



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution

**RAJIV GANDHI MEMORIAL COLLEGE
,LENGTISINGA**

- Name of the Head of the institution **Dr. ZAHURUL ISLAM**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **03664295924**
- Mobile No: **9854816905**
- Registered e-mail **rgmcl2014@gmail.com**
- Alternate e-mail **safique5544@gmail.com**
- Address **Vill Lengtisinga (Jharpara pt ii) P.O Lengtisinga P.S Abhayapuri**
- City/Town **Abhayapuri**
- State/UT **Assam**
- Pin Code **783384**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated U G College**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status UGC 2f and 12(B)
- Name of the Affiliating University Gauhati University
- Name of the IQAC Coordinator SAFIQUE UZ ZAMAN
- Phone No. 03664295924
- Alternate phone No. N/A
- Mobile 7002717457
- IQAC e-mail address rgmcliqac1992@gmail.com
- Alternate e-mail address N/A

3. Website address (Web link of the AQAR (Previous Academic Year))

https://drive.google.com/file/d/1rhXG8JjxsYST2eBlhna0bhVcXPMt8zDH/view?usp=drive_link

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://rgmc.ac.in/major-head-academic-2022-23/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.86	2023	28/02/2023	28/02/2028

6. Date of Establishment of IQAC

01/09/2013

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	NIL	NIL

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year https://drive.google.com/file/d/19xxU14ZFi7xMzAT2z4WKWHjL6ra2CruQ/view?usp=drive_link

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

The college has been assessed and accredited by NAAC at the initiative of IQAC on 27-02-2023

IQAC has made significant contribution in bringing the KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY Campus in the college. Also introduction of P.G courses in the subject ASSAMESE, EDUCATION & POLITICAL SCIENCE.

IQAC has made significant contribution in the formation of students welfare society titled RAJIV GANDHI MEMORIAL COLLEGE STUDENTS WELFARE AND COMMON SERVICE CENTRE COOPERATIVE SOCIETY LTD

IQAC has entered into an MOU with the UNIVERSITY OF SCIENCE & TECHNOLOGY , MEGHALAYA for different quality development programme like organising seminar ,workshop etc

IQAC has successfully conducted NATIONAL SEMINAR in collaboration with JUBAYER MASUD EDUCATIONAL & CHARITABLE TRUST(JMECT) , Training programme of 24 hrs on SOFT SKILL in collaboration with RUBICON SKILL DEVELOPMENT CENTRE, PUNE and One day workshop on NEP

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

Plan of Action	Achievements/Outcomes
To initiate the process for faculty , student exchange in collaboration wth other institution	The institution entered into collaboration with USTM ,ASSAM ROYAL GLOBAL UNIVERSITY also department of Assamese entered into MOU with NABAJYOTI COLLEGE KALGACHIA
To organise seminar , workshop , FDP by the institution.	The Institution organises Workshop on NEP 2020 , NATIONAL SEMINAR , Life skill training programme etc
Departmental Workshop , Seminar , Project & Research Work	Different department Pol Science ,Education , Assamese , english and other department organises departmental seminar and project work
To conduct extention education programme , awareness programme under N.S.S also conduct programme in adopted villages	The extention education cell and NSS conduct different awareness programme in college and also in adopted village , other surrounding areas
To organise training programme for placement , short time certificate programme	The institution oganise placement awareness programme with TCS and life skills programme with RUBICON SKILL DEV PVT LTD

13. Whether the AQAR was placed before statutory body?

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr. ZAHURUL ISLAM
• Designation	PRINCIPAL
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• Name of the IQAC Coordinator	SAFIQUE UZ ZAMAN				
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• Alternate phone No.	N/A				
• Mobile	7002717457				
• IQAC e-mail address	rgmcliqac1992@gmail.com				
• Alternate e-mail address	N/A				
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6.Date of Establishment of IQAC			01/09/2013		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
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9.No. of IQAC meetings held during the year			https://drive.google.com/file/d/19xxU14ZFi7xMzAT2z4WKWHjL6ra2CruQ/view?usp=drive_link		

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13.Whether the AQAR was placed before statutory body?	No
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Nil	Nil
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
NOT SUBMITTED	Nil

15.Multidisciplinary / interdisciplinary

The affiliating university, Gauhati university has introduced CBCS curriculum in 2019 and the college implemented CBCS in the same year. The CBCS course primarily focuses on education in different subjects at multidisciplinary level, The college has at present nine departments. Under CBCS system the students are provided with more flexibility in choosing subjects from different streams as well as different subject with multiple exit and entry options. The flexibility provided under CBCS system helps the students to explore more areas and choose career of their own choice. The course under CBCS system enables the students to face more competition in national and international level. The affiliating university Gauhati University is introducing NEP 2020 from the academic session 2023-24 which will give more dimension to the multidisciplinary level of UG programme. The implementation of NEP 2020 by the affiliating university gives the opportunity to the students to study mathematical science(Basic) , natural science and Library & information science.

16.Academic bank of credits (ABC):

Academic bank of credit in short ABC is digital warehouse to store the information of credit earned by a student during the learning process. The introduction of CBCS system by the affiliating university GU provides students the ability to move freely from one stream to another also among different subjects in higher education system which helps them to experience diverse learning. Under CBCS system the students are awarded credit in diverse area like number of hours spent in classes per week, marks accrued in internal as well as external examination. The credit earned by the student in different stages of his study in the institution are stored by the institution. The credit awarded in different step led to a degree in CBCS system.. The system assesses the learning level of the student in a very consistent way. With the implementation of NEP 2020 by the affiliating university in the next academic session 2023-24 students will get the chances for creating their individual ABC account which will facilitated them to transfer of credit.

17.Skill development:

Since the introduction of CBCS course in the year 2019 by the Gauhati university the College adheres to he CBCS system, and it has offered various Skill Enhancement Courses (SEC) for students of 3rd,4th,5th and 6th Semesters. The students are provided with

options to choose from a series of SEC papers, with some discipline specific limitations. With the implementation of NEP 2020 by the affiliating university, the university introduced a no SEC courses for different departments. The college also initiated the process for starting different skill based certificate courses and entered into MoU with AMTRON Guwahati for development of skill based courses. The college has established Entrepreneurship Development Cell and Incubation Centre. The college has also started different skill based certificate courses i.e. Short term Computer Course, Knitting & Cutting, Beautician, Fishery and spoken English, Arabic Course.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The College offers subjects in languages like Assamese along with a paper on Modern Indian Language (MIL) approved by the State Government and Gauhati University. The course content of the said paper covers an area of Indian Culture and Past history. The paper focuses on the use of the mother tongue or regional language as a medium of instructions. The affiliating university course and curriculum covers topic area of Assamese history beginning from ancient period, Assamese culture, tradition etc. The subject Assamese which has been taught contains topics relating to history of literature of Assam, poem, story written by Assamese poets and some translated topics from other languages. As a measure of appropriate integration of Indian knowledge system, the college provides in its website MOOC link through which students can access different courses available of Indian knowledge system and take the benefit.

19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):

Outcome based education system is student centric teaching and learning methodology in which the course delivery, assessment are planned to achieve stated objectives and outcomes. It focuses on actual outcome of the courses and not just merely grades. The affiliating university G.U in its course and curriculum under CBCS focuses on outcome based courses also the college in that pursuit adopted outcome based course in its programme. To develop outcome based education the college offering different skill enhancement course under CBCS system. Outcome based education system consists of knowledge, skill, abilities and understanding which the institution tries to impart under CBCS system.

20. Distance education/online education:

The college initiated the process for opening of the campus of

KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY in the first part of 2022 for promoting distance and online education . The college has started the KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY Campus after receiving due approval from the university concern . The college has started P.G courses from the academic year 2023-24 in the subject Assamese , Education and political science for the benefit of the students belonging to weaker section , early dropout and remote areas. The college also provides the link of SWAYAM and MOOC in its website through which the students can study different online courses available.

Extended Profile

1.Programme

1.1	15
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	527
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	192
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	129
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	25
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	22
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	12
4.2 Total expenditure excluding salary during the year (INR in lakhs)	32.42171
4.3 Total number of computers on campus for academic purposes	6
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>1. Curriculum planning: The programmes and syllabus of Gauhati University are strictly followed and implemented by virtue of being affiliated to Gauhati University. Before the commencement of</p>	

every academic year the Principal interact with the IQAC and make action plan for the course and curriculum as well as frame Academic Calendar. The Principal being the head, forms committee to prepare the details of time table for classes of different department, practical classes, cocurricular activities so that a balance can be established between different activities. .The College prepares academic calendar which is displayed in notice board and posted in college website. 2.Curriculum delivery: The College develops action plans for effective delivery of the curriculum as provided by the Affiliating University. The Faculty members in addition of traditional lecture method use audio visual aids in there learning process. Seminars are organized regularly for student, quiz competitions conducted; home assignment given to the student, field trips for students conducted also mentoring classes held regularly. 3.Curriculum enrichment: Students are encouraged by the faculty members to participate in programmes like seminars , workshop ,sports and cultural events where students are motivated to participate, also encouraged to publish article in college as well as wall magazine. Programmes like yoga practice, art of living , tree plantation are organised 4.Feedback System:IQAC of the College review curriculum and performance of the teachers through the feedbacks system available college website collected from the stakeholders students, employee ,guardian and alumni which are critically analysed and measure taken.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://rgmc.ac.in/#

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Each academic year, the college authority prepares the academic calendar following the guidelines of Gauhati University for undergraduate (UG) courses. Procedures regarding admission into the undergraduate courses are completed within July and odd semester classes commence from August. In the month of August, induction program for newly admitted students as well as in the month of september election of student union body of the college are held. Sessional examinations as per university laid criteria are conducted within the month of October. End semester examinations start usually from second half of November and

continue till December. The even semester classes commence in January .The sessional examinations are conducted within the month of March and the end semester examinations usually starts in second half of April and are completed within May. During the month of June classes resume for the odd semester students except for the 1st semester.The departments of the institution prepare teaching plan at the start of every semester classes . The teachers of each department ensure constant monitoring and counselling of their students at individual level through mentoring. The departments class tests ,organize departmental seminars as well as group discussion among the students .

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://drive.google.com/file/d/15_y7ZrT6E5DcOXbILXInRL1SKtn2_Wr-/view?usp=sharing

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

15

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

To assimilate students with learning updation seminars, guest lectures ,industry visit etc can be included in the curriculum. The Institution encourages students for human values, gender equality , social and environment issues through active participation in different programme. The College offers on compulsory Undergraduate course which addresses Environment and Sustainability. The college has course on Environmental Studies which is included in the course curriculum in the Gauhati University. College organises World Environment every year on 5th of June and also observing various activities like cleanliness, plantation drive also conducts field trips on curriculum aspects. Environmental Studies: This is the compulsory course offered to the B.A 1stSemester students. It consists of 100 marks and includes the following topic in its curriculum. The department of political science offers in its course and curriculum course on human rights , women empowerment etc .

Unit 1: Multidisciplinary nature of environmental studies

Unit 2: Natural Resources: Renewable and non- renewable resources.

Unit 3: Ecosystem. Unit 4: Biodiversity and its conservation.

Unit 5: Environmental Pollution

Unit 6: Social Issues and the Environment and Field Work

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

164

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://rgmc.ac.in/feedback/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

350

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

16

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The institution has adopted the following mechanism to deal with the learning levels of the students:

1. Unit Tests: Different departments of the college conduct unit tests at regular interval to detect the learning levels of the students.

2. Home Assignment: Home assignments are given to the students to assess the learning levels of the students.

3. Departmental Seminar: Departmental seminars are organised by respective department among the students in regular interval to assess their learning levels ,clarity in conception , speaking ability, power point presentation for the seminar etc.

4. Mentorship: Mentoring is done among the students so that the faculty members can keep close contact with the students individually and guide them in different areas .After assessing the advanced and slow learners some special programmes are conducted:

a). Remedial Coaching Classes: The slow learners are given special emphasis to improve their learning ability through remedial classes

b). Research Paper Presentation: Students from various departments,are regularly presenting dissertation papers in their areas of study under the supervision of faculty members which are part of strategy to encourage advanced learners.

c) Field Visit: Some departments of the institution education, environmental studies take the students for field visit.

File Description	Documents
Link for additional Information	https://rgmc.ac.in/gallery/
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
527	25

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Each department notifies the preparation of teaching plan at the beginning of each academic session and also about the course allocation among the existing faculty members. Participative learning is promoted through seminars organised departmentally for the specific topics related to the course. The slow learners are taken of special care .The problem-solving abilities of students are enhanced through assignments and projects related to respective course subjects. Mentoring classes are conducted where problem solving skills are discussed. Unit test and class test are held at regular interval to enhance the students interest and capacity. Group discussion are sometimes held among the students to express individuals views on the relevant topic. Students are assigned with project and dissertation paper to increase their knowledges and further to express their already acquired knowledges. Students are encouraged to express their views and ideas in the topic taught after each class. Writing from the students are encouraged to publish in journal , college magazine , departmental & wall magazine as a measure of student centric initiative .ICT tools are also used to provide the students with a clear picture and deep insight into the content of the course .

File Description	Documents
Upload any additional information	View File
Link for additional information	https://rgmc.ac.in/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The faculty members of the college uses ICT enabled tools for effective teaching learning process. Faculty members of the college use ICT tools like Computer, Laptop and Projector for presentation of the topic to the students. Sometimes through audio visual mode , whatsapp, sms ,email etc the faculty members share knowledage of different field of study , topic for the development of teaching learning process. The use of ICT enabled tools in teaching learning process provides the students with a clear picture and content of the course and make them skill in the active learning . The use of audio visual method helps the students in understanding topic clearly and in development of conception which is very important in teaching learning process. The college provides free wifi inside the college with 100 MBPS Broadband Internet Connectivity system which play a major role in the development of teaching learning process. The college has two ICT class room with fixed projector and one movable projector also initiated the process of new ICT class room. The college is also in process of expanding its ICT facilities so that it helps in making teaching learning more effective.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://rgmc.ac.in/gallery/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

10

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

542

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Internal assessment works as a complimentary means to the final examination. Internal assessment plays a very important role in the evaluation process of the students. The most advantage part of internal assessment is that it gives a transparency at the same time students get a fair chance to see the mistakes committed in the examination. The ways that are used in making impressionable evaluation of students are as follows:-

Sessional Examinations: Sessional examinations are conducted as per the university guidelines. The marks scored by students in sessional examination are taken into consideration with the final examination marks for effective evaluation.

Assignments: Assignments are given to the students to check their progress. Sometime after explaining a topic in the students are asked to submit a reflective write up as assignment.

Seminars: Departmental seminars are held frequently in the college. Along with resource persons, the students also participate in these seminar.

Practical: The College consists of laboratories in Education and Geography Department. Besides the theoretical knowledge the students are evaluated on the grounds of practical as well.

Group Discussions: In learner centered education system, group discussion in the classroom has a special significance. It gives the students a clear conception of the topic.

File Description	Documents
Any additional information	View File
Link for additional information	https://rgmc.ac.in/gallery/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The institute maintains complete transparency to deal with the grievances of examination related matters and follows the guidelines given by the affiliating university. During examinations, invigilators are assigned in each hall in the ratio 20:1 (student: teacher) . Faculty members needs to evaluate ans scripts within a fixed stipulated time. The corrected answer papers of the students are distributed to them for verification by the students and any grievance is redressed immediately. Redressal of grievances at institute level: Department Level: The internal assessment marks are awarded to the students based on their performances theory ,lectures, assignments, class tests, and attendance . They can discuss with any faculty members of the respective department for their grievances. College Level: The Institute appoints a group of teachers for smooth conduct of examinations and for guidance in probem solving relating to exam. If the students have any sort of grievances regarding theory or practical examinations, then they can discuss the matter with the Principal for solution. Redressal of grievances at University level: The students by paying requisite fee can apply to university for their grievances. The students can apply in college website through INTERNAL COMPLAINT CELL for grievance relating to internal exam

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://icc.rgmc.ac.in/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Programme Outcomes and Course Outcomes of any programme decide the learning effectiveness of any programme. RGMC College has developed the POs and COs taking into consideration the mission and goals of the programmes. For all the programmes the POs and COs are drafted under the guideline of its affiliating university following discussions with all the stakeholders. Affiliating university offered a detailed syllabus for its colleges. The Syllabus Committee constituted by the Gauhati University prepares the syllabus taking into consideration the suggestions put forward by teachers of various colleges. The IQAC of the college with the faculty members have prepared programme outcomes for each programme to be accomplished by the learners with the completion

of each course. The primary objective of the POs & COs is attainment of in-depth knowledge by a learner in his/her respective field of study. The POs, PSOs and COs for all programmes offered by the college are stated and displayed on college website and communicated to teachers and students. Every year RGM College organises induction programme for the newly admitted students during which the programme outcomes are explicitly stated and explained. The college IQAC collects feedback from teachers and students through website.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://rgmc.ac.in/p-o-c-o-pso/
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Achievement of the Programme Outcomes (POs) and Course Outcomes (COs) can be acknowledged with the help of performance made by the learners in different assessments. Evaluations are done regularly through Internal Assessment and Course Ending Examination. The college conducts internal Assessment whereas the Course End or Programme end examinations are conducted by the affiliating university for both theory and practical courses. The college adopts different policy of assessment that includes Sessional Examinations, Unit Tests, Class Tests etc which are designed carefully to evaluate knowledge, understanding, values and attitudes etc. The immediate attainment of the POs and COs can be evaluated by the achievement of marks/grades of a student. A student's Grade Point (GP) is taken as the benchmark to measure whether the Course Outcome has been achieved or not. A student scoring higher grades is considered to have achieved better outcome of a programme or course while one scoring a low grade seems failed to achieve proper outcome of the same. The college also tries to evaluate the attainment of POs and COs from the learners' point of view in Feedback on Curriculum which is collected and consolidated by IQAC and sent to academic council for approval.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://rgmc.ac.in/p-o-c-o-pso/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

106

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://rgmc.ac.in/results/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://rgmc.ac.in/wp-content/uploads/2023/12/ilovepdf_merged-10.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	N/A

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

6

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year**3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

34

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college conducts extension activities with the active involvement of student's community, faculty members and other stakeholders. The extension activities of the college primarily concern with the community inhabiting surrounding areas of the college. Extension activities conducted in the form of awareness programme, sensitization, training and in a way of imparting education. The extension activities of the college carried out through NSS, different Cells / committees, and also faculty members of the college and also sometimes conduct in collaboration with other organisations. The RGM College Teachers/ Family is primarily concerned with extension activities and as such faculty members of the college have been offering socio educational service to the neighbourhood community in the form of sharing of

knowledge, imparting of education to the students of local feeder institutions. The College NSS unit conducts programmes on health awareness, cleanliness "Swachh Bharat" etc regularly in the adopted village Sontoshpur pt II. The college on various occasion undertakes programme on plantation. Plantation of saplings done adopted village, public places, at the side of village road etc. Dissemination of knowledge on the topic of social discrimination, health, cleanliness among people of different sections of the society are the primary concern of the extension activities.

File Description	Documents
Paste link for additional information	https://rgmc.ac.in/wp-content/uploads/2023/12/EA_compressed.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

18

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1079

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

7

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

5

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Teaching-Learning Facilities 1.The college has 10 Class rooms and 2 smart Class rooms. 2.The College Computer System comprises of 7 nos of Computers in Broadband Internet connectivity system with width 100MBPS is available to the faculty members and non-teaching staff members of the college. 3.The college Library is also equipped with 3 nos of computers width 100MBPS and 6 nos for students use. 4.Two ICT class rooms equipped with projector. 5.The College Library is well equipped with a total collection of 5847 (4111 text books and 1736 reference books) ,rare books 2, 5 Magazine(India Today Outlook , Competition Success ,Prakash, Satsari)2 Local Daily News Paper, 2National Newspaper (Times of India , Employment News Paper) and 5Journal (National 4 & International 1) etc. 6.The college administrative building houses the Principal's office, Administrative office. IQAC coordinator office and Examination department. 7.Provision for one Seminar Hall is under progress. 8.The entire college including class room are under CCTV surveillance. 9.The college has 4 Printer, 1 colour printer and 1 xerox printer and 1 xerox machine and 3 computing Calculator. 10.Laboratories of Education and Geography department equipped with manual and electrical equipments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rgmc.ac.in/gallery/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college has an Auditorium Hall which is used for cultural programmes, examination and other conferences held in the college. The college has a play ground where outdoor games like cricket, football, kabaddi, volleyball, badminton and other outdoors games are played. Indoor games like Carom, Ludo, Chess, etc are played in the college regularly. Yoga classes are conducted in the auditorium Hall. Annual sports are organized each year in the playground where different sports are played. Although students of the college play different sport with the available yet the college is lacking of a stadium with all facilities which is essential for the development of sports

File Description	Documents
Upload any additional information	View File
Paste link for additional information	N/A

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rgmc.ac.in/gallery/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

11.69518

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The College Library has automation facility of 2.0 (FE) SOUL. The Integrated Library Management software (ILMS) developed by INFLIBNET, Ahmedabad is in use in the Library of the college. All the existing and newly purchased books have been entered in the software as per prescribed format. Books of different departments are purchased on the basis of requirements as prescribed by the departmental heads. Journals are also subscribed by the college time to time.

Upload a description of Library with,

Name of ILMS software = SOUL 2.0

Nature of Automation (full or partially) = Partially= Partial edition

Year of Automation = 2019 OPAC = Yes

Participation of resource sharing network/ consortia (like Inflib/net) = INFLIBNET Internet band width =100Mbps

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://rgmc.ac.in/library-at-a-glance/

4.2.2 - The institution has subscription for the following e-resources e-journals e-

B. Any 3 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

1.34

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
4.2.4.1 - Number of teachers and students using library per day over last one year

21

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College has IT facilities in its office, Library and different departments which are updated at regular intervals. The College

has adopted the concept of automation of office work and other activities. The library is almost fully automated using state of the art software SOUL 2.0 which also provides N-List facility to its readers. The different departments have been using laptop for smooth running of departmental works. There are 3 Wi-Fi Hot Spots created initially one at Library, one at IQAC room and one at Principal's Office room. The College provides efficient Wi-Fi system to the students and faculty members. IT facilities available in the college as follows: 1. Computer- student ratio. One for IQAC cell, one shared by NSS, Women cell etc and Laptop used by faculty members of different department. 2. Standalone Facility-Printer 4, Colour Printer 1 and Xerox Printer 1 and 1 Xerox Machine and 3 Computing Calculator 3. LAN facility-yes. 4. Computers with configuration -11. The whole college campus is guided with CCTV surveillance system maintaining IT facilities like Computer, Projector, Wi-fi, Laptop etc. Various students related works like admission, exam form fill-up, fee collection etc are done through online mode.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://rgmc.ac.in/gallery/

4.3.2 - Number of Computers

6

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****20.72653**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established systems and procedures for maintaining and utilizing physical, academic and support facilities are fully transparent and strictly according to government rules. The College is being managed by the Governing Body (GB) constituted by the Government of Assam as per provision of Assam provincialized College Management Rules, which oversees the college administrative structure and takes important decisions for best implementation and enhancement of the institutional academic and physical facilities. It is represented by all stakeholders including teachers, non-teaching staff and Guardian. The highest authority in the administration of the institute is the Principal who plays a crucial role in implementation of decisions and suggestions given by the Governing Body. Responsibilities are also entrusted on the Principal to forward proposals to the Governing Body for maintenance of academic and physical resources in an environment of highest standard. Principal constitutes various committees for monitoring and maintaining college infrastructure. The college has a construction committee for monitoring of construction works under state govt, Ugc etc. Construction and maintenance service are done through e-tendering Process.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	N/A

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

0

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above								
<table> <tr> <th data-bbox="86 439 539 506">File Description</th><th data-bbox="539 439 1437 506">Documents</th></tr> <tr> <td data-bbox="86 506 539 613">Link to institutional website</td><td data-bbox="539 506 1437 613">www.rgmc.ac.in/gallery/</td></tr> <tr> <td data-bbox="86 613 539 680">Any additional information</td><td data-bbox="539 613 1437 680">View File</td></tr> <tr> <td data-bbox="86 680 539 813">Details of capability building and skills enhancement initiatives (Data Template)</td><td data-bbox="539 680 1437 813">View File</td></tr> </table>	File Description	Documents	Link to institutional website	www.rgmc.ac.in/gallery/	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	www.rgmc.ac.in/gallery/								
Any additional information	View File								
Details of capability building and skills enhancement initiatives (Data Template)	View File								
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
80									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
80									
<table> <tr> <th data-bbox="86 1200 539 1267">File Description</th><th data-bbox="539 1200 1437 1267">Documents</th></tr> <tr> <td data-bbox="86 1267 539 1335">Any additional information</td><td data-bbox="539 1267 1437 1335">View File</td></tr> <tr> <td data-bbox="86 1335 539 1543">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td><td data-bbox="539 1335 1437 1543">View File</td></tr> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above								

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

33

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college offers a number of student support services. The students of the college can gather information about students support services through the prospectus of the college. The IQAC apprise the students of various student support programmes in the discussion held in the meeting . The IQAC recommend the authority concern to put banners, festoons etc in and outside college about the support services offered by the college for the students . There are canteen, CCTV surveillance, student aid to needy ones and drinking water facilities etc. Free counselling and guidance is provided to students belonging to minorities, SC / ST and OBC

to prepare them for various competitive exams . Sometimes guide books are supplied for different competitive examinations are brought and are made available for all students in the college library. The student bodies were engaged along with IQAC for social work in adopted village and among neighbouring residents of the college. The students participate in various administrative, co-curricular and extracurricular activities of the college and help the authority for smoothly organising programmes. The General Secretary of RGM College student union is an executive member of the IQAC committee ,member of different grievances committee

File Description	Documents
Paste link for additional information	https://rgmc.ac.in/wp-content/uploads/2023/08/PROSPECTUS-2023-_Final-1.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

35

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The college in its website provides system for registration of alumni through which an alumni can register their name as alumni of the college . The present alumni association of the college are

in process of statutory registration with the concern authority . The members of alumni association takes part in different programmes ,meetings and contributed significantly through their support in the form of suggestion, contribution for the overall development of the college. The college also provides open feedback sysstem for alumni through which they can provide valuable suggestion for the improventment different area of the college.

File Description	Documents
Paste link for additional information	https://rgmc.eduketa.in/?fluent-form=15
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Rajiv Gandhi Memorial College, Lengtisinga has been endeavouring to create effective leadership which reflects in its vision and mission. Excerpts:

Our Vision: To make a society consisting of person intellectually awakened, professionally skilled, socially committed , culturally integrated through Education and Learning process.

Mission: To disseminate the knowledge of Higher Education amongst the students of remote areas. To upgrade teaching and learning process technique consistent.

To adopt e-governance in administration and in academic field. To develop the respective arts, culture, games through various co-curricular activities.

To provide quality education to the people of all section

irrespective of caste, creed and race etc.

To spread Value Education among the learners.

To make students with knowledge and skill and prepare them for competitive examination as well as profession. The vision and mission of the college is displayed in a very conspicuous place before the office of the principal so that every stakeholders and institution is governed in tune with the vision and mission of the college. The institution is sailing with the conception of vision and mission of the college in all its sphere of activities.

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Leadership Functions of the head of the institution:

For the growth of the Institution directions and perspective plans are framed.

1.Before any initiative financial planning are made and periodical monitoring is done of the work.

2.Interaction with the students is made regularly to make understand the teaching learning process properly.

Participation of teachers in management and decision making.

1.There are different committees like Governing Body, Construction Committee ,cells like Women Cell ,Research Cell the teachers through their representation takes part in number of policies framed for the institution.

2.The teachers through their representation in some other committees like Academic Council, Admission Committee, Examination Committee, Library Committee, actively participate in teaching - learning, innovation, examination policies and policy frame for library improvement etc. Although the Principal is the overall in-charge but the power and functions of each and every department,

cells and committees have been decentralised. Accordingly works are allotted in a systematic way and the record are kept in respective register. The Governing body of the college consist of President, Principal cum Secretary, one Ex-officio member, three Guardian members, two members nominated by affiliating university, two teacher representatives, one member from non-teaching staff and local M.L.A as special invitee member.

File Description	Documents
Paste link for additional information	https://rgmc.ac.in/all-cells/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspectives Plan:

To create a vibrant atmosphere for all round development of the students.

To inculcate social awareness and responsibility in people enabling them to make meaningful contribution to society and nation.

To strength relationship with alumni and other stake holders for development of the college.

Construction of a boys hostel within the college campus.

To initiate process for introduction of certificate course for different skill development programmes.

To construct an indoor stadium.

To initiate process for construction of a conference hall.

To initiate process for a digital library for the benefit of different stakeholders in the areas of digital technology.

The college develop IDP years which is accessible in its website for development of the college in the next 15 years

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://rgmc.ac.in/wp-content/uploads/2023/12/IDP-NEW-.pdf
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Rajiv Gandhi Memorial College follows a flat organizational structure, which ensures quick resolution. The top most layer consists of Governing Body (GB). The governing body of the institute meet 3 to 4 times in a year and in emergent situation to discuss and deliberate upon the institutional requirements. The academic and administrative set up is controls by the Principal of the college. The principal forms various committees for monitoring and facilitating several activities organized in the college. i.e. IQAC, cultural Committee, student union etc. Different cells are also formed for monitoring and maintaining the good environment of the college. IQAC guides the faculty members to enhance quality in all spheres. In order to carry out construction and renovation of various types of buildings the institution has a building construction committee. Some of the cells are Anti sexual harrassment cell, Anti ragging cell, ICC, NCC, etc. For the promotion of the teachers, the PBAS Performa of the UGC are followed. The college has formed a Internal complaint cell for faculty, Staff and students to address their complaints and grievances to resolve them. The college has also provided the facility of digital submission of grievances for the students through college website in ICC

File Description	Documents
Paste link for additional information	https://rgmc.ac.in/all-cells/
Link to Organogram of the Institution webpage	https://rgmc.ac.in/organogram-cr/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in

A. All of the above

**areas of operation Administration Finance
and Accounts Student Admission and
Support Examination**

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The college has adopted some welfare measures for its employees in tune with guidelines of state government , UGC and other statutory bodies . The measures are enlisted below.

1.The college has a welfare Co-operative society titled Rajiv Gandhi Memorial College Thrift and Credit Co-operative Society Ltd. (RTCCSL) accumulating the contribution from teachers and non-teaching staff members set up primarily for the welfare of the staff members. The society extend Loan at a very reasonable rate of interest to the members at the time of emergent situation.

2.The Employees of the college are provided with Earned Leave, Maternity Leave, Child Care Leave and other admissible leave.

3.Members of the non-teaching staff are granted permission for availing holidays on 2nd and 4th Saturdays on rotation basis.

4.The Institution provides health check-up at regular intervals to its members .

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

6

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Before the end of each academic year, it is mandatory for the faculty members to fill and submit the Self-Appraisal forms to the IQAC. The IQAC assesses the potential of the faculty and analyse his/her performance as per the given parameters. However, the feedback on the faculties is collected every year from the students. The students can submit their feedback form through college website in online mode. The Heads of departments examines the individual self-appraisals and submit to the IQAC Cell. The college conducts its Academic and Administrative Audits internally and at the interval of 3 years externally. Therefore each task is completed with quality performance and documentation. As per the Audit reports the college takes initiative for reformation and improvement. Thus the college has Performance Appraisal System for teaching and non-teaching staff members. Self appraisal report of faculty members are uploaded in college website

File Description	Documents
Paste link for additional information	https://rgmc.ac.in/wp-content/uploads/2023/12/SELF.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling

audit objections within a maximum of 200 words

The Institution Audit based on two system of internal and external audit. Governing body of the college appoint person with proficiency of account, qualified chartered accountant for Internal audit time to time. The chartered accountant with due care audits all the transactions of the college in a way of scrutinizing with different documents .The chartered accountant generally audits the account of balance sheet, income and expenditure and receipt and payment account. The internal audit for the Financial year 2022-23 concluded by the chartered accountant Pankaj K. Maheswari & Company.

EXTERNAL AUDIT The External audit from 2013 to 2023 by government auditors are still in process. Objections and any query made during the audit process are immediately addressed and solved. Every record of financial transactions are kept and full financial transparency is maintained at its best possible way.

File Description	Documents
Paste link for additional information	https://rgmc.ac.in/wp-content/uploads/2023/12/27-DEC-AUDIT.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The college was earlier a venture institution and achieved provincialisation status in the year of 2013. The college is also included under section 2(f) and 12B of the UGC Act, 1956. The college mobilizes funds for its regular activities from various Govt. agencies, individuals and organisation. The main source of revenues for the college is admission fees collected from the students as well as govt provides the fund in case of free students. The received funds are collected and used through the Cheque, PFMS, RTGS or NEFT mode. As per the priority and advices of GB the funds are utilized for infrastructural development and beautification, ICT device purchase and upgradation, student development and necessary equipment for the different courses. Each and every single rupee received is utilized through proper channel, such as quotation, tendering, discussion with consented committee and paid by cheque or on line payment system. In addition to the holistic development of the student fraternity, the funds are also used for various purposes like payment of salaries to contractual staff, purchase of books, conferences and seminars, sports and cultural activities. The college plans a budget well in advance for expenditure, which is approved by the governing body.

File Description	Documents
Paste link for additional information	https://rgmc.ac.in/wp-content/uploads/2023/12/27-DEC-AUDIT.pdf
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

With the establishment of IQAC in the college on 01-09-2013 the process of quality enhancement and sustenance began through different strategies. IQAC prepares perspective plan of development for the college and executes it in a strategic way. It has been trying to institutionalize number of quality assurance strategies such as digitilization of academic and administration facilities, gender equality, strengthening extension activities etc with special importance in research culture, organising seminar, workshop and project work

Practice 1

Since the accreditation by NAAC in first cycle IQAC is continuously discussing in its every meeting about research related work .Since the formation of IQAC with its initiative Ph.D holders among the faculty members increases 10 . During this academic session one faculty members enrolled for Ph.D programme.

Practice 2 Remedial measures through Mentorship : The remedial measure includes conducting remedial courses for slow learners . From the first semester, students are identified and categorized as slow learner ,moderate learner and fast learners based on their academic performance & communication skills.Customized inputs are designed for different learning ability levels. IQAC ensures at the beginning itself the effectiveness of mentoring system and for success in corporate world, the importance of communication skill

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

During period of last 2 to 3 years there is impressive improvement in academic performance of the college and with the accreditation it gives a further fillip to the progress.. The pass percentage has increased of the degree programmes and P.G courses KKHSOU has been opened up with a good number of students .Enrolment in the Bachelor programmes has consistently increased over this period The approach of IQAC has always been focused on learner-centric teaching learning process and it has designed the policy to assess and evaluate the same from time to time. Accordingly, IQAC complements the teaching, learning activities and modify it after taking the activities and modify it after taking the review, suggestions in order to perceive learning outcomes.TheIQAC periodically reviews teaching learning process and suggests gradual and regular expansion, upgradation and addition of the requisite material,equipment,infrastructure etc. Therefore college is working in direction of institutional reviews and implementation of teaching learning reforms as facilitated by IQAC. The reform of teaching learning process includes home visit by the faculty members to acquaint themselves with the conditions of the students so as to make them acquainted in the learning

process

File Description	Documents
Paste link for additional information	N/A
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	N/A
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

GENDER EQUITY

The Institution constituted cells like women cell, anti-sexual harassment cell to reduce the differences between men and women and enjoy the free and fair atmosphere inside the college campus. To overcome the social discrimination, the women cell of the college time to time conduct programmes like awareness on need of women empowerment, women health, evils of dowry, etc in and outside of the college campus. The college has initiated

somemeasures for promotion of gender equity.

1.Safety measures

The campus of the college has been brought under CCTV surveillance to ensure safety and security of the girls students. .

2.Strategies

a. The college reserve a post in union body forthe girls community alsoa girls common room for the use of all girls students.

b. The college provides separate Urinal and Toilet which is for uses by girls student only.

c. Keeping in mind to desire for social services, NSS unit of the college offers the membership to girls students .

d.The college conducts various gender equity programme to make aware the girls students about their right and duties.

e.The college every year celebrates international women day on 8th March in a day long programme .

File Description	Documents
Annual gender sensitization action plan	https://rgmc.ac.in/women-cell/
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://rgmc.ac.in/women-cell/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid waste management: The college generates minimum waste and tries to reduce the use of plastics. Waste is separated as biodegradable and non biodegradable. The college provides adequate no of dustbins for that purpose in different areas of the college. In absence of Waste mangement by municipality the college itself disposed it regularly. Organic method of gardening is done by making use of cow dung as manure in trees and plants.

Liquid waste management: Liquid waste disposal is very essential. Improper liquid waste can cause damage on surrounding environment. It can seep into soil, kill plants and destroy natural habitat. Liquid waste in our college is generally sanitary sewage which comes from toilet, wash water etc. Liquid waste is disposed through pipes to surrounding areas.

E-waste management: The college has evolved a procedure for e-waste where in the individual Departments in the college stores the waste and later it is collected and disposed in different ways. Paper waste is sold off to vendors and E-waste is sold to the scrap vendors. Printer Cartridges are generally re filled and not disposed. All damaged electronic materials (e-waste) are stored in a store room. We have no provision for waste recycling.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://rgmc.ac.in/gallery/
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1.Restricted entry of automobiles
- 2.Use of Bicycles/ Battery powered vehicles
- 3.Pedestrian Friendly pathways
- 4.Ban on use of Plastic
- 5.landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities****C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment**B. Any 3 of the above**

with ramps/lifts for easy access to classrooms.
 Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :
 Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Rajiv Gandhi Memorial College made certain efforts to provide inclusive atmosphere i.e tolerance and harmony and respect of cultural, regional, linguistic, communal and socio-economic and other diversities by organising the following events.

The College organises the 4 day financial education programme KONA KONA SHIKSHA programme of NISM from date 01-02-2023 to 04-02-2023 as an initiative for spreading financial education which help in development of conception of financial literacy can be useful for reducing disparity ineconomic condition .

The college celebrates and organises every year the following events on the their respective dates.

1.Saraswati Puja

2.Republic Day (26th January)

3.International Women's Day (8th March)

4. World Environment Day (5th June)
5. International Yoga Day (21st June)
6. Independence Day (15th August)
7. Teacher's Day (5th September)
8. Gandhi Jayanti (2nd October)
9. Rastriya Ekta Divas (31st October)
10. Fateha-E-Dowaj Daham (12th September)
11. NSS Day (24th September)
12. College establishment Day (11th October)

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Rajiv Gandhi Memorial College has organised different activities to inculcate the values of responsible citizens as reflected in the Constitution of India. It conducts student's elections for the appointment of students to student representative bodies every year. The purpose is to promote the values of democracy, participation, opportunities, fairness and a voice among the students. A lecture was organised on dated 12-12-2023 for formation of electoral literacy club to make students aware election process, rights given to elect representative as per constitution. A awareness programme on "Child marriage" was organised by Women cell in collaboration with SURENDRA DAS LP School, Janermukh on dated 10-02-2023 and international women day on dtd 08-03-2023. Around 60 students accompanied by faculty members participated in the awareness programme of Child marriage. Educational institutions play a crucial role in inculcating values among the young generation which helps them to become responsible citizens in future. The programme organised to make

aware about child marriage which goes against the constitutional provision of age applicable for marriage.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

College observed Gandhi jayanti on 2nd October 2022. Childrens Day on 14 th Nov 2022. INDEPENDENCE DAY & HAR GHAR TIRENGA (CM institutional Plantation programm in the College premises on the Date of 09/08/2022 to 14/08/22 on the occasion of 75th Independence day), 400th Birth Anniversary Celebration of Lachit Barphukan from 21st November, 2022 to 24th Nov, 2022, Antarastriya kabita divas on 21-03-2023, 31-03-23 STUDENTS DAY, World

Environment on 05-06-2023 ,WORLD BLOOD DONATION DAY 14-06-23, 21-06-23 Observation and Yoga practices on the International Yoga Day, 5 th sept 2023 as teachers day etc. The college also conducts seminar , workshops , departmental seminar etc.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICES 1

The Rajiv Gandhi Memorial College Employees Thrift and Credit Cooperative Society Ltd has been established in the year 2021 with the objective of financial assistance to be extended to the beneficiary at the time of an unexpected situation like financial distress. The society is registered under the societies act 1949 and has its own approved by Law . The society extends loan to the members with a very nominal rate of interest and facilitated with much less paper work. The corpus fund of the society primarily accumulated with the contribution of the members which now stand at Rs 606463.

BEST PRACTICES 2

The Institution has adopted the village Sontoshpur pt 2 in 2019 under Santoshpur- Dumerguri G.P in the district of Bongaigaon (Assam). The college through the faculty members and students also with NSS unit conducts different programmes like Swatcha Bharat Programme , social and community development programme etc . The college also conducts survey on pure and safe drinking water, Economic and social condition on the people of the adopted village through the members of the NSS unit , students and faculty Members .

BEST PRACTICES 3

The College also established RGM College Students Welfare and Common Service Centre Cooperative Society Ltd on 13-04-2023 with the contribution of the students . The society is formed with the objective of welfare of the students and is registered Under CSC. The society has presently a corpus fund of Rs 25000/- which is made up of contribution from the students.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

The college tries to put importance in diverse fields with an inclination to achieve its goal by way of vision of enhancing knowledge and intelligence through imparting of quality education with co curricular activities . The college each year witness the large influx of girls students from the surrounding areas during admission as a results of planning and strategies made by institution for women education and women empowerment. The college with its planning and continous effort successfully able to transform the institution into a centre of women education mostly from rural areas alongwith their male counterparts. The performance of students in university exams allure many meritorious students to take admission in the college which makes the institution a distinct one .

The college also starts P.G courses in subjects like Assamese, Education and Pol Science through KRISHNA KANTA HANDIQUE STATE OPEN UNIVERSITY campus and successfully able to enroll 198 students in P.G course and 44 students in UG . The college also successfully able to qualify for Exam Centre . The Study centre will help the students belonging to minority community mostly poor economic background and students residing in rural and char areas in their pursuit of higher education .

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The institution planning for introduction of certificate courses like spoken english ,spoken arabic ,financial literacy , skill based course like knitting & cutting , beautician ,fishery and coures based on computer education like short term ,PGDCA etc in the next academic year.

The college has already initiated the process of departmental permission for opening of science and commerce stream although which solely depend on the wishes of Government.

The institution is planning to purchase computer , develop ICT tools , increase no of smart class room ,purchase a good number of books with special emphasis of english books in the next academic year

The college is planning to organise seminar ,workshop , training programme in the next academic year 2023-24

The college also planning is planning to purchase solar system as a measure of alternate source of energy.