unit test, group discussion, assignment and seminar, and presentation, writing the field trips report, debate, symposium, and personality development program to assess the students within the department. Sometimes special tests are conducted for the students who have failed to appear in the sessional examination for any valid reasons. The checked answer scripts of internal examinations are returned to the student to know their mistakes and to boost their confidence. The same procedure is applied to the subjects having practical projects. The department conducts the review meeting to assess the completion of the syllabus and the progression made by the student. The students are allowed to present the final project report through the projector in front of internal as well as external evaluators.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The college is bound to follow and mandatorily exercise the academic calendar prepared by Gauhati University which includes sessional examinations, theory examinations, practical examinations, field trips, winter vacation, college week, summer vacation, etc. Beyond the academic activities mentioned in the university calendar, the college also has some other activities such as college foundation day, celebration of different festivals, election for union body of the students, program of awareness, observation of some important local/ state/ national/ international days, list of local and government holidays as well as

restricted holidays, etc. As a result, the college has prepared a combined academic calendar including all the necessary parameters for the smooth running of the college.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.westgoalparacollege.ac.in/poco.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	ALL	401	188	46.88
UG	BSc	ALL	114	47	41.22

View File

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://westgoalparacollege.ac.in/sss_analysis.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

View File

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Population Education	Education	05/04/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	NIL	0	0

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Assamese	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	0	0

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	0	0	Nill	0	0	0

No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Nill	0	0	0	0

No file uploaded.

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities

International Yoga Day	NSS, West Goalpara College	40	76
Clinliness Program	NSS, West Goalpara College	2	62
Ozone Depletion Day	Department of Geography	3	15
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	0	0	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
A 5 days course on Training of Trainers	UNICEF, SIGMA foundation, Kolkata, Mission Director, SBM,PHED Govt. Assam	Training of Trainers	2	Nill
Blood Donation Camp	Health Care Centre with Goalpara College	Awareness and Blood Donation	10	26
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Teaching-Learning	Mofidul Islam	Self-Finance	15
Teaching-Learning	Haydar Hussain Mollah	Self-finance	12
Teaching-Learning	Mustafizur Rahman	Self-finance	10
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant

		with contact details			
0	0	0	Nill	Nill	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nill	0	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
30.6	30.6

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	19.5	2019
OPAC	Fully	19.5	2019

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	17365	1612385	120	36575	17485	1648960
Reference Books	3220	Nill	35	Nill	3255	Nill
e-Books	135000	Nill	Nill	Nill	135000	Nill
Journals	12	Nill	Nill	Nill	12	Nill
e-Journals	6000	Nill	Nill	Nill	6000	Nill
Library Automation	2	Nill	Nill	Nill	2	Nill
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

| No file uploaded. |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	29	2	1	0	1	1	12	200	0
Added	0	0	0	0	0	0	0	0	0
Total	29	2	1	0	1	1	12	200	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

| 200 MBPS/ GBPS |

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
2.1	2.1	30.6	30.6

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The administration of our college displays on the maintenance of facilities in regards of Classroom, Laboratory, Library, CCTV, Computer Lab, Language Lab, the office room of the Internal Quality Assurance Cell, Teachers Common Room, Auditorium, Conference Hall, Sports Complex with Cricket, Foot Ball, Volley Ball, Badminton and Basketball facilities, Indoor games facilities, Gymnastic Centre, separate Hostel facilities and common room for Boys and Girls, equipment's for Electricity etc. The college has an infrastructure learning resources subcommittee and the other important committee of the college take the initiatives to repairs and renovate these materials within the college campus during the academic breaks like summer vacation/ winter break or at the suitable time in every year with the help of service provider and expert persons from the locality. In a single word, the construction/ reparation / renovation is a continuous process during the whole year based on the necessity. The Laboratory equipment's are generally purchased at the beginning of the semester or before the examinations. Books are purchases for central as well as departmental library. Hostels are upgraded and facilitated before the entry to the hostel at the beginning of the session and classrooms are settled

before the start of the classes so that no disturbance arises during the academic practises. The principal of college has constituted different committees to look after all the matters regarding the comprehensive development of the college. On the other hand, construction committee takes the initiatives regarding the construction of new classroom/ building in a continuous process and sometimes it is postponed due to unavoidable circumstances like natural calamities. The college has a purchase committee which invites the quotations from the vendors and based on the quality, price and budget, they prepare the proposal for purchases and after the approval of the principal, and the purchase process becomes complete. All the purchased items are recorded in the stock registrar of the college. The audit committee of the college carried out the Internal Financial Audit at the end of the financial year.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	POST MATRIC SCHOLARSHIP SCHEMES MINORITIES CS	164	Nill
b)International	NIL	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga Day Celebration	21/06/2018	127	0
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career opportunity personality development	Nill	Nill	Nill	Nill
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	Nill	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
200 Meter Race	UG	12
400 Meter Race	UG	15
800 Meter Race	UG	10
1500 Meter Race	UG	8
Short put	UG	16
Long Jump	UG	13
High Jump	UG	14
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)

West Goalpara Students' Union:- Students' Union of the college is an elected body elected by the regular students. The college holds the students union election in every academic session following the guidelines of Lingdo-Commission and the rules and regulations framed by the college authority. It has a pivotal role to develop curricular and extra-curricular activities of the college. The authority frames an election commission for conducting the election smoothly. The West Goalpara College discharge their duties as per the college constitution The Union conduct Fresher's social ceremony, College week, college foundation day and other remarkable days of the college. More over the college Students Union plays an active role for eradiating ragging entirely from the college campus. The Student Union keeps strict vigil and carries out an awareness drive among the students for preventing the ragging following the direction of the college authority. Grievances and Redressal Cell The Committee comprises with the members of faculties and students constituted by the college authority. The committee solves all the complaints arisen by the students. The committee arranges to hear statements from both sides and tries to mitigate the same. (NSS) National service Scheme: The College has an NSS Committee. The Committee comprises with the teachers and Students constituted by the college authority. The NSS plays pivotal role in arranging some important schemes. Scouts and Guide:- The Scouts and Guide play a vital role in various occasions held in the College such as Independence Day, Republic Day and College Foundation Day.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

235

5.4.3 – Alumni contribution during the year (in Rupees) :

75000

5.4.4 – Meetings/activities organized by Alumni Association :

YES

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Believing the saying of Henry Ford, "If everyone is moving forward together, then success takes care of itself", and accordingly the West Goalpara College practices Decentralization and Participative Management. It focuses on collaborative work and combined efforts of all the stakeholders right from the president, G. B. and its members to the teaching, Non-teaching staffs and student, alumni and parents and guardians. All of their cooperation and involvement in devising and academic matters through different committees have contributed to the growth of the college. Apprehending seeing the necessity of the college for its ongoing progress and development, the college focuses keen on decentralization by giving catering equal appropriate as well as equal role to participate in the functioning by the college towards its Governing Body, Principal, and various committees which are provided with specific functions to

meet up the multi-natured needs of the same. The Governing Body is the highest decision making body inside the college family which takes care of all facilities to fulfill the quality and required needs of the higher education bodies to reach the set goals of the college. The principal, the Heads of all departments, teaching and Non-teaching facility along with the Students' Union members concentrate on upbringing the progress of the college by sharing the responsibilities and participate towards the growth of the college. The Principal of the college is the member Secretary of the Governing Body and Chairperson of the IQAC. The Principal in consultation with faculty members related to different committees make plan to implement of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decisions of the Governing Body, the IQAC of the teachers of the college. The Governing Body nominates the faculty to represent in the IQAC and other committees. The faculty members nominate two members every year to represent in the Governing body. There are also some Sub-committees where the Principal nominates the faculty members in his individual capacity, of course, the composition of all sub-committees is changed every year to ensure a uniform exposure of academic duties and professional development of the faculty members. There is a students' Union body and some cells where the students either by elected or nominated, represent in various capacities or could play role for the all-round development of the college. Members from the non-teaching staff and represent in the governing body and the IQAC. For framing policies and taking important decisions, suggestions and also considered for the non-teaching staff. Participative Management the College always uploads the culture of participate management at the different levels. The Principal, Governing Body, teachers and the IQAC are involved in desiring policies, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievances, support services, finance etc. The Principal, faculty members, non-teaching staff and students share their knowledge while working for a committee. The Principal, faculty members, office staff and students join hands together for the execution of academic and administrative works.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The College ensures publicity and transparency in the admission process through following ways (i) The college Prospectus (ii) Display of notice regarding admission in the Notice board. (iii) Banner, Poster etc. (iv) Website: www.westgoalparacollege.ac.in (v) Admission cell. (vi) One to one counseling by the faculty members.
Curriculum Development	The individual college has hardly any scope to have the freedom to develop its own curriculum. Accordingly, our college follows centrally imposed syllabus by the affiliating university namely Gauhati. But individual teachers of the colleges are, directly or indirectly part of the curriculum

		development process.
Teaching and Learning		The departments of the college make and implement unit plans and lesson plan. The college implements the combined academic calendar of affiliating Gauhati University with some own institutional additions. Feedbacks are collected from the various stakeholders in general and from the students in particular every year and after analysis the same, necessary actions are taken up. Remedial classes are arranged semester wise for slow learners identifying their area of weakness. Tutorial classes are also arranged for improving the capacity of the students. New books are suggested every year by the faculty members as per the requirements in the respective subjects. Encourage the students to make use of Library and specially to inculcate the habit of Newspaper and Magazine reading. The departments arrange departmental Workshop, Seminar, Group Discussion, and Informal Talk. The college also provides the facility for educational excursion, Field Trip, Assignments and Project Works for concerned departments.
Examination and Evaluation		For evaluation of students, regular class tests and assignments are given. Sessional examination is conducted for each semester before semester end examination. After checking, the answer scripts of sessional examination are shown to the students to acquaint with their errors and to encourage as well. For examination dates and relevant information, timely notifications are put up on the notice board of the college and uploaded on the college website. The college follows the rules and regulations of the affiliating university, Gauhati University, Guwahati for examination and evaluation.
Research and Development		The college has a research committee which encourages and makes updated the faculty members to carry out their research activities. The faculty members are provided duty leave as per norms for attending seminars and conferences. Internet facility, NLIST Subscription to access e-resources is available to the staff and students to facilitate smooth progress of research

		schemes and projects
	Library, ICT and Physical Infrastructure / Instrumentation	The college Library staff supports the students and staff as follows: (i) Online Public Access Catalogue for users: (Online Public Access Catalogue) through which, the library user get idea about the available library collection and search their reading material accordingly. (ii) Library Website for online support: Our Library website is more informative. (iii) Book Bank facilities are available for students belonging to economically weaker sections. They can borrow books for the entire session. (iv) The list of new books purchase on various subjects is circulated to the HoDs for their information and subsequent use. (v) Journals are subscribed regularly as per requirement and suggestion received. Following are the Librarys online resources offered through the website including: (i) Library OPAC (Online Public Access Catalogue) (ii) Question Papers (iii) Syllabus (iv) Newspaper clipping
	Human Resource Management	The Human resource management is that process of management which develops and manages the human elements of an organization. It is not only the management of skills but also the attitudes and aspirations of people. When individuals come to a work place, they come with not only technical skills, knowledge, experience etc., but also with their personal feelings, perceptions, desires, motives, attitudes, values etc. Accordingly, the college always takes initiatives to recruit qualified and efficient Teaching and non-teaching staff as per UGC and State Government guideline. It also motivates the staff for advance studies under UGC Faculty Development Programme. The college also encourages the faculty for participation in Seminar, Conference, and Workshops. Assessments of faculty members are done on the basis of Self- appraisal, Students Feedback, departmental appraisal and extracurricular activities. The college provides various categories of leaves to all staff members as per State Govt. Leave Rule and UGC
	Industry Interaction / Collaboration	(i) We invited BRPL (OIL) a nearby industry to interact with the students

for employment (ii) Every year Alumni Meet is organized for Industry interaction. (iii) Feedback from the Industry is sought on improving employability of students.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Finance and Accounts	The College has implemented digital operation in the area of finance of accounts and Examinations. The College has introduced online payment system on various transactions in connection with salary of teaching and non-teaching staff and their income tax from March 2017 and onwards. The various examinations under degree programme are conducted by affiliating Gauhati University and payment related to the examinations fee etc. is done by online mode only.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Shoriful Islam	Five days course on Training of Trainers	Swachh Bharat Mission	600
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Orientation Programme on Application of IT in Education	Orientation Programme on Application of IT in accountancy	14/08/2018	14/08/2018	13	7
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
NIL	0	Nill	Nill	0

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	2	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
3	2	4

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College maintains three types of audit mechanism: Internal Audit done by Governing Body if required (not mandatory). And the College approaches to the Government for Local Audit, Special audit done by the Chartered Accountant to prepare audited utilization certificate in respect of various fund sanctioned and released by the Govt. of Assam and UGC etc. The last audit is done in the college for the period 2015 - 2016. No major objection is found in Audit report however the Governing Body meets all objections raised in Audit report and submitted for disposal. The college authority requests to the Government to go with the College accounts from 2017 to 2022 and received letter of acceptance and issue letter for engagement two Audit Officer for auditing the college accounts.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Alumni Association	75000	one Sofa Set

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6.4.3 – Total corpus fund generated

84000

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	NAAC	Yes	Governing Body
Administrative	Yes	NAAC	Yes	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parents/guardians provide valuable suggestions in the form of feedback to be followed up by the college authority. 2. Three guardian members are included in the Governing Body of the college as per government guideline. 3. Departmental parent-teacher meetings are held at the beginning of the academic session in order to appraise them about the rule and expectations.	

6.5.3 – Development programmes for support staff (at least three)

1. Orientation Programme for non-teaching staff on accounts and office management are conducted in every year. 2. Tejaswini Women Society, a co-operated society provides financial help to the needy persons. 3. Loan Facility

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Construction of new building for Girls hostel 2. Improvement of ICT environment in the college campus. 3. Encouragement for Research Culture among faculty and students. 4. Introduction of Students Satisfaction Survey

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Organised a Workshop on Population Education	02/06/2018	05/04/2019	05/04/2019	65
2018	Organised Workshop on CBCS Programme	11/05/2019	11/06/2018	11/06/2018	32
2018	Held Workshop on Role of SHG's on Small Savings at adopted village	03/10/2018	26/11/2018	26/11/2018	60
2018	Organised an awareness meeting on Women Education and Child Marriage at adopted village	22/11/2018	22/11/2018	22/11/2018	35
2018	Distributed	03/08/2018	05/08/2018	05/08/2018	270

relief in the nearest flood affected area				

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
An awareness programme on importance on girl child education	10/08/2018	10/08/2018	5	30
A programme on equal opportunities for women in all sectors	20/03/2019	20/03/2019	10	31

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The quality of our lives depends on the environmental sustainability which protects our ecosystem and also preserves natural resources for future generations. Thus it helps to grow social cohesion and stable economy. Accordingly, our college practices to save energy for reducing consumption of electricity and use mostly CFL and LED bulbs in the campus. It also focuses to use paper as less as possible. The college organizes regularly awareness programmes on these issues inside the campus to make aware the college family as well as neighboring residents of the adopted villages.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Rest Rooms	Yes	1
Physical facilities	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	03/09/2	1		Environ	20

			018		Programme on tree plantation	mental consciousness	
2019	1	1	04/03/2019	1	Awareness camp on career guidance	Career counseling	30

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct of West Goalpara College	13/08/2018	Our mission is to facilitate comprehensive and integrated development of individuals for effective functions as social beings, be honesty and civilized discourse and behaviors. Throw light and hitter to neglected section of women community and translated the dream of women's education in the reality in the part of our country and our vision is to become a centre of learning.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Plastic Day	03/07/2018	03/07/2018	20
Gandhi Jayanti	02/10/2018	02/10/2018	150

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Successfully completed the plantation program on different occasions and the staff, alumni and our students have planted trees during the plantation programme in general and on World Environment Day in particular. The college has initiated strict prohibition of single use plastic in the campus The college has strictly prohibited / making no smoking / tobacco free campus. Minimizing the paper works by making admission process, office work, examination work online. Set up a garden in the college campus for campus beautification.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) Title of the Practice : Clean and Green campus Goal: To make campus clean and green. To make campus a plastic free zone. Context: To meet up the set goal, the institution has driven several programmes to make the campus clean and green. The eco friendly campus is one of the prominent needs of the day.

The college has also initiated various programmes to make our campus plastic free. Students as well as other members of the staff have been constantly advised not to throw any paper plate, plastic bottle etc. Clean campus promotes hygiene it improves the hygiene level in campus and maintaining a clean college environment. Cleanliness encourages our students to take pride in their college, which make less likely to drop litter and as such they will potentially make a bigger effort to maintain their environment. The practice: The college has an active RED RIBON CLUB consisting of motivated and environment-sensitive students under the NSS wings of the college .As per the need of the campus, various programmes are taken to keep the campus clean and green by minimizing the use of plastic. The student's participation in this task is remarkable. Evidence of success: The practice is a step towards success in our aim of making the campus clean .The students along with the teachers took participation in this task and became successful. Problems faced: Students' moral as well as their mindsets is a big challenge. 2) Title : Cultural activity Goal: The objectives for cultural activity are to be a dynamic, challenging and independent force based on freedom of expression, that everyone is to be able to participate in cultural life and that creativity, diversity and artistic quality are to be integral parts of our society 's development. Context: Cultural practices are the means for the members of the society to communicate values and ways of living and symbolic interactions. Cultural programme is one of the attractions in our college. Culture could be based on shared ethnicity, gender, customs and values. Besides our regular cultural activity, our cultural wings arrange cultural exchange programme among all the surrounding educational institutions of the Goalpara district. The practice: Cultural competition, cultural rally, poem writing and recitation are some of the initiatives taken through our cultural wings. Our annual cultural festival is a rainbow event with dance, music, drama blending the colours .Participation of our students in the university level youth festival in every year are the attractions. Evidence of success: We are helping to create a campus culture of sustainable actions. Some of our students have become established in the field of culture.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.westgoalparacollege.ac.in/bestpractices.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

As an institution of higher education located in a rural area, the college feels the importance of its role in giving a shape to the hopes of the people around it. The college wants to provide students opportunities for learning the subjects to earn desired degree and also help them to gain knowledge beyond the course . The college is situated at the heart of the Goalpara West Constituency but large numbers of students are drawn from rural back ground, char areas. The college provides a platform to the students from socially disadvantages sections like tribal and minority community. The college is committed to nurture the sense of rational thinking and humanistic values so as to maintain unity in diversity, brotherhood, peace of communal harmony. Keeping in view the distinctive vision of our college, it has the capacity to accommodate both girls and boys in the hostels who come from "char"as well as distant remote areas. To promote inclusive education, the college emphasizes on mainstreaming the minorities of the char areas and tribal community. To maintain universal brotherhood, the college celebrates all religious festivals. The faculty members encourage the students to visit the college library to develop reading habit. Apart from other socio – economic areas our faculty members provide

extra attention in the academics to ensure a holistic development among the students, aid fund for the needy students. To impart quality education, the teachers of the college also keep themselves updated in the field of academic by attending seminars, orientation programme, faculty development programme, and short term and refreshers courses. Our college was set up with the cooperation and support of the community to address the necessity for providing quality education to the economically weak communities. The meritorious but economically backward students of west Goalpara area were unable to get access to quality education due to lack of transportation and unaffordable cost of moving to given to educating girls and in 1981 it was unthinkable for girls to be allowed to go outside. The college was established by the prominent educationist for imparting education to the socio -economically backward societies, especially to the girls. Girls coming from the char areas are provided a safe and secure environment by facilitating girl's hostel where they are provided all facilities for fulfilling their dreams. Most of our students do not have an exposure in sports and cultural fields' in spite of having talent and potential in this areas. The college tries to providing platform for such talented students, and it has taken initiatives for providing facilities of sports as well as in the cultural field.

Provide the weblink of the institution
http://www.westgoalparacollege.ac.in/index.php

8.Future Plans of Actions for Next Academic Year

To observe/ celebrate various regional/ national/international days To organise Students' support programmes To initiate Publication and Research Activities To initiate Clean and Green Campus To initiate Community Engagement Programme To collect and analyse feedback from different stakeholders