



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	ANANDARAM DHEKIAL PHOOKAN COLLEGE
• Name of the Head of the institution	DR SURAJIT KR BHAGOWATI
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03672-222235
• Mobile No:	94350 61536
• Registered e-mail	principaladp@gmail.com
• Alternate e-mail	adpcollege1959@gmail.com
• Address	R.R.B. ROAD, HAIBORGAON
• City/Town	NAGAON
• State/UT	ASSAM
• Pin Code	782002
2.Institutional status	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	DR JAYANTA BARMAN				
• Phone No.	9864206164				
• Alternate phone No.	6002804078				
• Mobile					
• IQAC e-mail address	iqacadpcollege@hotmail.com				
• Alternate e-mail address	jayantabarman2006@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://adpcollege.ac.in/file/AQAR%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.5	2004	04/11/2004	03/11/2009
Cycle 2	A	3.11	2016	19/01/2016	18/01/2021
6.Date of Establishment of IQAC			18/05/2005		
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	
Anandaram Dhekial Phookan College	Construction of Girls' Hostel Under Untied Fund in Nagaon Sadar LAC	Govt Of Assam, Deputy Commissioner, Nagaon, Assam	13-11-2020	2950000.00	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			No File Uploaded		

IQAC		
9.No. of IQAC meetings held during the year	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1.A webinar was organized by the Economics Department on IT and Women Empowerment on 29-07-2020		
2.Organized workshop on a career oriented topic "Make-Up"by department of FashionTechnology on 21-07-2021		
3.Drug and Covid-19 Awarnes Programme On 11-11-2020		
4. MEMORANDUM OF UNDERSTANDING Bctween Anandaram Dhekial Phookan College, Nagaon and DRDO, Tezpur on 04-01-2021		
5. Coaching for PG TET Examinations 14/12/2020 to 28/12/2020		
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	
1. To hold training for students on preparation for competitive examinations	Coaching for PG TET Examinations 14/12/2020 to 28/12/2020	
2. To organise a weeklong Faculty Development Program or other short-period training program on preparation of online	Due to the Covid situation it was postponed	

teaching materials	
3. To create awareness on gender issues by organising webinars on Gender Studies, Empowerment of Women etc	National webinar on and
4. To organise webinars or workshops for students on Challenges and Prospects of Online Classes, New Education Policy etc	Organized by all Departments
5. To organise training for the students about online registration in university.	Organized by all Departments
6. To submit IIQA and SSR to NAAC and apply for re-accreditation in the third cycle.	Submitted SSR and IIQA
7. To construct a reading room on the 2nd floor of the central library	Completed
8. To construct a SC Girls Hostel with 100 seat capacity	Construction is going on
9. To create awareness on Pandemic and issues of human health by organising webinars	The college developed hand sanitizer in its own laboratory during Covid period and distributed among frontline workers. The college helped District Administrations to established a Covid Care Centre in its campus and served 1142 women and 132 children.
10. To start a manuscript section and special collection of books on entry into services in the 2nd floor of the central library	Done
11. To construct more class rooms and prepare more desk-bench for increased seating capacity	4 (four) classrooms constructed and 100 nos. of desk-benches acquired

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>22/07/2021</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body	22/07/2021
Name	Date of meeting(s)				
Governing Body	22/07/2021				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>20/07/2020</td> </tr> </tbody> </table>		Year	Date of Submission	2020	20/07/2020
Year	Date of Submission				
2020	20/07/2020				
15. Multidisciplinary / interdisciplinary					
16. Academic bank of credits (ABC):					
17. Skill development:					
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)					
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):					
20. Distance education/online education:					

Extended Profile

1. Programme

1.1

737

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

File Description	Documents
Data Template	View File

2.Student

2.1 2782

Number of students during the year

File Description	Documents
Data Template	View File

2.2 459

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

File Description	Documents
Data Template	View File

2.3 555

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 61

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 71

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	737
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2782
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	459
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	555
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	61
File Description	Documents
Data Template	View File

3.2	71
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	55
Total number of Classrooms and Seminar halls	
4.2	181.85
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	65
Total number of computers on campus for academic purposes	

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

The college follows curriculum prepared by Gauhati University since it is affiliated to the university. To ensure effective delivery of curriculum the college focuses on a well-planned student centric routine to cater the interest of 2782 students from 23 departments of the college in three streams as well as skill development programmes. A committee is constituted which prepares routine for different classes through proper contemplation of academic curriculum of university as well as UGC and notified government guidelines. While preparing routine, teacher strength and infrastructure resources of departments of the college are taken into consideration. Classes start at 8.30 AM and continue till 4.30 P. M. Major and honours classes are usually allotted in the first half of the day. The routine committee ensures that more than three teachers of any particular department are not engaged at a single specified time. To ensure that students get ample relaxation in between the classes, more than three consecutive classes are not allotted in the routine. The

routine usually does not specify the tutorials and remedial classes. Individual departments make provision for these classes as per their requirements. With an aim to boost students' spoken English and overall soft skill and personality, the college arranges add-on classes on Spoken English and Personality Development. Teachers of the college try their level best to complete the syllabus under the curriculum of the students in each academic session. To incorporate additional elements into the curriculum for the students, the college invite resource persons from outside to deliver lectures on supplementary issues to the curriculum. Academic curriculum and syllabus of different departments have provisions of field study and project works for the students from time to time. Departments of the college organize such field study tours under guidance of teachers and ensure overall engagement and participation of the students in such programmes. The departments also allot project works as per academic syllabus and curriculum to their students under the guidance of specific teachers. Students of some of the departments of the college makes regular visit to recognized institutional laboratories as part of collaborative association of the college with these institutions. The teachers of the college make noteworthy contribution to the academic curriculum of the Gauhati University as a few teachers of the college served as members of different academic and syllabus committees of the university. Especially, the Herbal Science & Technology department of the college is the one and only department in the North East India offering PG Course in Herbal Science & Technology and the teachers of this department have spearheaded in the formulation of academic curriculum and syllabus of this department in Gauhati University. A number of teachers of the college have also been assigned the duty of question paper setter of end semester examinations of different universities in the past several academic sessions. Tutorials and Remedial classes are not specified in the main routine. However individual departments have to make provisions for these classes as per their requirements.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://adpcollege.ac.in/download.php

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 September, induction cum freshmen social program for newly admitted students as well as 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 when the Annual college youth festival (College Week) is also organized. 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. Summer vacation of the college is of one month duration and falls in July every year as per Gauhati University notification. At least 90 days are attributed to both odd and even semester classes separately; excluding the university notified holidays and vacations. The departments of the institution prepare teaching plan at the start of every semester classes and strictly adhere to it so that the course is completed within stipulated time. The teachers of each department ensure constant monitoring and counselling of their students at individual level through mentoring. The departments of the institution conduct frequent class tests for the students and also organize frequent departmental seminars as well as group discussion among the students. The departments of the college organize regular field study trips for their students and encourage their students to create field based knowledge. Many departments allot their students dissertation projects especially in their last semesters as per their course syllabus. The departments of the institution with post graduate courses strictly follow curriculum and academic calendar of their parent departments in Gauhati University. The admission procedure for these courses is commenced as per the result and marks of the candidates secured in the common entrance test for PG courses organized by the Gauhati University. The classes and examinations of the post graduate courses in general, run parallel with the UG classes and examinations with parent Gauhati University department laid procedures and schedule. The college also constantly encourage its students to develop and showcase their extracurricular and co curricular talents and participate in cultural, literary and sport events at different levels including the inter college youth festival and sports

competitions as well as other competitions and events at district, state and national level. Many students of the institution have participated and shined in these competitions in the past academic sessions. Due to Covid-19 Pandemic situation since March 2020, regular functioning of the college was totally hampered. Since April 2021, the normal functioning of the college was again hampered due to Covid-19 pandemic situation.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://adpcollege.ac.in/academic.php

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	View File

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

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

80

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

80

File Description	Documents
Any additional information	View File
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

The departments of the college follow the curriculum and syllabus designed and formulated by the Gauhati University. Various

departments in their academic curriculum deal with issues relevant to professional ethics, gender, human values, environment and sustainability as part of their course content cum syllabus of different semester papers. Regarding gender issues, the UG syllabus of the Political Science department contains a paper titled "Women & Politics" while the Philosophy department syllabus contains a paper titled "Social Philosophy: Feminism". Likewise, the department of English deal with a paper titled "Women's Writing" in their UG curriculum. Issues pertaining to environment and sustainability are incorporated in the syllabus which all students at undergraduate level study as a compulsory paper. The title of the paper at present is "Biodiversity and Conservation, Pollution Impact and Control". Apart from this compulsory paper, syllabus of many departments integrates issues regarding environment and sustainability in the course curriculum. UG (CBCS) syllabus of the Botany department contain a paper titled "Plant Ecology and Phytogeography" while syllabus of the Economics department contain a paper entitled "Introduction to Environmental Economics". Environmental Geography and Disaster Management are the papers included in the UG syllabus of the Geography department while the department of Education syllabus provides the student with knowledge of environmental and population education. UG Syllabus of the Zoology department deal with the issues pertaining to the Principles of Ecology. The course curriculum and syllabus of the PG department of Herbal Science and Technology incorporates a paper titled "Export of Potential Medicinal Plants: Impact on Biodiversity of Producer Countries". Issues relating to Human Values are incorporated in the UG syllabus of the department of Education where the students come across a paper titled "Value and Peace Education". Regarding incorporation ethical issues, the syllabus of the department of Philosophy contain a paper titled "Ethics".

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

22

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	View File
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

595

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

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	http://adpcollege.ac.in/file/Student%20Satisfaction%20Survey%20Report%202020-2021.pdf

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

1237

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

394

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

In order to assess the learning levels of the students, the institution has the following mechanism:

1. **Unit Tests:** Various departments of the institution conduct unit tests in 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. When the students submit their assignments, they are evaluated properly by the faculty members. Students are guided to correct their mistakes accordingly.
3. **Departmental Seminar:** Departmental seminars are being conducted among the students in regular interval to assess their conceptual clarity, speaking ability, power point presentation for the seminar etc.
4. **Mentorship:** Mentoring is done, so that the teacher is in a position to develop rapport with the assigned group and monitor the progress of the students at individual level. The institute feels the importance of mentorship, because some students in spite of having knowledge, skills and abilities, fail in utilizing them for academic enhancement. Such students remain in the level of average learners' category, while they should be in the advanced learners' category. In this situation, the mentors have a vital role to play on helping such students to achieve their goals.
5. **Workshops:** Departments having practical classes conduct workshops to assess their learning levels in practical classes. Other departments also organize workshop to widen the knowledge base of students in topics included in curriculum.
6. **Post-lesson reviews:** On completion of a lesson, a review class is conducted, which focuses on the following issues:
 - The common difficulties faced by the students in understanding the lesson.

- The effectiveness of teaching strategies and class activities to help students understand the teaching contents, grasp the main points and apply what they have learned from the lesson.

After assessing the advanced and slow learners some special programmes are conducted:

1. Remedial Coaching Classes: The slow learners are given special emphasis to improve their learning ability through remedial coaching classes. In remedial coaching classes, such students are taught separately and their improvement is assessed by taking class tests in regular intervals.
2. Research Paper Presentation: Students from various departments, both undergraduate and post-graduate students, are regularly presenting dissertation papers in their areas of study under the guidance and supervision of teaching faculty. The college has adopted this programme as part of its strategy to encourage the advanced learners. The students of chemistry, physics etc. are assigned new projects in the year (2020-21), which they completed in due time and presented their findings in presence of a group of faculty members.
3. Field Visit: Some departments of the institution like Zoology, Botany, History, Economics, Assamese etc. take the students for field visit. During field visit the students are taken to places where they get practical knowledge of the subject.
4. Literature survey: Students from various departments are given assignments of literature survey. During their survey they visit our central library which is digitally equipped also to get the resources of their need. The programme is adopted as a part of its strategy to encourage the advanced learners.

File Description	Documents
Link for additional Information	http://adpcollege.ac.in/mentoring.php
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
2782	61

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

Courses on Experiential learning: ADP College always makes endeavours pertaining to skill based teaching learning environment for its students. For the same reason the college has introduced various departments and programmes to make learning more experiential and participative. Department of Herbal Science and Technology, Tea Technology, Fashion Designing, Bachelor of Vocational Course etc are initiated in this process.

Apart from this, the following initiatives have been taken for enhancing learning experience.

- **Hands on Training:** some of the departments including Department of Herbal Science and Technology have made their effort to produce some useful products such as mushroom, hand sanitizer, distilled water, vermicompost etc successfully which may be considered as the most effective way of enhancing participative and experiential learning.
- **Interaction with Author & Cultural Activist:** College has initiated a number of interaction programmes with some renowned poets, authors and cultural activists to encourage the students.
- **Laboratory experience:** The science departments of the college have the setup of richly equipped laboratories which prove to be widely used tools of experiential learning. The Language Laboratory of Department of English is also utilized for better learning of the English language.
- **Group Discussion, Workshop etc:** Most of the departments of the college organize group discussion and workshop etc among the students to make them active so that they can face the real challenges of the world and develop a problem solving attitude.
- **Assignment, Project, Q&A sessions:** Students are entrusted with class as well as home assignments, projects and various Q&A sessions to make them engaged with learning experience

and to solve certain problems.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://adpcollege.ac.in/gallery.php?id=5

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

- **ICT Infrastructure:** ADP College has a rich IT infrastructure to support its students' need as well as college administration. The college possesses 65 computers, 25 printers, 10 projectors, 04 internet servers, 3 browsing centers, internet connectivity in almost all computers and a WIFI enabled campus.
- **Smart classroom-** ADP College has 10 digital classroom equipped with smart board and projectors etc. Visual teaching aids, course related documentary, films, photos, figures, PPTs etc are displayed there for better effectiveness of learning.
- **Computer Hub:** College has a well furnished computer Hub which is open for academic activities by all departments and students.
- **Computer Labs:** The college has 02 computer labs in the Department Of Computer Science which cater to the need of the students.
- **Digital Library:** The central library of ADP College has a well managed digital library section, where many rare books are available. The library provides remote access facility of its digital library to its students and faculty. The library also has a browsing centre through which students can acquire various information easily.
- **Language Laboratory:** Department of English has a Language lab which has been used for the better benefit of the major students in particular.
- **Online Classes:** All the departments of the college smoothly operate online classes through Google Classroom, Zoom, Google Meet to have visual interaction with the students, and also to supply study materials and various information to the students. WhatsApp is also widely used as a means of communication the college. Every department has created whatsapp groups for the similar purpose. During the hard-time of lockdown, these online classes proved very

beneficial for the college.

- **Online Education Portal in College website:** Anandaram Dhekial Phookan College has introduced a dedicated online education portal in the college website (<http://adpcollege.ac.in/online/>) in 2020 to enable students to reach their teachers and various study materials for a smooth learning experience amidst pandemic situation.
- **Video Conferencing:** The college centrally and many of the departments individually have arranged video conferencing with many renowned personality in previous academic years. During the lockdown, this has become one of the regular strategies to educate and communicate with students. Several webinars were held during this period.

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

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

61

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

61

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

38

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

851

File Description	Documents
Any additional information	View File
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.

In the evaluation process of students, internal assessment plays a very important role as it evaluates the progress of students very frequently and in a formative manner. Internal assessment works as a complimentary means to the final examination. Internal assessment gives a clear picture of how students are growing and making gradual progress in their academics. Another advantage is that there is transparency in the evaluation process and the teachers can provide diagnostic teaching as well.

In all departments the faculty members give special importance to internal assessments. They make the students participate actively in the teaching learning process by encouraging them and asking reflective questions frequently. The numerous ways that are used in the department for making formative evaluation of the students are:-

- **Sessional Examinations:** Sessional examinations are conducted as per the university guidelines. It is an important means of formative evaluation of the students. The marks scored by the students are sent to the university. These scores are also taken into consideration with the final examination marks for effective evaluation. Other than this unit tests, class tests are also conducted in all the departments of the college very frequently.
- **Assignments:** Assignments are given to the students to check their progress. Sometimes after explaining a topic in the class, the students are asked to submit a reflective write up as assignment. Also sometimes students are asked to present a previously taught topic in the class so that evaluation can be made based on their understanding.
- **Seminars:** Departmental seminars are held frequently in the college. Along with resource persons, the students also participate in these seminars. The participating students are provided with a topic for presentation and the rest listen to him/her and at the end of the presentation the listeners ask their doubts. The faculty members are very conscious about maintaining the protocols of a seminar.
- **Question-Answer Sessions:** After completing a topic in the class the teachers are very much aware to ask questions related to the topic. It helps to know that whether the students understood or not. It also works as a feedback to the teacher and he/she can diagnose the problem of the students as well.
- **Practical:** The College consists of laboratories in all Science departments. Besides the theoretical knowledge of

the subject the students are evaluated on the grounds of practical as well. Other than this some departments like Education, History, Philosophy etc. conduct project work under the guidance of teachers.

- **Group Discussions:** In learner centered education system, group discussion in the classroom has a special significance. In the college the students are encouraged to participate in these discussions, to clear their doubts and freely express their thoughts.

Besides these some other means of internal assessment like field engagement, experiential learning etc. are carried out by the departments to ensure all round continuous development of its students.

File Description	Documents
Any additional information	View File
Link for additional information	http://adpcollege.ac.in/file/2.5.1%20Sessional%20Examination%20(Mechanism%20of%20internal%20assessment).pdf

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. In this case, the institute follows the guidelines given by the affiliating university. The various components in the assessment process are informed to the students at the beginning of every semester by the faculty members. The schedules for the internal assessment tests are prepared as per the university guidelines and the same is communicated to the students well in advance.

During examinations, invigilators are assigned in each hall in the ratio 20:1 (student: teacher) to insure proper conduct of the test. Faculty members of the concern subjects carry out the evaluation of the answer script within the time frame designed for the same usually 5 days from the date of examination. The HOD of the concern departments play the role of head examiner by randomly verifying the corrected answer scripts. The corrected answer papers of the students are distributed to them for verification by the students and any grievance is redressed immediately. The details of marks obtained by the students of a particular department in internal assessment tests are displayed on their

respective notice boards. Students are also advised to submit their lab records periodically to their respective HODs.

Redressal of grievances at institute level:

Department Level:

The performance of the students in theory lectures, assignments, class tests, laboratory experiments and attendance are evaluated by the respective faculty members on a regular basis. The internal assessment marks are awarded to the students based on their performances in the above mentioned categories. If the students have any sort of grievances, they can discuss with any one of the faculty members including HOD.

College Level:

The Institute appoints a group of teachers for smooth conduct of examinations. If students are facing any sort of problems like filling up of their examination forms, downloading their admit cards, getting their final results, then these are solved by the Chief Examination Officer appointed by the institute. If the students have any sort of grievances regarding theory or practical examinations, then they can discuss the matter with the Principal and if necessary the same is forwarded to the university by the Principal.

Helpline Numbers: During this pandemic situation, College Helpline Numbers and Email-id are circulated among students so that they may discuss their grievance relating to the Online Examinations conducted by the university.

Redressal of grievances at University level:

Some queries like corrections in certificates and mark sheets issued by the university is forwarded to the concerned section of the university through the college examination section for necessary corrections. Students are allowed to apply for reevaluation, recounting and get the photocopy of the evaluated answer scripts by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

File Description	Documents
Any additional information	View File
Link for additional information	http://adpcollege.ac.in/upload/notice/1629100973.pdf

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.

The learning effectiveness of any programme and course depends on its Programme Outcomes and Course Outcomes. ADP College has developed the POs and COs taking into consideration the mission and goals of the programmes. For all the undergraduate and postgraduate programmes the POs and COs are drafted under the guideline of its affiliating university, following discussions with all the stakeholders.

The college follows a well structured syllabus offered by its affiliating university. 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 in association with the faculty members of ADP College have prepared programme outcomes for each programme to be attained by the learners by the completion of each course. The central objective of the POs & COs include in-depth knowledge a learner has to attain in his/her respective field of study as well as the skills associated with it.

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 ADP College organises induction programme for the newly admitted students during which the programme outcomes are explicitly stated and explained. Every Department also organizes orientation programme to make presentations about their courses, and students are encouraged to seek clarifications in case they have any query. The college and its departments provide space for students to discuss and raise doubts in their field of interest during the conduct of seminars, peer teaching, paper presentations etc. which motivates them to attain the outcomes as specified in the syllabus.

The college IQAC collects feedback from teachers and students concerning the syllabus, and after consolidating the same, forward them to the College authority for further action.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://adpcollege.ac.in/file/PROGRAMME%20UTCOME%202020-2021.pdf
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.

Attainment of the Programme Outcomes (POs) and Course Outcomes (COs) can be justified with the help of performance made by the learners in various assessments. Evaluations are done regularly through formal as well as informal mechanisms in form of Internal Assessment and Course Ending Examination. The internal Assessment is done by the college whereas the Course End or Programme end examinations are conducted by the affiliating university for both theory and practical courses. The college follows a policy of continuous and formative assessment that includes various evaluation strategies, such as Sessional Examinations, Unit Tests, Class Tests, Seminar presentations etc. All such assessment methods are designed carefully to evaluate a range of skills, knowledge, understanding, values and attitudes.

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/marks 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. ADP College gladly assesses its attainment of programme outcome with an average of 71.33% pass percentage in the year 2020-21 across all programmes in the college.

The college also tries to evaluate the attainment of POs and COs from the learners' point of view in form of their Feedback on Curriculum which is collected and consolidated by IQAC and sent to College Academic Council for approval and for further action. Moreover, evaluation of POs and COs are also made by the

college on the basis of its students' progression record for higher studies, qualification in competitive examinations and their ability to acquire placement in various fields.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://adpcollege.ac.in/studentplacementrecord.php

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

555

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://guportal.in/GeneralNotification/General_Inst_Notification.aspx?type=mELirpUhRYksFj7k8%2fXBcQ%3d%3d&CollegeID=jJOtHsRVwYECOhoiBc69dA%3d%3d

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)

http://adpcollege.ac.in/feedback_student.php

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)

0.05

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

01

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	View File
Paste link to funding agency website	Nil

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

08

File Description	Documents
Report of the event	View File
Any additional information	View File
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

14

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

41

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

In the year of 2020 to 2021, from July to August, Total 12 Numbers of Extension and Outreach programs conducted by the Anandaram Dhekial Phookan College, Nagaon through NSS/NCC/Red cross/YRC etc., (Including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in Collaboration with Industry, community and NGOs) during the year. Health Check-up camp and Blood Donation camp were also done with the District administration in the college campus to uplift the hygiene and sanitisation among the community. Extension & Outreach programs have been conducted by the Institution through NCC and College Environment Cell (Including the programmes such as Swachh Bharat, AIDS awareness etc.) where a large number of students

participated.

A new and innovative workshop on Human- Elephant Conflict Management was organised by Human Elephant Conflict management cell of Anandaram Dhekial Phookan College involving faculty members, students, Forest Officials, Forest guards and local beneficiaries. During the pandemic, the college also contributed towards the society by various ways. A number of awareness and outreach programmes have been conducted in order to fight the Covid 19 pandemic. Sanitizer production and distribution, face mask production and distribution, Covid testing were some of the major initiatives taken up by the institution to fight the pandemic. Covid testing in the above-mentioned Page 46/96 30-08-2021 12:25:36 Self Study Report of ANANDARAM DHEKIAL PHOOKAN COLLEGE adopted village was also conducted to fight the pandemic situation. The initiative has been upgraded to a major step by establishing a Covid Care Centre for female patients and children within the college campus. The centre was run from 18th May 2021 to 21st August 2021 where 1142 women as well as 132 children were treated.

File Description	Documents
Paste link for additional information	Nil
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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

12

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

1016

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

01

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	No File Uploaded

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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

The College has total area of 14167.66 sq metre with a built up area of 6667 sq metre to provide adequate infrastructure and physical facilities for teaching- learning. The institute has 52 classrooms and 16 laboratories to cater to the needs of graduate and post graduate students in a green and spacious environment with 10 smart classrooms having ICT facility. The large classrooms are equipped with microphone and sound system. In addition, portable LCD projectors and screens are available in several departments. The departments of English, Statistics and Geography have smart television for showing films, documentaries and other audio-visual presentations to students. A Conference Room in the administrative building serves as venue for administrative and

academic meetings. The central Biotech Hub is equipped with instruments to provide advanced laboratory facilities to the students particularly of science departments. Language Laboratory of the Department of English is equipped with Language software and it offers spoken English course. The Geographic Information system (GIS) laboratory in the department of Geography enables learning of GIS software and geomorphological studies. Museums are there in both the departments of Botany and Zoology. The college has been recognised as an equity initiative "Finishing School" by RUSA, Government of India to guide the outgoing students to build capacity building & skill enhancement abilities. The Central Library is a hybrid library. It has a manuscript section. OPAC (On-line Public Access Catalogue) facility is available. Library is a member of UGC N-LIST Consortium. There is a reading room and a Reading Lounge in the library. Almost every department of the college has departmental library for lending books to students and faculties. The departments maintain library issue register. There are separate Common Rooms for Boys and Girls with free Wi-Fi access where students can relax during class intervals and discuss about their curricular activities. The girl's common room was reconstructed with grant from the RUSA in the year 2018. It has adequate sitting space, toilets and sanitary napkin vending machine. There is a Common Room for Teachers furnished with air conditioner, relaxing chairs, central conference table and separate toilet facilities for ladies and gents. There are 65 Computers in the college for students and faculties. There are two computer laboratories with 26 computers. There are 2 HP servers with 45 Think Clients. There are 3 browsing centres. An internet connection of more than 30MBPS/ GBPS Bandwidth is available in the college. LAN connection is available in Computer Hub, Computer Science and Geography Laboratory. There is a computer hub with 18 computers and ICT enabled facility where student seminars, LMS classes, national and international interactive workshops and programmes etc are organised. There is a Conference hall equipped with a platform and presentation facility along with overhead projector for the benefit of students and faculties. An e-content development facility has been established in the computer hub. Printers and scanners are provided for smooth working of the departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/fnl_gllry.php

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

Sports play a pivotal role in shaping personality and maintaining good health. The college has specially developed a sports environment within the campus. In terms of sports infrastructure, College has an Indoor stadium with a capacity for 200 persons to sit in the gallery. Two sets of Badminton courts are put there simultaneously. Rubber mats have been fitted in the arena. The Indoor Stadium was constructed with a grant from UGC in 2017. In the Indoor stadium, there is a table tennis facility, where large number of students take part in the events. Facility for various indoor games like Chess, Carrom, Chinese checker etc is available for both girls and boys. The gymnasium of the college was established in 2013 which is well-equipped with instruments and exercise tools including two sets of multigyms. Both students and faculty come regularly for exercise in the gymnasium. The college has an auditorium with a sitting capacity of 800 persons. It was later renovated in 2018 with sound proofing and air-conditioners. Various cultural programmes such as drama, one-act play, skit, mime, dances, group and solo singing events etc are organised. Various National and state level seminars, conferences, workshops for students, NCC Programmes are held in the auditorium. Functions of different schools and organisations of Nagaon are also allowed to be held in the auditorium during college holidays. The auditorium has facility for projector presentations and screenings. There is a conference hall with a sitting capacity of 120 participants. It is equipped with LCD projector, white board and screen. It is air conditioned and it serves as a venue for seminars, workshops and celebration of other important events. It has an average user rate of 12 per semester. Students perform street plays to create awareness on different events and for entertainment within the college campus. Saraswati Puja is performed in the college every year which attracts large number of students from our college as well as from other schools and colleges of Nagaon. Rongali Bihu celebration, Bhaona, Film festivals etc are organised in the indoor stadium and in open stage constructed temporarily in front of F-Block and C-Block. College organises Yoga Programme in the auditorium regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/upload/gupload/0IMG-20210830-WA0014.jpg

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/gallery.php?id=30
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)

92.87

File Description	Documents
Upload any additional information	No File Uploaded
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 Central library which is the heart of the college is a well-equipped library. It is centrally located with open access system and provides right impetus for the intellectual growth of the students, teachers, research scholars and others around. The library is a three storied building with 850 sq. meter built-up area. The library has a collection of 24816 (textbooks) and 25052(Reference and other books). The library has some special collection of books on Gandhian studies, Vivekananda studies, Ambedkar studies, Human rights, Women studies, Tribal studies, Sankaradeva studies, Publications of faculty members, College publications, Award winning books etc. Apart from these special collections the library has a good collection of encyclopedias, dictionaries, books on competitive examinations and a good collection of manuscripts and rare books. The library is fully automated with Integrated Library management system named SOUL 2.0. The SOUL 2.0 is installed for automating in-house activities and services of the library along with barcode facility. The Online Public Access catalogue (OPAC) is made available for library users to know the status of availability of books and documents in the library. The library uses Dewey Decimal Classification (DDC) system for classification of books. The library has set up an Institutional Repository (<http://192.168.0.100>) in 2018 by using D-Space digital library software where college publications, question paper of examinations, rare books and reports etc are kept in digitized form. The repository can be accessible over library LAN and library WI-FI. The library has recently initiated the process of remote access of electronic resources by providing a link of digital library in the college website (<https://adpcollege.ac.in/online/digitallib.php>). The entire library complex is WI-FI enabled. Students can use internet facility in the digital library. All the computer systems are equipped with power back up facility available through online UPS system (5 KVA). The library is an active member of INFLIBNET Centre and NLIST consortia. The library offers various services to its users like Automated circulation of books, Online Public Access Catalogue (OPAC), Reprography, Library orientation, Book bank facility for poor and differently abled students. C.C. cameras are installed inside the library for strict surveillance. The Central library has its own website (<http://www.libraryadp.weebly.com>) and library blog (<http://adplib.blogspot.com>). These are available in the library panel of college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://adpcollege.ac.in/online/digitallib.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources B. Any 3 of the above

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)

1.92

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

66

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 well established mechanism for upgrading and deploying Information technology infrastructure. The Computer Science department reviews and analyses the condition of the computers in the Institute to facilitate and decide the type of upgradation required. Hardware and software upgradations are in line with the demand of latest syllabus. The Institute purchases new edition of computers as and when required. In the annual budget adequate provision is made for the same. College has a Committee for update and repair. However, for major problems, computer technicians and service providers are hired for the upkeeping and replacement. Institute regularly updates its IT facilities including Wi-Fi at Periodic Intervals. The IT facility of the College has been improved with Bandwidth increased to more than 30 MBPS through a dedicated fibre optics connection from BSNL to enhance Wi-Fi coverage in campus. LAN connection is available in Computer Hub and Computer Science Laboratories and GIS Laboratory. The computers are running all latest software products with necessary licenses. In addition to the system software like Windows and Linux Operating system the computers are running with latest generation application software like Code Block, Visual Studio etc. All the software supports the academic work of the students along with bringing out their extracurricular activities. Practical sessions are allocated within the timetable to ensure optimum utilization of the Computer lab. Students are given the time slots for Practice. Each department is provided with individual system (Laptop or Desktop) with wireless internet facility. Each department is also provided with individual printer. It is one of the few colleges under Gauhati University which has upgraded its classrooms to facilitate teaching through modern tools and techniques like digital classrooms, mounted projectors, projector screens, smart board (touch white board) etc. The aim is to use technology to enhance learning and teaching through the use of digital technology. The college also has a Digital Library. The Campus is Wi-Fi enabled with necessary firewalls which can be accessed by students and staff members in the Administrative block, Library, Classrooms, Canteen Indoor

Sports Complex as well as in the open space area of the college. Students can access the internet on their laptops and mobile phones at a speed more than 2 mbps. Users are provided a secure access with a login ID and password for using Wi-Fi facility through their mobiles and laptops. The students and faculty can enjoy the benefit of uninterrupted internet services and they can access various e-books, e-journals and stay in touch with the latest research activities. The Wi-Fi is provided with a high speed BSNL fibre leased line. The college has many wireless access points on different locations and all the access points and their wirings are suitably mounted on racks. The Routers are located in such a way that they cover most of the area of college campus. The Wi-Fi facility is provided to all over campus for all stake holders free of cost.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/gallery.php?id=28

4.3.2 - Number of Computers

65

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

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
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)**88.98**

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.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities which are fully transparent and strictly according to the UGC guidelines and 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, nonteaching 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. The Principal constitutes various committees for monitoring and maintaining college infrastructure. The college construction committee played a significant role by submitting various proposals to the UGC, State Government and RUSA for grants. Construction and maintenance service are done through e-tendering process. Hostel superintendents are appointed for smooth functioning of the Girls' hostels. Adequate in-house staff is employed to maintain meticulous on-campus hygiene, cleanliness and infrastructure to provide a comfortable learning environment. Classrooms, staff rooms, seminar rooms, IT labs, etc. are regularly cleaned and maintained by service and housekeeping staff assigned to the departments. A full-time gardener keeps the Green

Cover of the campus intact. Head of Department of Computer Science is the System Administrator. IT Lab assistant maintains Institute's computers and devices under the supervision of the system Administrator. Maintenance of computer is done regularly as per requirement. In case of physical damage expert from related agencies are consulted. Power back up is provided to the computer systems to use them optimally. LAN and internet connectivity is regularly tested. LCD projectors, Language Lab software is also upgraded by time to time. The audio-visual system is set up in the Classrooms, Auditorium and Seminar halls. The college conducts admission and examination of the University through online software and training programs and workshops are conducted for staff when needed. There are different committees to monitor the smooth functioning of the College who regularly report to the Principal. The construction committee looks after the regular maintenance of civil works such as furniture repairs, masonry, carpentry, plumbing and housekeeping. Repair and maintenance requisites of academic departments are submitted by the HODs to the Administrative office and the requirements are collectively processed. Sufficient laboratory staffs on regular and contractual basis are appointed to assist in maintaining the Science Laboratories. Proper inspection of stock register has been done at the end of every semester. The Instrumentation Centre of the college provides necessary maintenance support when necessary. The college received grant of Star College Scheme in the year 2019. From this fund laboratory instruments were purchased for modernization of four laboratories. The Central Library with its modern collection of knowledge resources and innovative information services fills an essential role for students, faculty, and the surrounding community in their intellectual pursuits. The Library holds knowledge resources predominantly related to Science, Humanities and Social Sciences, other allied subjects. OPAC (Online Public Access Catalogue) facility is available at the ground Floor of the Library. However, OPAC can also be accessed through any terminal on the Library. Library is an active member of UGC N-LIST Consortium through which online full text journals can be accessed. A library committee looks after the procurement of books and the annual library audit. Library has an advisory committee to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the textbooks and some other important books, journals and periodicals, etc. The college has its own canteen. Canteen Committee regularly reviews hygiene and quality of the food. Anandaram Dhekial Phookan College Governing Body takes proper decisions and implements them for the

betterment of the college. The Institution has a provision of budget allocation for various activities. Information about the college can be accessed through its website www.adpcollege.ac.in which is updated regularly and maintained by S. S. Technologies, Guwahati. <http://adpcollege.ac.in/tender.php>
<http://adpcollege.ac.in/hostel.php>
<http://www.adpcollege.ac.in/bio.php>
<http://adpcollege.ac.in/gallery.php?id=30>
<https://www.adpcollege.ac.in/computerhub.php>
<http://www.adpcollege.ac.in/gymnasim.php>
<http://www.adpcollege.ac.in/indoor.php>
http://www.adpcollege.ac.in/language_lab.php
<http://adpcollege.ac.in/online/digitallib.php>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/feedback_student.p hp

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

1205

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2782

File Description	Documents
Upload any additional information	View File
Number of students benefited 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

A. All of the above

File Description	Documents
Link to institutional website	http://adpcollege.ac.in/
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

20

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

20

File Description	Documents
Any additional information	View File
Number of students benefited 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

B. Any 3 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	No File Uploaded
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

14

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**

131

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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**

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

08

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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 college prospectus mentions clearly about student support services available in the college. In the students' general meetings, the IQAC apprise the students of various student support programmes. The IQAC requests the authority to put banners, festoons etc in and outside college about the support services offered by the college. There are counseling cell, gymnasium, canteen, CCTV surveillance, scholarship, student aid to needy ones and drinking water facilities etc. Free coaching is imparted to students belonging to minorities, SC / ST and OBC to prepare them for various competitive exams under UGC Entry into services scheme. Guide books for different competitive examinations are brought under the scheme and are available for all students in the college library. In 2020-2021, the student bodies were engaged along with IQAC for distribution of sanitization materials in adopted village and among neighbouring residents of the college. The student representatives were also engaged in conduction of Covid-19 test among the households of the adopted village. The students participate in various administrative, co-curricular and extracurricular activities of the college. Their participation and engagement helps the smooth functioning of the various activities of the college, at the same time it helps them to inculcate positive work culture and discipline among the students. The General Secretary of ADP College student Council is an executive member of the IQAC committee and also member of the Student Grievance cell. The students are also engaged in the Gender Sensitization against Sexual Harassment Committee and Students Grievances Redressal Cell of Anandaram Dhekial Phookan College for proper functioning of the committees.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/committees.php
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

06

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 alumni association of Anandaram Dhekial Phookan College provided drinking water facility with cooler and filter was installed in college in February 2020. Due to Covid-19 Pandemic, the alumni association of Anandaram Dhekial Phookan College could not undertake any notable work in the period of 2020-2021.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/gallery.php?id=32
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs

(INR in Lakhs)

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

The nature of governance from higher level to ground level is consisted of faculty members, administrative staff, students, alumni and the local well wishers of the institute. All stakeholders of the institute work by keeping students at the center point. It is fully transparent, democratic and all inclusive. Teachers get representations in the key decision-making bodies of the institution. Governing body (GB) of the College is nominated without conducting election for every three years. In GB, teachers and non-teaching staff members, and Parents of students are well represented. Similarly, in IQAC, all the stakeholders also get due representation. In consultation with IQAC, GB makes the key policy decisions and considers important proposals for the development of the institution.

The following vision and mission of the college is also uploaded on the website:

Vision: To make the institute a centre of excellence by imparting quality education in both academically and socially so that the students are becoming responsible citizen of the society and facing the challenges of life.

Mission:

(i) To disseminate education in humanities, science and vocational courses in the context of present day world scenario, thereby to meet the needs and aspirations of the people of Assamin general and of Nagaon and its adjacent districts of Morigaon and Karbi Anglong in particular, irrespective of caste, creed, religion and sex.

(ii) To promote scientific temper and orient minds for teaching and research activities.

(iii) To build healthy and congenial atmosphere for teaching and learning activities.

(iv) To encourage innovations in planning, teaching and evaluation to achieve higher scale of perfection.

(v) To promote social responsibility of higher education through community participation and sustainable development.

The perspective plan of the college is prepared after the completion of the second cycle of NAAC by keeping in mind the future needs of the college and displayed on the college website. In order to implement and achieve the perspective plan, IQAC devised the action/strategic plan for each academic year; it also put forward in meetings with GB. The IQAC prepares agenda of meeting taking matter into consideration. As per the action plan the college administration implements different activity throughout the academic year to fulfill the vision and mission of the college. The college has been seriously working to achieve the objectives mentioned in the perspective plan and accomplish all the recommendations made by the previous cycle NAAC peer team. Therefore the college has organized various academic activities and raised funds for infrastructural development from UGC, Govt. of Assam and other stakeholders. The principal of the college works as the member of various committees.

By keeping in mind the vision, the college has started skill based courses, which are totally job oriented and graduating students can take admission in these courses and can make themselves self skilled for various professions. Here, they are not just learning but also earning a source for their livelihood.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/governing_body.php
Upload any additional information	View File

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

Decentralization: The organogram of the institute shows effective decentralization of management. Governing Body has members from Guardians, academics, teacher's council, non teaching staffs and local bodies along with University VC's nominee. Under the

guidance of Principal, HODs, Faculty members & non-teaching staff perform their duties.

Participative Management: Presence of Alumni, present students, faculty, Principal, professionals in various committees reflects participative management approach of the institute. Committees like, academic committee, anti-ragging committee, cultural committee, placement committee, hostel committee, vigilance committee, disciplinary committee etc. have students, Alumni, professionals as active committee members.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/governing_body.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

After second cycle of NAAC, college management seriously worked upon the recommendations of NAAC and successfully worked on construction of new academic building, introduction of commerce stream, new hostels, skill based programmes etc. Accordingly, long term plan was prepared for the next five years. With the suggestions from all stakeholders, perspective plans of the departments were prepared by the Principal. Then it was divided into year-wise strategic plan and accordingly implemented. The Anandaram Dhekial Phookan College is a student centric multidisciplinary college where strategic planning is done for all round growth of students. The Governing Body of the College consists of experienced academicians and professionals ensuring quality education by effective teaching learning process, adding to innovation and best practices opted by the institute. Students are given practical exposure of industry through live projects, summer internship, winter internships, industry visits etc. The quality improvement strategy adopted by the institution can be divided into different strategy like curriculum development, examination and evaluation, human resource development, infrastructure, instrumentation and library collaboration. The college has adopted new Choice Based Curriculum System (CBCS) for curriculum development. The College follows the Governmental reservation policy in admission process. Admission procedure of the college is totally transparent and merit based.

Since the existing building was inadequate, construction of new academic building was initiated to make it convenient to the new and existing students. NCC camp was organized to clean up the campus. Varieties of trees were planted, Eye catching landscaping was carried out. The meetings of parents were conducted to inform them about the development of the college. The entire process of construction and campus beautification was very transparent and implemented through the E-tendering process. The outcome of this was very concrete and reflected on the happiness of the students. With the help of ICT facilities and green campus the teaching learning process became very enjoyable. The Governing Body of the college is still in process of fund raising for making this college more students-friendly

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://adpcollege.ac.in/gallery.php?id=23
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.

Anandaram Dhekial Phookan College follows a flat organizational structure, which ensures quick and effective decision making and timely execution. The organizational structure of the institute is as follows: The topmost layer of the organizational structure consists of Governing Body (GB) which is constituted as per the rules of the Assam Provincialised College Management rules-2005 framed by the Govt.of Assam. The GB is responsible for apex level decision making. The governing body members of the institute meet 4 times in a year to discuss and deliberate upon the institutional requirements and unanimously take crucial decisions for the betterment of the organization. The academic and administrative set up is controls by the Principal of the college. The Principal is the highest authority in the institute who plays a crucial role of implementation of decisions and suggestions given by the governing body from time to time. The principal forms various committees for monitoring and facilitating several activities organized in the college. i.e. IQAC, cultural Committee, discipline committee, student council etc. Different cells are also formed for monitoring and maintaining the good environment of the college. Hostel superintendent and Nodal officer (RUSA) help the principal

in their respective fields. 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 according to the guideline of UGC. According to UGC guidelines Principal of the college forms various cells and centres of the college. Some of these are Grievances redressal cell, Anti ragging cell, NCC, minority cell, ST/SC cell, OBC cell, Incubation centre etc. The institution is associated with different welfare societies for societal activities.

Appointment, Service Rules, Procedures, and Recruitment:

As per the Rules and Regulations of UGC and Department of Higher Education, Govt. of Assam, the authority of the college looks after the appointment procedure of the vacancies/appointment by strictly following the reservation policies of Govt. of India.

The promotional policy of the college is transparent and impartial. For the promotion of the teachers, the PBAS Performa of the UGC are followed. IQAC monitors the API score of the teachers. Under Career Advancement Scheme, the college helps the teachers in obtaining promotion.

Grievance Redressal Mechanism:

The college has formed a Grievance Redressal 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 to make it more confidential and hassle free. The Principal is the head of this cell and other mechanism to deal with it as follows- After receiving grievances and complaints, in digital mode, writing or orally, the committee discusses in the meeting and resolves. There is a separate Anti-Sexual Harassment committee, object of which is to prevent cases of harassment and to look into grievances of girl students. Anti-Ragging committee is also formed to work on the cases related to ragging, if any.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/administrator.php
Link to Organogram of the Institution webpage	http://adpcollege.ac.in/file/Organogram%20of%20the%20Institution.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
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

There are several welfare schemes for its teaching and non-teaching staff.

1.Provident Fund: The teaching staff of the institution is covered under EPF Scheme. It is dependent on the year of the appointment.

2.Career Advancement Schemes:The institute allows faculties to go for higher studies and short term courses.

3.Faculty Improvement Schemes and Faculty Development Programs: The institute organizes Faculty Development Programs on frequent basis and also allows the faculties to attend such programmes elsewhere.

4.The management felicitates employees and their wards for special

achievements in various fields.

5.The college raises fund for employees and students whenever possible.

6.The college gives advances to staff under inevitable circumstances.

7.Financial support is provided for publication of books by staff.

8.Advance payment to staff to meet emergency needs in case there is a delay of salary payment.

9.In a medical emergency, advance is given to the teaching and non-teaching staff.

10.Financial assistance is extended to faculty member attending international conference outside India.

11.The college has Employee's Welfare Thrift and Credit society (Registered under cooperative society) for the financial welfare of Teaching and Non-teaching staffs.

The institution always prefers its retired employees rather than outside consultants/firms in its various needs. The authorities of the institution equally share sweet and sour events of the employees' family lives. Some of the college welfare measures is uploaded in PDF file in the additional information

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/college_publication.php
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

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File Description	Documents
Upload any additional information	No File Uploaded
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

2

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	View File
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

27

File Description	Documents
IQAC report summary	View File
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 faculties are given a performance appraisal form, which is presented to the committee. The IQAC assesses the potential of the faculty and analyse his/her performance as per the given parameters. Then, IQAC considers and forwards the Self-Appraisal and API forms to the Principal for necessary action.

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. Therefore each task is completed with quality performance and documentation. As per the Audit reports, the college is performing well. Thus the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvement of the standards of the teaching and non-teaching.

One self-appraisal sample is attached as additional information for reference.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/feedback_student.php
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

Anandaram Dhekial Phookan College gets its accounts audited regularly by Chartered Accountant in compliance with government rules. The external Certified Chartered Accountant, Bipin Kr. Sovasaria audits the financial statements and submits to the institution the audited financial statements with audit reports in every financial year regularly. The college has internal, secondary and external (government audit) mechanism. The audit for 2020-21 financial year was carried out by Sovasaria & Company. All the audit reports are uploaded in the college website. The institute receives funds for various seminars, conferences, minor research projects, major research projects etc. and utilizes its resources in its optimal format. The Chartered Accountant assess the utilizations records of funds given for various seminar, conferences, DBT grants, DST grants, extramural projects, minor and major research projects. The funds received from the UGC are also audited by the local Chartered Accountant firm. The college has successfully submitted all the utilization certificates of UGC schemes and Government of India funds. The administrative office of the college calculates arrears, CAS fixation and the income tax and deposit within stipulated time. The College also contributes its squirrel's share to the appeals made by the government on the national calamities. Every year, the institute conducts academic and administrative audits in which much focus is given on the office administration and successful completion of the financial audit.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/file/17-18a-merged.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)

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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)	View File

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

The college was earlier aided by the Govt. of Assam and included under section 2(f) section 12B of the UGC Act, 1956. It is fully eligible to receive the grants under various schemes of UGC with provincialization of the College. The college mobilizes funds for its regular activities from various Govt. agencies. Apart from this, the college mobilizes funds through alumni contribution/donation, individuals, and self-financed courses etc.

Money is a limited resource; the optimum utilization of resource allows an organization to move forward. It is not important how much fund is available but how the fund is used effectively and efficiently so that optimum utilization of the available resources can be done in sound way and better services to the student fraternity and society as a whole can be delivered. The mobility of the fund is therefore essential for organizational growth. The main source of revenues for the organization is admission fees collected from the students. The college also generates financial resources through its stakeholders, government agencies, local

well-wishers, alumni, students and public representatives and self-financed courses etc. 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 skill based courses. Each and every single rupee received is utilized through proper channel, such as quotation, e tendering, discussion with consented committee and paid by cheque or on line payment system. That funds received are utilized for holistic development is ensured by year round academic events and placement calendar. Besides spending on the holistic development of the student fraternity, the funds are also used for various purposes like payment of salaries to contractual teaching and non-teaching staff, honorarium to guest faculty and experts, purchase of books, Faculty Development Programs, conferences and seminars, sports and cultural activities, CSR activities etc. The college plans a budget well in advance for expenditure, which is approved by the governing body. The College maintains its infrastructure updated from time to time.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/file/6.4.3.%20PFMS%20payment.pdf
Upload any additional information	View File

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

As soon as the IQAC was established in the college in 18/05/2005, the process of quality enhancement and sustenance began through different strategies. Over time it has been made more intense, as per NAAC guidelines about quality assurance. The IQAC is consistently working to magnify the quality culture in its all spheres of the college activities by channelized efforts towards promoting holistic academic excellence. IQAC prepares perspective plan of development for the college and executes it in a strategic plan of every year. It has been trying to institutionalize number of quality assurance strategies such as digitization of academic and administration facilities, gender equality, strengthening extension activities etc. Such two initiatives are as follows-

Practice 1:

Developing Quality Culture among Teachers Since second cycle of the NAAC reaccreditation, IQAC has been promoting the quality culture in overall activities of the college. It was very clear that if we want the outcome based education the quality of teachers should be upgraded. Therefore, every year, in the initial meetings, IQAC takes review of the status of the teachers' research work and performance such as Ph.D. research publication, MRPs, Research Guidance, Seminar, workshop participation and organization etc. In year 2014-15 there were only 27 teachers who had Ph.D. degree. The positive motivation from Management and quality strategy of IQAC encouraged majority of the teachers to register for the Ph.D. and submit more and more research proposals to the various funding agencies. Now college has 38 Ph.D. teachers. Interestingly, more than 10 teachers have received Minor Research Projects from the UGC and other funding agencies. Nine national level seminars were organized by the college which was sponsored by the UGC, DBT, SERB, DST, Ministry of Ayush, NAAC, etc.

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 and on communication skills. Customized inputs are designed for different learning ability levels. IQAC ensures at the beginning itself the effectiveness of mentoring system to have a close look of student performance. To compete in the corporate world, students need to be effective communicator, thus IQAC pays special attention towards developing communication skills of students. At regular intervals IQAC calls meeting with mentors and guides them to take students to next level.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/reportscells.php
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 the period since last accreditation there has been huge improvement in academic performance of the college. The pass percentage has increased of the degree programmes as well as of PG programmes. 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 review, suggestions. In order to perceive learning outcomes, the IQAC periodically reviews teaching learning process and suggests gradual and regular expansion, upgradation and addition of the requisite material, equipment, infrastructure etc. Therefore college has identified two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC. The first example of teaching learning reform is the home visit by the faculty members to acquaint themselves with the conditions of the students so as to make them comfortable in the learning process. Departments of Hindi, History, Arabic, English, Assamese etc have been most active in this regard. This has paid dividend by way of greater involvement of such students in college activities. Some students being economically challenged these visits worked wonders in raising their self-confidence. Faculty members are in contact with the guardians on phone about their wards. Meetings are also held in college premises with the guardians. The second example of teaching learning reform is the increased number of collaboration with the local colleges, which have brought changes in the teaching pattern as occasional visit by faculty members from other colleges have enthused the students to put themselves in brighter perspectives. Departments of Herbal Science and Technology, Economics, History, Political Science, English etc have taken special steps in this context. Number of collaborations increased manifold during last 5 years.

Online classes were started for all students during lockdown for COVID19 during 2020-2021. A Human Elephant Conflict Management cell was constituted at the College, Nagaon in association with Forest Department, Govt. of Assam in 2021.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/file/agroherb.pdf
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://adpcollege.ac.in/aqar.php
Upload e-copies of the accreditations and certifications	View File
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

A National Webinar on "Gender studies: Beginnings to Current trends", was organized by the college on 30th July 2020 by the Department of English. Dr. Shyaonti Talwar of Gokhale Education Society was the resource person. Dr. Talwar in her lecture comprehensively highlighted on various waves of Feminism including current trends, such as Eco-Feminism, post-colonial Feminism, Queer Feminism etc. More than 300 participants attended the webinar, which was followed by a brief question and answer session. A Webinar was organized on "IT and Women Empowerment" by the Department of Economics on 29th July 2020. Dr. Wandinecia Tariang of NEHU was the chief speaker of the webinar. She elaborated how Information Technology can be used as a tool for elevating the status of Women in the hinterlands also. There was a very lively interaction between the students and resource person. An Assamese reading programme on Women and Creativity: ASMITA was conducted on 19th March 2021 and 05 numbers of dignitaries; Anuradha Sarma Pujari, Nilima Thakuria Haque, Rabijita Gogoi, Manika Devee and Maitrayee Patar were invited as chief guests. All

of the dignitaries delivered their comprehensive lectures highlighting the major issues and challenges faced by the women community from the remote past. Also they emphasized on adequate empowerment of the women community to successfully cope up with the said issues. They also recited their poems, talked about novels and books composed by themselves. All the students were also present along with the faculty members of the College. The resource persons specially motivated the student community to come up with creative ideas, innovations in writing and further asked them to take reading as an everyday practice.

File Description	Documents
Annual gender sensitization action plan	http://adpcollege.ac.in/file/7.1.1a%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf
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	http://adpcollege.ac.in/file/7.1.1b%20Specific%20facilities%20for%20women.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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. There are requisite dustbins for that. The solid

waste is collected by Nagaon district municipality board on weekly basis and then disposed off. Organic method of gardening is done by making use of cow dung as manure in trees and plants. Vermicomposting is done from wet waste and biodegradable waste and it is used in gardening as well as sold out in kilograms by making packets. There is a Vercomposting unit in the college which is looking after it.

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, bath, wash water etc. Liquid waste is disposed through pipes to drains which are connected to the drainage system of the district municipality board. Use of pesticides and other harmful chemicals in the garden is replaced by adopting organic methods of gardening wherever possible. In order to dispose the acid fumes, chemistry labs are equipped with exhaust fans. Mild liquid chemicals are used for cleaning and maintaining the campus.

E-waste management:

The college has evolved a procedure for e-waste wherein 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 who send it for recycling. Computers which are in working condition, but are obsolete are generally used for teaching-learning purposes in the Computer Science Department. Computer parts and peripherals are reused in other systems. Printer Cartridges are generally refilled and not disposed. UPS batteries are even exchanged with the vendor of new batteries. All damaged electronic materials (e-waste) are stored in a store room for further disposal or returned to the manufacturer.

We have no provision for waste recycling. We do not have biomedical, hazardous or radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://adpcollege.ac.in/gallery.php?id=31
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	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
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 A. Any 4 or all of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment 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

C. Any 2 of the above

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	View File

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).

The institution makes immense effort in providing inclusive environment towards cultural, regional, linguistic and communal

diversities.

Cultural:

The strong societal development of any region depends upon its culture. Anandaram Dhekial Phookan College provided cultural educational environment for the students. Faculties and students of the college are very much involved in the development of Assamese literature, culture and language.

Regional development: Nagaon, being the birthplace of Madhab Kundali and Mahapurush Srimanta Shankaradeva we are very much enlightened by their ideology and holistic principles. Eminent personalities of Nagaon such as Debakanta Baruah, Birinchi Kr Boruah, Mahim Bora are some names to be mentioned in the regional development of the district.

Linguistic: Assam Sahitya Sabha, world's largest literary organization which is based in Assam has established Anandaram Dhekial Phookan College. Anandaram Dhekial Phookan, the name which we recognize our college was the pioneer in establishing Assamese language and culture in Assam.

Socio-economic: A The college provides support to the students in building them socio-economically by providing various skill based courses. We have National and State awardee among teachers and students who have brought laurels not only for the college but the society as a whole. Jiban Narah, Arindam Borkataki, to name a few who has received awards in Assamese literature.

During Covid pandemic period, Anandaram Dhekial Phookan College has shown splendid act of human kindness by establishing Covid Care Centre in the college campus for which the college has received appreciation from government as well as the common society of Nagaon District.

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

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

Anandaram Dhekial Phookan College has conducted various 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 workshop on "Self-Realization of Women & Protection from Domestic Violence" was organised by Women Study Centre and Women Study & Welfare Centre, ADP College in collaboration with Women Power Strengthen Forum, Assam on 14th March 2020.

Educational institutions play a crucial role in inculcating values among the young generation which helps them to become responsible citizens in future. Keeping in view this major objective, the premier institution has organised a lecture program on "Inculcating values for being responsible citizens as reflected in the Constitution of India" under the initiative of IQAC on 4th March 2021. Around 60 students (Arts and Science) accompanied by faculty members from both Science and Arts stream participated in the program. The main highlight of the event was the guiding values of the Indian constitution and the various ways by which the students have to imbibe to become responsible citizens. The normative/ethical nature of the constitutional values was made aware to the students. The lecture made them aware of the underlying values enshrined in the Indian constitution i.e., Democracy, Socialism, Secularism, Sovereignty, Republican character of the Indian state, justice, liberty, equality, fraternity, human dignity and the unity and integrity of the Nation. Moreover, our Constitution prescribes some Fundamental Duties, which are to be performed as citizens of India. The values of these Fundamental Duties were also stressed upon. Fundamental Duties have still greater importance because they reflect certain basic values like patriotism, nationalism, humanism, environmentalism, harmonious living, scientific temper and enquiry, gender equality, and individual and collective excellence.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

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

A District level debate competition was organized on the eve of 71st Republic Day celebration 2020. The 151st Birth Anniversary of Mahatma Gandhi was observed Via Zoom Platform. A talk on "Gandhi- An Epitome of Peace, Tolerance and Harmony" was organized. On 26th January 2021 the college observed the 72nd Republic Day with a flag hoisting programme and singing of the National Anthem. National Science Day Celebration was celebrated on 28th February 2021 by organizing invited talk on "Interferometry and its application in Astronomy" and "Introduction on basics of Nanotechnology. International Women's Day was celebrated on 8th

March 2021 with a general meeting at Computer Hub. The occasion was graced with a speech by the principal Dr Surajit Kumar Bhagowati on the topic "Diverse situation for a woman: How to overcome?"

The college has been organizing National and International festivals, observing Independence and Republic days, National Science day, International Yoga day, College foundation day, Youth festival, Workshops and Seminars every year.

NCC

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 Practice -1

1. Title of the Practice

Promoting scientific temperament through creation of awareness of Foldscope

2. Objectives of the Practice

1. To perform research entitled "Microscopic characterization of Herbal medicines of North east India" using Foldscope

2. To demonstrate foldscope assembly as a teaching tool

3. To develop curiosity and excitement of scientific exploration among students and researchers using foldscope.

4. To exchange ideas and views around the world using foldscope community

5. Collaborative activities among the students.

3. The Context

A Foldscope, a low-cost science tool, is an optical microscope that can be assembled from simple components, including a sheet of paper and a lens. It was developed by Dr. Manu Prakash and designed to cost less than US\$1 to build. It is part of the "frugal science" movement which aims to make cheap and easy tools available for scientific use in the developing world. The Department of Biotechnology (DBT), Government of India and the Prakash Lab at Stanford University, USA signed an agreement to bring the Foldscope to India to encourage curiosity in science. It is being used as a teaching tool for the students in biology, chemistry, physics and many other streams. Dr. Mousmi Saikia, Dept. of Herbal Science & Technology, and Project Investigator of the Indo-US Foldscope project, has been received a research grant to work in the title "Microscopic characterization of Herbal medicines of North east India". Moreover the aim of this project is to facilitate the adoption of Foldscope as an educational and research tool by students, teachers, scholars, scientists and the general people.

4. The Practice

The main objective of the research project was microscopic characterization of some potential medicinal plants and crude formulations used in the north eastern region of India with the help Foldscope. Field survey and documentation of the medicinal plants with geo-referencing are done in the Nagaon and Dhemaji District of Assam. In this study, 60 potential medicinal plant species used in treatment of various diseases by the local tribes are collected and selected for morphological and anatomical (i.e., T.S., L.S., of leaf, stem, rhizome, root; structure of stomata, trichome, etc.) studies. The study also includes the intercellular and intracellular contents like structure of starch grain, calcium oxalates crystals, oleoresin compounds. The plant species are preserved in the form of herbarium in the Institution. The powder microscopy is under study. DNA barcoding of six endangered medicinal plant has been done at NFB, G N Khalsa College, Mumbai (as the facilities are not available in our institution) and submitted to NCBI. The nucleotide sequences are available in the NCBI database. As a part of the other objectives, we have conducted 18 hands-on-training and outreach programme and 5 workshops on assembly & research perspectives of the foldscope tool in the local schools and colleges addressing local problems.

As per the DBT guidelines we are twinned with 9 other regions of Indian institutions and organized workshops, outreach programs and 'Student Exchange Programs'.

5. Evidence of Success

Foldscope has led to the college emerging as a leader in creating science awareness in the district. Many camps and seminars have been organized to create awareness about Foldscope, which is a low cost scientific apparatus. The involvement of students from the neighbouring schools and colleges has created a positive atmosphere in the entire district. Students from college and university outside Assam also have visited ADP College under Foldscope collaboration programme. The students of ADP College have visited those institutions in turn. This has widened the intellectual horizon of the students. The practice is ongoing with the following outcomes:

1. Students of the locality were well aware of the foldscope and its usage.

2. Some of the schools purchased foldscope for their regular practical work. 3.

5 M.Sc. thesis were awarded by Gauhati University related to Foldscope project.

4. 12 nucleotide sequences published in NCBI database.

5. 3 papers published

6. 1 book published

7. 3 seminar presentations (1 oral & 2 poster)

8. 18 extension program, 5 workshops and 1 International e-conference conducted.

Best Practice -2

1. Title of the Practice

Anandaram Dhekial Phookan College NCC Unit and its cadets bringing laurels to both the Institution and the District

2. Objectives of the Practice

To train the students of the college to become confident, committed and competent leaders in all walk of life. To enhance the awareness level of students being responsible citizens of the country. To conduct different activities contributing towards society in terms of social and community development To provide an environment in the college and motivate the cadets to join the armed forces as a career.

3. The Context

In 1963 under Dr. Narayan Ch. Barman's guidance (then Vice Principal of our college) a company of NCC was formed with 200 students cadets under 8th Assam NCC. As the members increased and there was a need for a separate officer to head the company, the HoD of the Education Department Narendra Nath Saikia was given the same Pre-Commission Training and appointed as a Part-time NCC Officer of the College. Thereafter, the then HOD of the English Department Rabindra Bora took charge as the NCC officer for some time. After Mr. Bora's retirement the HoD of the Geography Department Mr. Khagendra Chandra Mahela took Pre-Commission Training and continued as NCC officer of the college from 1981. He had Promoted to Vice-Principal in the year of 2013. In 2013 Ram Babu Rai was recruited as NCC office Assistant to accelerate the Cadets. In 2016 Dr. Ajit Bharali, Assistant Professor of the Assamese Department took over as the NCC Officer and had been successfully continued upto 2018. In 2018, November, Principal Dr Surajit Kr Bhagawoti gave the responsibility to Dr. Jalin Prakash chetia, Assistant Professor of the Assamese Department. He took over as the NCC Officer in-Charge and has been successfully continuing as the same till date. By now, quite a good number of cadets from our college have won laurels to the institution, through their participation in various competitions and camps, and a few have placed themselves at respectable positions, largely on account of their credentials in the NCC.

4. The Practice

Anandaram Dhekial Phookan College NCC Unit has a glorious history having its cadets bringing laurels to both the Institution and the District. It is an active cadets Unit. The Cadets participate in CATC (Combined Annual Training Camp), ATC (Annual Training Camp), Army Attachment Camp, National Integration Camp (NIC), Sainik Camp, Republic Day Camp (RDC), TSC (Thal Sainik Camp), Rock Climbing Camp, etc quite regularly. During the tenure of Dr.

Narayan Chandra Barman as NCC Officer, one NCC Cadet Krishna Sarma successfully participated and completed under the guidance of Tenzing Norgay, the first conquer of the Mount Everest, under the aegis of Jawaharlal Nehru Mountaineering Institute and in 42-Basic Mountaineering Institute the basic training of mountain and snow climbing and had shown special skills in the same. Cadet Krishna Sarma later joined the Indian Army as Commissioned Officer and went on to become and retired as a Major. There are numerous examples of our NCC Cadets acquiring NCC 'C' Certificate and joining the Army, the Police and other such Institutions. At present 75 NCC Cadets allotted as per 8 Assam Bn NCC (rectified by NER Directorate) in the College. The college had introduced 33 percent reservation for the girls Cadets from 2012. Like the boys, the girl cadets too have shown excellence in different fields. Our cadets have been proving their mettle in different events like Annual Training Camp, Basic Leadership Camp, Social Service Camp, Republic Day Camp etc from time to time.

5. Evidence of Success

The following programmes were organized by the College NCC unit every year: Republic Day Celebration Programme at College Campus, Republic Day Celebration Programme at Nurul Amin Stadium, Sadar, Nagaon, World No Tobacco Day, Tree Plantation Awareness Programme, Awareness Programme on Disaster Management, Swachh Bharat Abhijan, Health Care Programme, Yoga Workshop, NCC Plogging Day, ADP College NCC Unit Independence Day Celebration etc.

6. Problems Encountered and Resources Required

The following are the problems encountered and resources required for the NCC unit.

Lack of parade ground as the college premises is very small and there is no open field.

The students are from economically challenged backgrounds and hence they cannot afford to procure requisite materials, which are not supplied by the administration.

There is hesitation to travel outside. There is no fund allocated for NCC by the college. The classes and NCC programmes often clash, resulting in hesitation of the cadets to join the programmes.

Awareness about the role and functioning of NCC is very little as

Gauhati University has not yet implemented the suggestion of UGC to make NCC a compulsory subject in degree programmes.

Teaching assignment of the in-charge comes on the way of NCC programmes as we do not have full-time NCC in-charge and we have to manage tight-rope walk.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

Anandaram Dhekial Phookan College was established in the year 1959 with a vision to provide educational opportunity to the rural people of the district Nagaon. The vision of the college which was framed to make the college as a place of excellence and quality education also has been successfully attained over years. The students of both the arts and science streams of the college have already shown their academic success in education as well as in establishing themselves as suitable human resource for employment. In the field of quality education, the science stream of Anandaram Dhekial Phookan College, has been showing remarkable success due to the efforts made by the faculties. Presently, the college has 2782 students out of which 90 percentage students are from the rural areas of the district as well as from the neighboring rural districts viz. Karbi Anglong, Hojai, Morigaon etc. Under science stream, there are six Departments viz. Physics, Chemistry, Zoology, Botany, Geography and Herbal Science & Technology, which are engaged in providing remarkable education to the students. All the Departments have well equipped laboratories and four departments are being funded by the DBT, Government of India (under the STAR COLLEGE Scheme). Modern and sophisticated equipment are installed in the laboratories for performing proper scientific practical classes. The equipments like, Millikan Oil Drop setup, Planck's photocell, Bi-prism setup, Thermocouple setup, CRO, Optical Bench, Water and Soil analysis kit, Digital Conductivity Meter, Distilled water plant, Electronic balance, Flame photometer, Shaking water bath, SDF PAGE Electrophoresis, Double distillation plant, mini centrifuge, Trinocular microscope,

Stereo microscope, Dissection microscope, BOD incubator, Rotary Microtome, Camera Lucida, KJELDHAL Digestion and distillation unit, Lux meter, PH meter, computer interface microscope, Stereoscope, Digital Theodolite, GPS, Rotometer, Aneroid Barometer, Dumpylevel, Planetable, Theodolite, HPLC, Laminar air flow, tissue culture room, Lyophilizer, Shaking incubator, Tablet punching machine, UV-Vis Spectrophotometer etc are being installed in the Departmental laboratories by which the students are getting the taste of science education. As a part of the science education, the college has a BIO-TECH HUB established by the DBT, Government of India in the year 2013 . The equipments like UV-Vis Spectrophotometer, Optical Microscope, Laminar Air flow, Compound microscope, Water Distillation Unit, Incubator etc, are functioning in the HUB and we are in process of procuring more instruments to the HUB for the greater benefit of the students. The University Grants Commission (UGC), New Delhi has sanctioned one B. Voc. course Herbal Processing Technology in the year 2019. A start-up AGROHERB was launched in 2019 for production and sale of vermicompost and mushroom on commercial basis among the institutional members. The college has received adequate funds for the smooth functioning of the course and for the upliftment of the rural students. The science faculties of the college are the key persons in making science education popular among the students. Faculties of the stream are showing their academic excellence in publishing research papers, articles in different reputed journals and are actively participating in different courses, seminars, workshops etc. Total 35 numbers of research papers are published by the faculties of the science Departments in the last five years and out of which 28 papers are published in Scopus indexed SCI journals. The faculties are undergoing projects funded from Government and non-governmental agencies for their research works. A total number of 07 projects were completed in the last five years. Few numbers are ongoing which marks an important contribution to the science fraternity from our college. The science Departments of the college have been arranging different workshops, seminars, and webinars for the benefits of faculties as well as for the students. All total 60 numbers of seminars and workshops were arranged by the Departments with full hearted participation of both faculties and students of the college. In order to enrich the science education, the college library may be treated as rich library in terms of number of books. The central library of the college has more than 2000 books purchased mainly for the science students and we are in the process of procuring more number of books. In addition, all the science Departments are having sufficient number of books in their Departmental libraries and the students are allowed to access the books from the central

library as well as from the Departmental library as per their needs. In order to give the students a new look in classroom teaching, the science Departments are provided with digital classrooms and 06 numbers of digital classrooms are functioning in the college for these subjects. The Departments are having adequate numbers of computers with printer connected to it. The students of science Departments are also showing their excellence in final examination of the university as well as in academic results of the Department (Annexure I). The students of the science Departments are showing good progression in their academic and social activities. Participation of students in different academic events, sports and cultural events are praise worthy and are always receiving recognitions. Anandaram Dhekial Phookan College has a herbal garden at Kathiatoli (18 km away from the college) and the garden has been established with joint coordination of the Forest Department, Government of Assam. Presently, cultivation of herbal/medicinal plants is initiated in the garden with active participation of the students and faculties. The science Departments of the college have also been maintaining coordination with reputed institutes/ educational institutions over the years. Exchange of educational thoughts, ideas by mutual exchange of students and faculties are done under the MOUs. Three MOUs were signed with Assam Agricultural University (04-06-2019), DRDO (04-01-2021) and Nagaon Forest Division, Govt. of Assam (12-12-2018).

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

The college follows curriculum prepared by Gauhati University since it is affiliated to the university. To ensure effective delivery of curriculum the college focuses on a well-planned student centric routine to cater the interest of 2782 students from 23 departments of the college in three streams as well as skill development programmes. A committee is constituted which prepares routine for different classes through proper contemplation of academic curriculum of university as well as UGC and notified government guidelines. While preparing routine, teacher strength and infrastructure resources of departments of the college are taken into consideration. Classes start at 8.30 AM and continue till 4.30 P. M. Major and honours classes are usually allotted in the first half of the day. The routine committee ensures that more than three teachers of any particular department are not engaged at a single specified time. To ensure that students get ample relaxation in between the classes, more than three consecutive classes are not allotted in the routine. The routine usually does not specify the tutorials and remedial classes. Individual departments make provision for these classes as per their requirements. With an aim to boost students' spoken English and overall soft skill and personality, the college arranges add-on classes on Spoken English and Personality Development. Teachers of the college try their level best to complete the syllabus under the curriculum of the students in each academic session. To incorporate additional elements into the curriculum for the students, the college invite resource persons from outside to deliver lectures on supplementary issues to the curriculum. Academic curriculum and syllabus of different departments have provisions of field study and project works for the students from time to time. Departments of the college organize such field study tours under guidance of teachers and ensure overall engagement and participation of the students in such programmes. The departments also allot project works as per academic syllabus and curriculum to their students under the guidance of specific teachers. Students of some of the departments of the college makes regular visit to recognized institutional laboratories as part of collaborative association

of the college with these institutions. The teachers of the college make noteworthy contribution to the academic curriculum of the Gauhati University as a few teachers of the college served as members of different academic and syllabus committees of the university. Especially, the Herbal Science & Technology department of the college is the one and only department in the North East India offering PG Course in Herbal Science & Technology and the teachers of this department have spearheaded in the formulation of academic curriculum and syllabus of this department in Gauhati University. A number of teachers of the college have also been assigned the duty of question paper setter of end semester examinations of different universities in the past several academic sessions. Tutorials and Remedial classes are not specified in the main routine. However individual departments have to make provisions for these classes as per their requirements.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://adpcollege.ac.in/download.php

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 September, induction cum freshmen social program for newly admitted students as well as 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 when the Annual college youth festival (College Week) is also organized. 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. Summer vacation of the college is of one month duration and falls in July every year as per Gauhati University

notification. At least 90 days are attributed to both odd and even semester classes separately; excluding the university notified holidays and vacations. The departments of the institution prepare teaching plan at the start of every semester classes and strictly adhere to it so that the course is completed within stipulated time. The teachers of each department ensure constant monitoring and counselling of their students at individual level through mentoring. The departments of the institution conduct frequent class tests for the students and also organize frequent departmental seminars as well as group discussion among the students. The departments of the college organize regular field study trips for their students and encourage their students to create field based knowledge. Many departments allot their students dissertation projects especially in their last semesters as per their course syllabus. The departments of the institution with post graduate courses strictly follow curriculum and academic calendar of their parent departments in Gauhati University. The admission procedure for these courses is commenced as per the result and marks of the candidates secured in the common entrance test for PG courses organized by the Gauhati University. The classes and examinations of the post graduate courses in general, run parallel with the UG classes and examinations with parent Gauhati University department laid procedures and schedule. The college also constantly encourage its students to develop and showcase their extracurricular and co curricular talents and participate in cultural, literary and sport events at different levels including the inter college youth festival and sports competitions as well as other competitions and events at district, state and national level. Many students of the institution have participated and shined in these competitions in the past academic sessions. Due to Covid-19 Pandemic situation since March 2020, regular functioning of the college was totally hampered. Since April 2021, the normal functioning of the college was again hampered due to Covid-19 pandemic situation.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://adpcollege.ac.in/academic.php

1.1.3 - Teachers of the Institution participate in following activities related to

A. All of the above

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

53

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
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)

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
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

80

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

80

File Description	Documents
Any additional information	View File
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

The departments of the college follow the curriculum and syllabus designed and formulated by the Gauhati University. Various departments in their academic curriculum deal with issues relevant to professional ethics, gender, human values, environment and sustainability as part of their course content cum syllabus of different semester papers. Regarding gender issues, the UG syllabus of the Political Science department contains a paper titled "Women & Politics" while the Philosophy department syllabus contains a paper titled "Social Philosophy: Feminism". Likewise, the department of English deal with a paper titled "Women's Writing" in their UG curriculum. Issues pertaining to environment and sustainability are incorporated in the syllabus which all students at undergraduate level study as a compulsory paper. The title of the paper at present is "Biodiversity and Conservation, Pollution Impact and Control". Apart from this compulsory paper, syllabus of many departments

integrates issues regarding environment and sustainability in the course curriculum. UG (CBCS) syllabus of the Botany department contain a paper titled "Plant Ecology and Phytogeography" while syllabus of the Economics department contain a paper entitled "Introduction to Environmental Economics". Environmental Geography and Disaster Management are the papers included in the UG syllabus of the Geography department while the department of Education syllabus provides the student with knowledge of environmental and population education. UG Syllabus of the Zoology department deal with the issues pertaining to the Principles of Ecology. The course curriculum and syllabus of the PG department of Herbal Science and Technology incorporates a paper titled "Export of Potential Medicinal Plants: Impact on Biodiversity of Producer Countries". Issues relating to Human Values are incorporated in the UG syllabus of the department of Education where the students come across a paper titled "Value and Peace Education". Regarding incorporation ethical issues, the syllabus of the department of Philosophy contain a paper titled "Ethics".

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

22

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	View File
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

595

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	http://adpcollege.ac.in/file/Student%20Satisfaction%20Survey%20Report%202020-2021.pdf

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

1237

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

394

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

In order to assess the learning levels of the students, the institution has the following mechanism:

1. **Unit Tests:** Various departments of the institution conduct unit tests in 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. When the students submit their assignments, they are evaluated properly by the faculty members. Students are guided to correct their mistakes accordingly.
3. **Departmental Seminar:** Departmental seminars are being conducted among the students in regular interval to assess their conceptual clarity, speaking ability, power point presentation for the seminar etc.
4. **Mentorship:** Mentoring is done, so that the teacher is in a position to develop rapport with the assigned group and monitor the progress of the students at individual level. The institute feels the importance of mentorship, because some students in spite of having knowledge, skills and abilities, fail in utilizing them for academic enhancement. Such students remain in the level of average learners' category, while they should be in the advanced learners' category. In this situation, the mentors have a vital role to play on helping such students to achieve their goals.
5. **Workshops:** Departments having practical classes conduct workshops to assess their learning levels in practical classes. Other departments also organize workshop to widen the knowledge base of students in topics included in curriculum.
6. **Post-lesson reviews:** On completion of a lesson, a review class is conducted, which focuses on the following

issues:

- The common difficulties faced by the students in understanding the lesson.
- The effectiveness of teaching strategies and class activities to help students understand the teaching contents, grasp the main points and apply what they have learned from the lesson.

After assessing the advanced and slow learners some special programmes are conducted:

1. Remedial Coaching Classes: The slow learners are given special emphasis to improve their learning ability through remedial coaching classes. In remedial coaching classes, such students are taught separately and their improvement is assessed by taking class tests in regular intervals.
2. Research Paper Presentation: Students from various departments, both undergraduate and post-graduate students, are regularly presenting dissertation papers in their areas of study under the guidance and supervision of teaching faculty. The college has adopted this programme as part of its strategy to encourage the advanced learners. The students of chemistry, physics etc. are assigned new projects in the year (2020-21), which they completed in due time and presented their findings in presence of a group of faculty members.
3. Field Visit: Some departments of the institution like Zoology, Botany, History, Economics, Assamese etc. take the students for field visit. During field visit the students are taken to places where they get practical knowledge of the subject.
4. Literature survey: Students from various departments are given assignments of literature survey. During their survey they visit our central library which is digitally equipped also to get the resources of their need. The programme is adopted as a part of its strategy to encourage the advanced learners.

File Description	Documents
Link for additional Information	http://adpcollege.ac.in/mentoring.php
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
2782	61

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

Courses on Experiential learning: ADP College always makes endeavours pertaining to skill based teaching learning environment for its students. For the same reason the college has introduced various departments and programmes to make learning more experiential and participative. Department of Herbal Science and Technology, Tea Technology, Fashion Designing, Bachelor of Vocational Course etc are initiated in this process.

Apart from this, the following initiatives have been taken for enhancing learning experience.

- Hands on Training: some of the departments including Department of Herbal Science and Technology have made their effort to produce some useful products such as mushroom, hand sanitizer, distilled water, vermicompost etc successfully which may be considered as the most effective way of enhancing participative and experiential learning.
- Interaction with Author & Cultural Activist: College has initiated a number of interaction programmes with some renowned poets, authors and cultural activists to encourage the students.
- Laboratory experience: The science departments of the college have the setup of richly equipped laboratories which prove to be widely used tools of experiential learning. The Language Laboratory of Department of English is also utilized for better learning of the English language.
- Group Discussion, Workshop etc: Most of the departments of the college organize group discussion and workshop etc among the students to make them active so that they can

face the real challenges of the world and develop a problem solving attitude.

- Assignment, Project, Q&A sessions: Students are entrusted with class as well as home assignments, projects and various Q&A sessions to make them engaged with learning experience and to solve certain problems.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://adpcollege.ac.in/gallery.php?id=5

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

- ICT Infrastructure: ADP College has a rich IT infrastructure to support its students' need as well as college administration. The college possesses 65 computers, 25 printers, 10 projectors, 04 internet servers, 3 browsing centers, internet connectivity in almost all computers and a WIFI enabled campus.
- Smart classroom- ADP College has 10 digital classroom equipped with smart board and projectors etc. Visual teaching aids, course related documentary, films, photos, figures, PPTs etc are displayed there for better effectiveness of learning.
- Computer Hub: College has a well furnished computer Hub which is open for academic activities by all departments and students.
- Computer Labs: The college has 02 computer labs in the Department Of Computer Science which cater to the need of the students.
- Digital Library: The central library of ADP College has a well managed digital library section, where many rare books are available. The library provides remote access facility of its digital library to its students and faculty. The library also has a browsing centre through which students can acquire various information easily.
- Language Laboratory: Department of English has a Language lab which has been used for the better benefit of the major students in particular.
- Online Classes: All the departments of the college smoothly operate online classes through Google Classroom, Zoom, Google Meet to have visual interaction with the

students, and also to supply study materials and various information to the students. WhatsApp is also widely used as a means of communication the college. Every department has created whatsapp groups for the similar purpose. During the hard-time of lockdown, these online classes proved very beneficial for the college.

- Online Education Portal in College website: Anandaram Dhekial Phookan College has introduced a dedicated online education portal in the college website (<http://adpcollege.ac.in/online/>) in 2020 to enable students to reach their teachers and various study materials for a smooth learning experience amidst pandemic situation.
- Video Conferencing: The college centrally and many of the departments individually have arranged video conferencing with many renowned personality in previous academic years. During the lockdown, this has become one of the regular strategies to educate and communicate with students. Several webinars were held during this period.

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

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

61

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

61

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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**

38

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**

851

File Description	Documents
Any additional information	View File
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.

In the evaluation process of students, internal assessment plays a very important role as it evaluates the progress of students very frequently and in a formative manner. Internal assessment works as a complimentary means to the final examination. Internal assessment gives a clear picture of how students are growing and making gradual progress in their academics. Another advantage is that there is transparency in the evaluation process and the teachers can provide diagnostic teaching as well.

In all departments the faculty members give special importance to internal assessments. They make the students participate actively in the teaching learning process by encouraging them and asking reflective questions frequently. The numerous ways that are used in the department for making formative evaluation of the students are:-

- **Sessional Examinations:** Sessional examinations are conducted as per the university guidelines. It is an important means of formative evaluation of the students. The marks scored by the students are sent to the university. These scores are also taken into consideration with the final examination marks for effective evaluation. Other than this unit tests, class tests are also conducted in all the departments of the college very frequently.
- **Assignments:** Assignments are given to the students to check their progress. Sometimes after explaining a topic in the class, the students are asked to submit a reflective write up as assignment. Also sometimes students are asked to present a previously taught topic in the class so that evaluation can be made based on their understanding.
- **Seminars:** Departmental seminars are held frequently in the college. Along with resource persons, the students also participate in these seminars. The participating students are provided with a topic for presentation and the rest listen to him/her and at the end of the presentation the listeners ask their doubts. The faculty members are very conscious about maintaining the protocols of a seminar.
- **Question-Answer Sessions:** After completing a topic in the class the teachers are very much aware to ask questions

related to the topic. It helps to know that whether the students understood or not. It also works as a feedback to the teacher and he/she can diagnose the problem of the students as well.

- **Practical:** The College consists of laboratories in all Science departments. Besides the theoretical knowledge of the subject the students are evaluated on the grounds of practical as well. Other than this some departments like Education, History, Philosophy etc. conduct project work under the guidance of teachers.
- **Group Discussions:** In learner centered education system, group discussion in the classroom has a special significance. In the college the students are encouraged to participate in these discussions, to clear their doubts and freely express their thoughts.

Besides these some other means of internal assessment like field engagement, experiential learning etc. are carried out by the departments to ensure all round continuous development of its students.

File Description	Documents
Any additional information	View File
Link for additional information	http://adpcollege.ac.in/file/2.5.1%20Sessional%20Examination%20(Mechanism%20of%20internal%20assessment).pdf

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. In this case, the institute follows the guidelines given by the affiliating university. The various components in the assessment process are informed to the students at the beginning of every semester by the faculty members. The schedules for the internal assessment tests are prepared as per the university guidelines and the same is communicated to the students well in advance.

During examinations, invigilators are assigned in each hall in the ratio 20:1 (student: teacher) to insure proper conduct of the test. Faculty members of the concern subjects carry out the evaluation of the answer script within the time frame designed for the same usually 5 days from the date of examination. The

HOD of the concern departments play the role of head examiner by randomly verifying the corrected answer scripts. The corrected answer papers of the students are distributed to them for verification by the students and any grievance is redressed immediately. The details of marks obtained by the students of a particular department in internal assessment tests are displayed on their respective notice boards. Students are also advised to submit their lab records periodically to their respective HODs.

Redressal of grievances at institute level:

Department Level:

The performance of the students in theory lectures, assignments, class tests, laboratory experiments and attendance are evaluated by the respective faculty members on a regular basis. The internal assessment marks are awarded to the students based on their performances in the above mentioned categories. If the students have any sort of grievances, they can discuss with any one of the faculty members including HOD.

College Level:

The Institute appoints a group of teachers for smooth conduct of examinations. If students are facing any sort of problems like filling up of their examination forms, downloading their admit cards, getting their final results, then these are solved by the Chief Examination Officer appointed by the institute. If the students have any sort of grievances regarding theory or practical examinations, then they can discuss the matter with the Principal and if necessary the same is forwarded to the university by the Principal.

Helpline Numbers: During this pandemic situation, College Helpline Numbers and Email-id are circulated among students so that they may discuss their grievance relating to the Online Examinations conducted by the university.

Redressal of grievances at University level:

Some queries like corrections in certificates and mark sheets issued by the university is forwarded to the concerned section of the university through the college examination section for necessary corrections. Students are allowed to apply for reevaluation, recounting and get the photocopy of the evaluated

answer scripts by paying necessary processing fee to university if they are not satisfied with the university evaluation through college.

File Description	Documents
Any additional information	View File
Link for additional information	http://adpcollege.ac.in/upload/notice/1629100973.pdf

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.

The learning effectiveness of any programme and course depends on its Programme Outcomes and Course Outcomes. ADP College has developed the POs and COs taking into consideration the mission and goals of the programmes. For all the undergraduate and postgraduate programmes the POs and COs are drafted under the guideline of its affiliating university, following discussions with all the stakeholders.

The college follows a well structured syllabus offered by its affiliating university. 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 in association with the faculty members of ADP College have prepared programme outcomes for each programme to be attained by the learners by the completion of each course. The central objective of the POs & COs include in-depth knowledge a learner has to attain in his/her respective field of study as well as the skills associated with it.

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 ADP College organises induction programme for the newly admitted students during which the programme outcomes are explicitly stated and explained. Every Department also organizes orientation programme to make presentations about their courses, and students are encouraged to seek clarifications in case they have any query. The college and its

departments provide space for students to discuss and raise doubts in their field of interest during the conduct of seminars, peer teaching, paper presentations etc. which motivates them to attain the outcomes as specified in the syllabus.

The college IQAC collects feedback from teachers and students concerning the syllabus, and after consolidating the same, forward them to the College authority for further action.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://adpcollege.ac.in/file/PROGRAMME%20OUTCOME%202020-2021.pdf
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.

Attainment of the Programme Outcomes (POs) and Course Outcomes (COs) can be justified with the help of performance made by the learners in various assessments. Evaluations are done regularly through formal as well as informal mechanisms in form of Internal Assessment and Course Ending Examination. The internal Assessment is done by the college whereas the Course End or Programme end examinations are conducted by the affiliating university for both theory and practical courses. The college follows a policy of continuous and formative assessment that includes various evaluation strategies, such as Sessional Examinations, Unit Tests, Class Tests, Seminar presentations etc. All such assessment methods are designed carefully to evaluate a range of skills, knowledge, understanding, values and attitudes.

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/marks 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. ADP College gladly assesses its attainment of programme outcome

with an average of 71.33% pass percentage in the year 2020-21 across all programmes in the college.

The college also tries to evaluate the attainment of POs and COs from the learners' point of view in form of their Feedback on Curriculum which is collected and consolidated by IQAC and sent to College Academic Council for approval and for further action. Moreover, evaluation of POs and COs are also made by the college on the basis of its students' progression record for higher studies, qualification in competitive examinations and their ability to acquire placement in various fields.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://adpcollege.ac.in/studentplacementrecord.php

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

555

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://guportal.in/GeneralNotification/General_Inst_Notification.aspx?type=mELirpUhRYksFj7k8%2fXBcQ%3d%3d&CollegeID=jJOtHsRVwYECOhoiBc69dA%3d%3d

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)

http://adpcollege.ac.in/feedback_student.php

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)

0.05

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
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

01

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	View File
Paste link to funding agency website	Nil

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

08

File Description	Documents
Report of the event	View File
Any additional information	View File
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

14

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

41

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

In the year of 2020 to 2021, from July to August, Total 12 Numbers of Extension and Outreach programs conducted by the Anandaram Dhekial Phookan College, Nagaon through NSS/NCC/Red cross/YRC etc., (Including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in Collaboration with Industry, community and NGOs) during the year. Health Check-up camp and Blood Donation camp were also done with the District administration in the college campus to uplift the hygiene and sanitisation among the community. Extension & Outreach programs have been conducted by the Institution through NCC and College Environment Cell (Including the programmes such as Swachh Bharat, AIDS awareness etc.) where a large number of students participated.

A new and innovative workshop on Human- Elephant Conflict Management was organised by Human Elephant Conflict management cell of Anandaram Dhekial Phookan College involving faculty members, students, Forest Officials, Forest guards and local beneficiaries. During the pandemic, the college also contributed towards the society by various ways. A number of awareness and outreach programmes have been conducted in order to fight the Covid 19 pandemic. Sanitizer production and distribution, face mask production and distribution, Covid testing were some of the major initiatives taken up by the institution to fight the pandemic. Covid testing in the above-mentioned Page 46/96 30-08-2021 12:25:36 Self Study Report of ANANDARAM DHEKIAL PHOOKAN COLLEGE adopted village was also conducted to fight the pandemic situation. The initiative has been upgraded to a major step by establishing a Covid Care Centre for female patients and children within the college campus. The centre was run from 18th May 2021 to 21st August 2021 where 1142 women as well as 132 children were treated.

File Description	Documents
Paste link for additional information	Nil
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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
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

12

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

1016

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

01

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	No File Uploaded

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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
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.

The College has total area of 14167.66 sq metre with a built up area of 6667 sq metre to provide adequate infrastructure and physical facilities for teaching- learning. The institute has 52 classrooms and 16 laboratories to cater to the needs of graduate and post graduate students in a green and spacious environment with 10 smart classrooms having ICT facility. The large classrooms are equipped with microphone and sound system. In addition, portable LCD projectors and screens are available in several departments. The departments of English, Statistics and Geography have smart television for showing films, documentaries and other audio-visual presentations to students. A Conference Room in the administrative building serves as venue for administrative and academic meetings. The central Biotech Hub is equipped with instruments to provide advanced laboratory facilities to the students particularly of science departments. Language Laboratory of the Department of English is equipped with Language software and it offers spoken English course. The Geographic Information system (GIS) laboratory in the department of Geography enables learning of GIS software and geomorphological studies. Museums are there in both the departments of Botany and Zoology. The college has been recognised as an equity initiative "Finishing School" by RUSA, Government of India to guide the outgoing students to build capacity building & skill enhancement abilities. The Central Library is a hybrid library. It has a manuscript section. OPAC (On-line Public Access Catalogue) facility is available. Library is a member of UGC N-LIST Consortium. There is a reading room and a Reading Lounge in the library. Almost every department of the college has departmental library for lending books to students and faculties. The departments maintain library issue register. There are separate Common Rooms for Boys and Girls with free Wi-Fi access where students can relax during class intervals and discuss about their curricular activities. The girl's common room was reconstructed with grant from the RUSA in the year 2018. It has adequate sitting space, toilets and sanitary napkin vending machine. There is a Common Room for Teachers furnished with air conditioner, relaxing chairs, central conference table and separate toilet facilities for ladies and gents. There are 65 Computers in the college for students and faculties. There are two computer laboratories with 26 computers. There are 2 HP servers with 45 Think Clients. There are 3 browsing centres. An internet connection of more than 30MBPS/ GBPS Bandwidth is available of in the college. LAN

connection is available in Computer Hub, Computer Science and Geography Laboratory. There is a computer hub with 18 computers and ICT enabled facility where student seminars, LMS classes, national and international interactive workshops and programmes etc are organised. There is a Conference hall equipped with a platform and presentation facility along with overhead projector for the benefit of students and faculties. An e-content development facility has been established in the computer hub. Printers and scanners are provided for smooth working of the departments.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/fnl_gllry.php

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

Sports play a pivotal role in shaping personality and maintaining good health. The college has specially developed a sports environment within the campus. In terms of sports infrastructure, College has an Indoor stadium with a capacity for 200 persons to sit in the gallery. Two sets of Badminton courts are put there simultaneously. Rubber mats have been fitted in the arena. The Indoor Stadium was constructed with a grant from UGC in 2017. In the Indoor stadium, there is a table tennis facility, where large number of students take part in the events. Facility for various indoor games like Chess, Carrom, Chinese checker etc is available for both girls and boys. The gymnasium of the college was established in 2013 which is well-equipped with instruments and exercise tools including two sets of multigyms. Both students and faculty come regularly for exercise in the gymnasium. The college has an auditorium with a sitting capacity of 800 persons. It was later renovated in 2018 with sound proofing and air-conditioners. Various cultural programmes such as drama, one-act play, skit, mime, dances, group and solo singing events etc are organised. Various National and state level seminars, conferences, workshops for students, NCC Programmes are held in the auditorium. Functions of different schools and organisations of Nagaon are also allowed to be held in the auditorium during college holidays. The auditorium has facility for projector presentations and screenings. There is a conference hall with a

sitting capacity of 120 participants. It is equipped with LCD projector, white board and screen. It is air conditioned and it serves as a venue for seminars, workshops and celebration of other important events. It has an average user rate of 12 per semester. Students perform street plays to create awareness on different events and for entertainment within the college campus. Saraswati Puja is performed in the college every year which attracts large number of students from our college as well as from other schools and colleges of Nagaon. Rongali Bihu celebration, Bhaona, Film festivals etc are organised in the indoor stadium and in open stage constructed temporarily in front of F-Block and C- Block. College organises Yoga Programme in the auditorium regularly.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/upload/gupload/0IMG-20210830-WA0014.jpg

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/gallery.php?id=30
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)

92.87

File Description	Documents
Upload any additional information	No File Uploaded
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 Central library which is the heart of the college is a well-equipped library. It is centrally located with open access system and provides right impetus for the intellectual growth of the students, teachers, research scholars and others around. The library is a three storied building with 850 sq. meter built-up area. The library has a collection of 24816 (textbooks) and 25052(Reference and other books). The library has some special collection of books on Gandhian studies, Vivekananda studies, Ambedkar studies, Human rights, Women studies, Tribal studies, Sankaradeva studies, Publications of faculty members, College publications, Award winning books etc. Apart from these special collections the library has a good collection of encyclopedias, dictionaries, books on competitive examinations and a good collection of manuscripts and rare books. The library is fully automated with Integrated Library management system named SOUL 2.0. The SOUL 2.0 is installed for automating in-house activities and services of the library along with barcode facility. The Online Public Access catalogue (OPAC) is made available for library users to know the status of availability of books and documents in the library. The library uses Dewey Decimal Classification (DDC) system for classification of books. The library has set up an Institutional Repository ([http://: 192.168.0.100](http://192.168.0.100)) in 2018 by using D-Space digital library software where college publications, question paper of examinations, rare books and reports etc are kept in digitized form. The repository can be accessible over library LAN and library WI-FI. The library has recently initiated the process of remote access of electronic resources by providing a link of digital library in the college

website (<https://adpcollege.ac.in/online/digitallib.php>). The entire library complex is WI-FI enabled. Students can use internet facility in the digital library. All the computer systems are equipped with power back up facility available through online UPS system (5 KVA). The library is an active member of INFLIBNET Centre and NLIST consortia. The library offers various services to its users like Automated circulation of books, Online Public Access Catalogue (OPAC), Reprography, Library orientation, Book bank facility for poor and differently abled students. C.C. cameras are installed inside the library for strict surveillance. The Central library has its own website (<http://www.libraryadp.weebly.com>) and library blog (<http://adplib.blogspot.com>). These are available in the library panel of college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://adpcollege.ac.in/online/digitallib.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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)

1.92

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

66

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 well established mechanism for upgrading and deploying Information technology infrastructure. The Computer Science department reviews and analyses the condition of the computers in the Institute to facilitate and decide the type of upgradation required. Hardware and software upgradations are in line with the demand of latest syllabus. The Institute purchases new edition of computers as and when required. In the annual budget adequate provision is made for the same. College has a Committee for update and repair. However, for major problems, computer technicians and service providers are hired for the upkeep and replacement. Institute regularly updates its IT facilities including Wi-Fi at Periodic Intervals. The IT facility of the College has been improved with Bandwidth increased to more than 30 MBPS through a dedicated fibre optics connection from BSNL to enhance Wi-Fi coverage in campus. LAN connection is available in Computer Hub and Computer Science Laboratories and GIS Laboratory. The computers are running all latest software products with necessary licenses. In addition to the system software like Windows and Linux Operating system the computers are running with latest generation application software like Code Block, Visual Studio etc. All the software

supports the academic work of the students along with bringing out their extracurricular activities. Practical sessions are allocated within the timetable to ensure optimum utilization of the Computer lab. Students are given the time slots for Practice. Each department is provided with individual system (Laptop or Desktop) with wireless internet facility. Each department is also provided with individual printer. It is one of the few colleges under Gauhati University which has upgraded its classrooms to facilitate teaching through modern tools and techniques like digital classrooms, mounted projectors, projector screens, smart board (touch white board) etc. The aim is to use technology to enhance learning and teaching through the use of digital technology. The college also has a Digital Library. The Campus is Wi-Fi enabled with necessary firewalls which can be accessed by students and staff members in the Administrative block, Library, Classrooms, Canteen Indoor Sports Complex as well as in the open space area of the college. Students can access the internet on their laptops and mobile phones at a speed more than 2 mbps. Users are provided a secure access with a login ID and password for using Wi-Fi facility through their mobiles and laptops. The students and faculty can enjoy the benefit of uninterrupted internet services and they can access various e-books, e-journals and stay in touch with the latest research activities. The Wi-Fi is provided with a high speed BSNL fibre leased line. The college has many wireless access points on different locations and all the access points and their wirings are suitably mounted on racks. The Routers are located in such a way that they cover most of the area of college campus. The Wi-Fi facility is provided to all over campus for all stake holders free of cost.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/gallery.php?id=28

4.3.2 - Number of Computers

65

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

4.3.3 - Bandwidth of internet connection in the Institution **B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	View File
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)

88.98

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.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities which are fully transparent and strictly according to the UGC guidelines and 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, nonteaching 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. The Principal constitutes various committees for monitoring and maintaining college infrastructure. The college construction committee played a significant role by submitting various proposals to the UGC, State Government and RUSA for grants. Construction and maintenance service are done through e-tendering process. Hostel superintendents are appointed for smooth functioning of the Girls' hostels. Adequate in-house staff is employed to maintain meticulous on-campus hygiene, cleanliness and infrastructure to provide a comfortable learning environment. Classrooms, staff rooms, seminar rooms, IT labs, etc. are regularly cleaned and maintained by service and housekeeping staff assigned to the departments. A full-time gardener keeps the Green Cover of the campus intact. Head of Department of Computer Science is the System Administrator. IT Lab assistant maintains Institute's computers and devices under the supervision of the system Administrator. Maintenance of computer is done regularly as per requirement. In case of physical damage expert from related agencies are consulted. Power back up is provided to the computer systems to use them optimally. LAN and internet connectivity is regularly tested. LCD projectors, Language Lab software is also upgraded by time to time. The audio-visual system is set up in the Classrooms, Auditorium and Seminar halls. The college conducts admission and examination of the University through online software and training programs and workshops are conducted for staff when needed. There are different committees to monitor the smooth functioning of the College who regularly report to the Principal. The construction committee looks after the regular maintenance of civil works such as furniture repairs, masonry, carpentry, plumbing and housekeeping. Repair and maintenance requisites of academic departments are submitted by the HODs to the Administrative office and the requirements are collectively processed. Sufficient laboratory staffs on regular and contractual basis are appointed to assist in maintaining the

Science Laboratories. Proper inspection of stock register has been done at the end of every semester. The Instrumentation Centre of the college provides necessary maintenance support when necessary. The college received grant of Star College Scheme in the year 2019. From this fund laboratory instruments were purchased for modernization of four laboratories. The Central Library with its modern collection of knowledge resources and innovative information services fills an essential role for students, faculty, and the surrounding community in their intellectual pursuits. The Library holds knowledge resources predominantly related to Science, Humanities and Social Sciences, other allied subjects. OPAC (Online Public Access Catalogue) facility is available at the ground Floor of the Library. However, OPAC can also be accessed through any terminal on the Library. Library is an active member of UGC N-LIST Consortium through which online full text journals can be accessed. A library committee looks after the procurement of books and the annual library audit. Library has an advisory committee to monitor the smooth and effective functioning of all the services provided. It also shoulders various responsibilities like finalizing the annual budget, purchase of the reference books, purchase of the textbooks and some other important books, journals and periodicals, etc. The college has its own canteen. Canteen Committee regularly reviews hygiene and quality of the food. Anandaram Dhekial Phookan College Governing Body takes proper decisions and implements them for the betterment of the college. The Institution has a provision of budget allocation for various activities. Information about the college can be accessed through its website www.adpcollege.ac.in which is updated regularly and maintained by S. S. Technologies, Guwahati.

<http://adpcollege.ac.in/tender.php>
<http://adpcollege.ac.in/hostel.php>
<http://www.adpcollege.ac.in/bio.php>
<http://adpcollege.ac.in/gallery.php?id=30>
<https://www.adpcollege.ac.in/computerhub.php>
<http://www.adpcollege.ac.in/gymnasim.php>
<http://www.adpcollege.ac.in/indoor.php>
http://www.adpcollege.ac.in/language_lab.php
<http://adpcollege.ac.in/online/digitallib.php>

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://adpcollege.ac.in/feedback_student.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1205

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

2782

File Description	Documents
Upload any additional information	View File
Number of students benefited 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

A. All of the above

File Description	Documents
Link to institutional website	http://adpcollege.ac.in/
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

20

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

20

File Description	Documents
Any additional information	View File
Number of students benefited 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

B. Any 3 of the above

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

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	No File Uploaded
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

14

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

131

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.

08

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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 college prospectus mentions clearly about student support services available in the college. In the students' general meetings, the IQAC apprise the students of various student support programmes. The IQAC requests the authority to put banners, festoons etc in and outside college about the support services offered by the college. There are counseling cell, gymnasium, canteen, CCTV surveillance, scholarship, student aid to needy ones and drinking water facilities etc. Free coaching is imparted to students belonging to minorities, SC / ST and OBC to prepare them for various competitive exams under UGC Entry into services scheme. Guide books for different competitive examinations are brought under the scheme and are available for all students in the college library. In 2020-2021, the student bodies were engaged along with IQAC for distribution of sanitization materials in adopted village and among neighbouring residents of the college. The student representatives were also engaged in conduction of Covid-19 test among the households of the adopted village. The students participate in various administrative, co-curricular and extracurricular activities of the college. Their participation and engagement helps the smooth functioning of the various activities of the college, at the same time it helps them to inculcate positive work culture and discipline among the students. The General Secretary of ADP College student Council is an executive member of the IQAC committee and also member of the Student Grievance cell. The students are also engaged in the Gender Sensitization against Sexual Harassment Committee and Students Grievances Redressal Cell of Anandaram Dhekial Phookan College for proper functioning of the committees.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/committees.php
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

06

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 alumni association of Anandaram Dhekial Phookan College provided drinking water facility with cooler and filter was installed in college in February 2020. Due to Covid-19 Pandemic, the alumni association of Anandaram Dhekial Phookan College could not undertake any notable work in the period of 2020-2021.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/gallery.php?id=32
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

The nature of governance from higher level to ground level is consisted of faculty members, administrative staff, students, alumni and the local well wishers of the institute. All stakeholders of the institute work by keeping students at the center point. It is fully transparent, democratic and all inclusive. Teachers get representations in the key decision-making bodies of the institution. Governing body (GB) of the College is nominated without conducting election for every three years. In GB, teachers and non-teaching staff members, and Parents of students are well represented. Similarly, in IQAC, all the stakeholders also get due representation. In consultation with IQAC, GB makes the key policy decisions and considers important proposals for the development of the institution.

The following vision and mission of the college is also uploaded on the website:

Vision: To make the institute a centre of excellence by imparting quality education in both academically and socially so that the students are becoming responsible citizen of the society and facing the challenges of life.

Mission:

(i) To disseminate education in humanities, science and vocational courses in the context of present day world scenario, thereby to meet the needs and aspirations of the people of Assam in general and of Nagaon and its adjacent districts of Morigaon and Karbi Anglong in particular, irrespective of caste, creed, religion and sex.

(ii) To promote scientific temper and orient minds for teaching and research activities.

(iii) To build healthy and congenial atmosphere for teaching and learning activities.

(iv) To encourage innovations in planning, teaching and evaluation to achieve higher scale of perfection.

(v) To promote social responsibility of higher education through community participation and sustainable development.

The perspective plan of the college is prepared after the completion of the second cycle of NAAC by keeping in mind the future needs of the college and displayed on the college website. In order to implement and achieve the perspective plan, IQAC devised the action/strategic plan for each academic year; it also put forward in meetings with GB. The IQAC prepares agenda of meeting taking matter into consideration. As per the action plan the college administration implements different activity throughout the academic year to fulfill the vision and mission of the college. The college has been seriously working to achieve the objectives mentioned in the perspective plan and accomplish all the recommendations made by the previous cycle NAAC peer team. Therefore the college has organized various academic activities and raised funds for infrastructural development from UGC, Govt. of Assam and other stakeholders. The principal of the college works as the member of various committees.

By keeping in mind the vision, the college has started skill based courses, which are totally job oriented and graduating students can take admission in these courses and can make themselves self skilled for various professions. Here, they are not just learning but also earning a source for their livelihood.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/governing_body.php
Upload any additional information	View File

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

Decentralization: The organogram of the institute shows effective decentralization of management. Governing Body has members from Guardians, academics, teacher's council, non teaching staffs and local bodies along with University VC's nominee. Under the guidance of Principal, HODs, Faculty members & non-teaching staff perform their duties.

Participative Management: Presence of Alumni, present students, faculty, Principal, professionals in various committees reflects participative management approach of the institute.

Committees like, academic committee, anti-ragging committee, cultural committee, placement committee, hostel committee, vigilance committee, disciplinary committee etc. have students, Alumni, professionals as active committee members.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/governing_body.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

After second cycle of NAAC, college management seriously worked upon the recommendations of NAAC and successfully worked on construction of new academic building, introduction of commerce stream, new hostels, skill based programmes etc. Accordingly, long term plan was prepared for the next five years. With the suggestions from all stakeholders, perspective plans of the departments were prepared by the Principal. Then it was divided into year-wise strategic plan and accordingly implemented. The Anandaram Dhekial Phookan College is a student centric multidisciplinary college where strategic planning is done for all round growth of students. The Governing Body of the College consists of experienced academicians and professionals ensuring quality education by effective teaching learning process, adding to innovation and best practices opted by the institute. Students are given practical exposure of industry through live projects, summer internship, winter internships, industry visits etc. The quality improvement strategy adopted by the institution can be divided into different strategy like curriculum development, examination and evaluation, human resource development, infrastructure, instrumentation and library collaboration. The college has adopted new Choice Based Curriculum System (CBCS) for curriculum development. The College follows the Governmental reservation policy in admission process. Admission procedure of the college is totally transparent and merit based.

Since the existing building was inadequate, construction of new academic building was initiated to make it convenient to the new and existing students. NCC camp was organized to clean up the campus. Varieties of trees were planted, Eye catching

landscaping was carried out. The meetings of parents were conducted to inform them about the development of the college. The entire process of construction and campus beautification was very transparent and implemented through the E-tendering process. The outcome of this was very concrete and reflected on the happiness of the students. With the help of ICT facilities and green campus the teaching learning process became very enjoyable. The Governing Body of the college is still in process of fund raising for making this college more students-friendly

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://adpcollege.ac.in/gallery.php?id=23
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.

Anandaram Dhekial Phookan College follows a flat organizational structure, which ensures quick and effective decision making and timely execution. The organizational structure of the institute is as follows: The topmost layer of the organizational structure consists of Governing Body (GB) which is constituted as per the rules of the Assam Provincialised College Management rules-2005 framed by the Govt.of Assam. The GB is responsible for apex level decision making. The governing body members of the institute meet 4 times in a year to discuss and deliberate upon the institutional requirements and unanimously take crucial decisions for the betterment of the organization. The academic and administrative set up is controlled by the Principal of the college. The Principal is the highest authority in the institute who plays a crucial role of implementation of decisions and suggestions given by the governing body from time to time. The principal forms various committees for monitoring and facilitating several activities organized in the college. i.e. IQAC, cultural Committee, discipline committee, student council etc. Different cells are also formed for monitoring and maintaining the good environment of the college. Hostel superintendent and Nodal officer (RUSA) help the principal in their respective fields. 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 according to the guideline of UGC. According to UGC guidelines Principal of the college forms various cells and centres of the college. Some of these are Grievances redressal cell, Anti ragging cell, NCC, minority cell, ST/SC cell, OBC cell, Incubation centre etc. The institution is associated with different welfare societies for societal activities.

Appointment, Service Rules, Procedures, and Recruitment:

As per the Rules and Regulations of UGC and Department of Higher Education, Govt. of Assam, the authority of the college looks after the appointment procedure of the vacancies/appointment by strictly following the reservation policies of Govt. of India.

The promotional policy of the college is transparent and impartial. For the promotion of the teachers, the PBAS Performa of the UGC are followed. IQAC monitors the API score of the teachers. Under Career Advancement Scheme, the college helps the teachers in obtaining promotion.

Grievance Redressal Mechanism:

The college has formed a Grievance Redressal 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 to make it more confidential and hassle free. The Principal is the head of this cell and other mechanism to deal with it as follows- After receiving grievances and complaints, in digital mode, writing or orally, the committee discusses in the meeting and resolves. There is a separate Anti-Sexual Harassment committee, object of which is to prevent cases of harassment and to look into grievances of girl students. Anti-Ragging committee is also formed to work on the cases related to ragging, if any.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/administrator.php
Link to Organogram of the Institution webpage	http://adpcollege.ac.in/file/Organogram%20of%20the%20Institution.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
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

There are several welfare schemes for its teaching and non-teaching staff.

1.Provident Fund: The teaching staff of the institution is covered under EPF Scheme. It is dependent on the year of the appointment.

2.Career Advancement Schemes:The institute allows faculties to go for higher studies and short term courses.

3.Faculty Improvement Schemes and Faculty Development Programs: The institute organizes Faculty Development Programs on frequent basis and also allows the faculties to attend such programmes elsewhere.

4.The management felicitates employees and their wards for special achievements in various fields.

5.The college raises fund for employees and students whenever possible.

6.The college gives advances to staff under inevitable circumstances.

7.Financial support is provided for publication of books by staff.

8.Advance payment to staff to meet emergency needs in case there is a delay of salary payment.

9.In a medical emergency, advance is given to the teaching and non-teaching staff.

10.Financial assistance is extended to faculty member attending international conference outside India.

11.The college has Employee's Welfare Thrift and Credit society (Registered under cooperative society) for the financial welfare of Teaching and Non-teaching staffs.

The institution always prefers its retired employees rather than outside consultants/firms in its various needs. The authorities of the institution equally share sweet and sour events of the employees' family lives. Some of the college welfare measures is uploaded in PDF file in the additional information

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/college_publication.php
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

00

File Description	Documents
Upload any additional information	No File Uploaded
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

2

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	View File
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

27

File Description	Documents
IQAC report summary	View File
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 faculties are given a performance appraisal form, which is presented to the committee. The IQAC assesses the potential of the faculty and analyse his/her performance as per the given parameters. Then, IQAC considers and forwards the Self-Appraisal and API forms to the Principal for necessary action.

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. Therefore each task is completed with quality performance and documentation. As per the Audit reports, the college is performing well. Thus the Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvement of the standards of the teaching and non-teaching.

One self-appraisal sample is attached as additional information for reference.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/feedback_student.php
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

Anandaram Dhekial Phookan College gets its accounts audited regularly by Chartered Accountant in compliance with government rules. The external Certified Chartered Accountant, Bipin Kr. Sovasaria audits the financial statements and submits to the institution the audited financial statements with audit reports in every financial year regularly. The college has internal, secondary and external (government audit) mechanism. The audit for 2020-21 financial year was carried out by Sovasaria & Company. All the audit reports are uploaded in the college website. The institute receives funds for various seminars, conferences, minor research projects, major research projects etc. and utilizes its resources in its optimal format. The Chartered Accountant assess the utilizations records of funds given for various seminar, conferences, DBT grants, DST grants, extramural projects, minor and major research projects. The funds received from the UGC are also audited by the local Chartered Accountant firm. The college has successfully submitted all the utilization certificates of UGC schemes and Government of India funds. The administrative office of the college calculates arrears, CAS fixation and the income tax and deposit within stipulated time. The College also contributes its squirrel's share to the appeals made by the government on the national calamities. Every year, the institute conducts academic and administrative audits in which much focus is given on the office administration and successful completion of the financial audit.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/file/17-18a-merged.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)

00

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)	View File

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

The college was earlier aided by the Govt. of Assam and included under section 2(f) section 12B of the UGC Act, 1956. It is fully eligible to receive the grants under various schemes of UGC with provincialization of the College. The college mobilizes funds for its regular activities from various Govt. agencies. Apart from this, the college mobilizes funds through alumni contribution/donation, individuals, and self-financed courses etc.

Money is a limited resource; the optimum utilization of resource allows an organization to move forward. It is not important how much fund is available but how the fund is used effectively and efficiently so that optimum utilization of the available resources can be done in sound way and better services to the student fraternity and society as a whole can be delivered. The mobility of the fund is therefore essential for organizational growth. The main source of revenues for the organization is admission fees collected from the students. The

college also generates financial resources through its stakeholders, government agencies, local well-wishers, alumni, students and public representatives and self-financed courses etc. 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 skill based courses. Each and every single rupee received is utilized through proper channel, such as quotation, e tendering, discussion with consented committee and paid by cheque or on line payment system. That funds received are utilized for holistic development is ensured by year round academic events and placement calendar. Besides spending on the holistic development of the student fraternity, the funds are also used for various purposes like payment of salaries to contractual teaching and non-teaching staff, honorarium to guest faculty and experts, purchase of books, Faculty Development Programs, conferences and seminars, sports and cultural activities, CSR activities etc. The college plans a budget well in advance for expenditure, which is approved by the governing body. The College maintains its infrastructure updated from time to time.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/file/6.4.3.%20PFMS%20payment.pdf
Upload any additional information	View File

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

As soon as the IQAC was established in the college in 18/05/2005, the process of quality enhancement and sustenance began through different strategies. Over time it has been made more intense, as per NAAC guidelines about quality assurance. The IQAC is consistently working to magnify the quality culture in its all spheres of the college activities by channelized efforts towards promoting holistic academic excellence. IQAC prepares perspective plan of development for the college and executes it in a strategic plan of every year. It has been trying to institutionalize number of quality assurance

strategies such as digitization of academic and administration facilities, gender equality, strengthening extension activities etc. Such two initiatives are as follows-

Practice 1:

Developing Quality Culture among Teachers Since second cycle of the NAAC reaccreditation, IQAC has been promoting the quality culture in overall activities of the college. It was very clear that if we want the outcome based education the quality of teachers should be upgraded. Therefore, every year, in the initial meetings, IQAC takes review of the status of the teachers' research work and performance such as Ph.D. research publication, MRPs, Research Guidance, Seminar, workshop participation and organization etc. In year 2014-15 there were only 27 teachers who had Ph.D. degree. The positive motivation from Management and quality strategy of IQAC encouraged majority of the teachers to register for the Ph.D. and submit more and more research proposals to the various funding agencies. Now college has 38 Ph.D. teachers. Interestingly, more than 10 teachers have received Minor Research Projects from the UGC and other funding agencies. Nine national level seminars were organized by the college which was sponsored by the UGC, DBT, SERB, DST, Ministry of Ayush, NAAC, etc.

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 and on communication skills. Customized inputs are designed for different learning ability levels. IQAC ensures at the beginning itself the effectiveness of mentoring system to have a close look of student performance. To compete in the corporate world, students need to be effective communicator, thus IQAC pays special attention towards developing communication skills of students. At regular intervals IQAC calls meeting with mentors and guides them to take students to next level.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/reportscells.php
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 the period since last accreditation there has been huge improvement in academic performance of the college. The pass percentage has increased of the degree programmes as well as of PG programmes. 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 review, suggestions. In order to perceive learning outcomes, the IQAC periodically reviews teaching learning process and suggests gradual and regular expansion, upgradation and addition of the requisite material, equipment, infrastructure etc. Therefore college has identified two examples of institutional reviews and implementation of teaching learning reforms facilitated by IQAC. The first example of teaching learning reform is the home visit by the faculty members to acquaint themselves with the conditions of the students so as to make them comfortable in the learning process. Departments of Hindi, History, Arabic, English, Assamese etc have been most active in this regard. This has paid dividend by way of greater involvement of such students in college activities. Some students being economically challenged these visits worked wonders in raising their self-confidence. Faculty members are in contact with the guardians on phone about their wards. Meetings are also held in college premises with the guardians. The second example of teaching learning reform is the increased number of collaboration with the local colleges, which have brought changes in the teaching pattern as occasional visit by faculty members from other colleges have enthused the students to put themselves in brighter perspectives. Departments of Herbal Science and Technology, Economics, History, Political Science, English etc have taken special steps in this context. Number of collaborations increased manifold during last 5 years.

Online classes were started for all students during lockdown for COVID19 during 2020-2021. A Human Elephant Conflict Management cell was constituted at the College, Nagaon in association with Forest Department, Govt. of Assam in 2021.

File Description	Documents
Paste link for additional information	http://adpcollege.ac.in/file/agroherb.pdf
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://adpcollege.ac.in/agar.php
Upload e-copies of the accreditations and certifications	View File
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

A National Webinar on "Gender studies: Beginnings to Current trends", was organized by the college on 30th July 2020 by the Department of English. Dr. Shyaonti Talwar of Gokhale Education Society was the resource person. Dr. Talwar in her lecture

comprehensively highlighted on various waves of Feminism including current trends, such as Eco-Feminism, post-colonial Feminism, Queer Feminism etc. More than 300 participants attended the webinar, which was followed by a brief question and answer session. A Webinar was organized on "IT and Women Empowerment" by the Department of Economics on 29th July 2020. Dr. Wandinecia Tariang of NEHU was the chief speaker of the webinar. She elaborated how Information Technology can be used as a tool for elevating the status of Women in the hinterlands also. There was a very lively interaction between the students and resource person. An Assamese reading programme on Women and Creativity: ASMITA was conducted on 19th March 2021 and 05 numbers of dignitaries; Anuradha Sarma Pujari, Nilima Thakuria Haque, Rabijita Gogoi, Manika Devee and Maitrayee Patar were invited as chief guests. All of the dignitaries delivered their comprehensive lectures highlighting the major issues and challenges faced by the women community from the remote past. Also they emphasized on adequate empowerment of the women community to successfully cope up with the said issues. They also recited their poems, talked about novels and books composed by themselves. All the students were also present along with the faculty members of the College. The resource persons specially motivated the student community to come up with creative ideas, innovations in writing and further asked them to take reading as an everyday practice.

File Description	Documents
Annual gender sensitization action plan	http://adpcollege.ac.in/file/7.1.1a%20Annual%20Gender%20Sensitization%20Action%20Plan.pdf
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	http://adpcollege.ac.in/file/7.1.1b%20Specific%20facilities%20for%20women.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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. There are requisite dustbins for that. The solid waste is collected by Nagaon district municipality board on weekly basis and then disposed off. Organic method of gardening is done by making use of cow dung as manure in trees and plants. Vermicomposting is done from wet waste and biodegradable waste and it is used in gardening as well as sold out in kilograms by making packets. There is a Vercomposting unit in the college which is looking after it.

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, bath, wash water etc. Liquid waste is disposed through pipes to drains which are connected to the drainage system of the district municipality board. Use of pesticides and other harmful chemicals in the garden is replaced by adopting organic methods of gardening wherever possible. In order to dispose the acid fumes, chemistry labs are equipped with exhaust fans. Mild liquid chemicals are used for cleaning and maintaining the campus.

E-waste management:

The college has evolved a procedure for e-waste wherein 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 who send it for recycling. Computers which are in working condition, but are obsolete are

generally used for teaching-learning purposes in the Computer Science Department. Computer parts and peripherals are reused in other systems. Printer Cartridges are generally refilled and not disposed. UPS batteries are even exchanged with the vendor of new batteries. All damaged electronic materials (e-waste) are stored in a store room for further disposal or returned to the manufacturer.

We have no provision for waste recycling. We do not have biomedical, hazardous or radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://adpcollege.ac.in/gallery.php?id=31
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	View File

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	No File Uploaded
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

A. Any 4 or all 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	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment 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

C. Any 2 of the above

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	View File

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).

The institution makes immense effort in providing inclusive environment towards cultural, regional, linguistic and communal diversities.

Cultural:

The strong societal development of any region depends upon its culture. Anandaram Dhekial Phookan College provided cultural educational environment for the students. Faculties and students of the college are very much involved in the development of Assamese literature, culture and language.

Regional development: Nagaon, being the birthplace of Madhab Kundali and Mahapurush Srimanta Shankaradeva we are very much enlightened by their ideology and holistic principles. Eminent personalities of Nagaon such as Debakanta Baruah, Birinchi Kr Boruah, Mahim Bora are some names to be mentioned in the regional development of the district.

Linguistic: Assam Sahitya Sabha, world's largest literary organization which is based in Assam has established Anandaram Dhekial Phookan College. Anandaram Dhekial Phookan, the name which we recognize our college was the pioneer in establishing Assamese language and culture in Assam.

Socio-economic: A The college provides support to the students in building them socio-economically by providing various skill based courses. We have National and State awardee among teachers and students who have brought laurels not only for the

college but the society as a whole. Jiban Narah, Arindam Borkataki, to name a few who has received awards in Assamese literature.

During Covid pandemic period, Anandaram Dhekial Phookan College has shown splendid act of human kindness by establishing Covid Care Centre in the college campus for which the college has received appreciation from government as well as the common society of Nagaon District.

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

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

Anandaram Dhekial Phookan College has conducted various 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 workshop on "Self-Realization of Women & Protection from Domestic Violence" was organised by Women Study Centre and Women Study & Welfare Centre, ADP College in collaboration with Women Power Strengthen Forum, Assam on 14th March 2020.

Educational institutions play a crucial role in inculcating values among the young generation which helps them to become responsible citizens in future. Keeping in view this major objective, the premier institution has organised a lecture program on "Inculcating values for being responsible citizens as reflected in the Constitution of India" under the initiative of IQAC on 4th March 2021. Around 60 students (Arts and Science) accompanied by faculty members from both Science and Arts stream participated in the program. The main highlight of the event was the guiding values of the Indian constitution and the various ways by which the students have to imbibe to become

responsible citizens. The normative/ethical nature of the constitutional values was made aware to the students. The lecture made them aware of the underlying values enshrined in the Indian constitution i.e., Democracy, Socialism, Secularism, Sovereignty, Republican character of the Indian state, justice, liberty, equality, fraternity, human dignity and the unity and integrity of the Nation. Moreover, our Constitution prescribes some Fundamental Duties, which are to be performed as citizens of India. The values of these Fundamental Duties were also stressed upon. Fundamental Duties have still greater importance because they reflect certain basic values like patriotism, nationalism, humanism, environmentalism, harmonious living, scientific temper and enquiry, gender equality, and individual and collective excellence.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

B. Any 3 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

A District level debate competition was organized on the eve of 71st Republic Day celebration 2020. The 151st Birth Anniversary of Mahatma Gandhi was observed Via Zoom Platform. A talk on "Gandhi-An Epitome of Peace, Tolerance and Harmony" was organized. On 26th January 2021 the college observed the 72nd Republic Day with a flag hoisting programme and singing of the National Anthem. National Science Day Celebration was celebrated on 28th February 2021 by organizing invited talk on "Interferometry and its application in Astronomy" and "Introduction on basics of Nanotechnology. International Women's Day was celebrated on 8th March 2021 with a general meeting at Computer Hub. The occasion was graced with a speech by the principal Dr Surajit Kumar Bhagowati on the topic "Diverse situation for a woman: How to overcome?"

The college has been organizing National and International festivals, observing Independence and Republic days, National Science day, International Yoga day, College foundation day, Youth festival, Workshops and Seminars every year.

NCC

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 Practice -1

1. Title of the Practice

Promoting scientific temperament through creation of awareness of Foldscope

2. Objectives of the Practice

1. To perform research entitled "Microscopic characterization of Herbal medicines of North east India" using Foldscope

2. To demonstrate foldscope assembly as a teaching tool

3. To develop curiosity and excitement of scientific exploration among students and researchers using foldscope.

4. To exchange ideas and views around the world using foldscope community

5. Collaborative activities among the students.

3. The Context

A Foldscope, a low-cost science tool, is an optical microscope that can be assembled from simple components, including a sheet of paper and a lens. It was developed by Dr. Manu Prakash and designed to cost less than US\$1 to build. It is part of the "frugal science" movement which aims to make cheap and easy tools available for scientific use in the developing world. The Department of Biotechnology (DBT), Government of India and the

Prakash Lab at Stanford University, USA signed an agreement to bring the Foldscope to India to encourage curiosity in science. It is being used as a teaching tool for the students in biology, chemistry, physics and many other streams. Dr. Mousmi Saikia, Dept. of Herbal Science & Technology, and Project Investigator of the Indo-US Foldscope project, has been received a research grant to work in the title "Microscopic characterization of Herbal medicines of North east India". Moreover the aim of this project is to facilitate the adoption of Foldscope as an educational and research tool by students, teachers, scholars, scientists and the general people.

4. The Practice

The main objective of the research project was microscopic characterization of some potential medicinal plants and crude formulations used in the north eastern region of India with the help Foldscope. Field survey and documentation of the medicinal plants with geo-referencing are done in the Nagaon and Dhemaji District of Assam. In this study, 60 potential medicinal plant species used in treatment of various diseases by the local tribes are collected and selected for morphological and anatomical (i.e., T.S., L.S., of leaf, stem, rhizome, root; structure of stomata, trichome, etc.) studies. The study also includes the intercellular and intracellular contents like structure of starch grain, calcium oxalates crystals, oleoresin compounds. The plant species are preserved in the form of herbarium in the Institution. The powder microscopy is under study. DNA barcoding of six endangered medicinal plant has been done at NFB, G N Khalsa College, Mumbai (as the facilities are not available in our institution) and submitted to NCBI. The nucleotide sequences are available in the NCBI database. As a part of the other objectives, we have conducted 18 hands-on-training and outreach programme and 5 workshops on assembly & research perspectives of the foldscope tool in the local schools and colleges addressing local problems. As per the DBT guidelines we are twinned with 9 other regions of Indian institutions and organized workshops, outreach programs and 'Student Exchange Programs'.

5. Evidence of Success

Foldscope has led to the college emerging as a leader in creating science awareness in the district. Many camps and seminars have been organized to create awareness about Foldscope, which is a low cost scientific apparatus. The

involvement of students from the neighbouring schools and colleges has created a positive atmosphere in the entire district. Students from college and university outside Assam also have visited ADP College under Foldscope collaboration programme. The students of ADP College have visited those institutions in turn. This has widened the intellectual horizon of the students. The practice is ongoing with the following outcomes:

1. Students of the locality were well aware of the foldscope and its usage.

2. Some of the schools purchased foldscope for their regular practical work. 3.

5 M.Sc. thesis were awarded by Gauhati University related to Foldscope project.

4. 12 nucleotide sequences published in NCBI database.

5. 3 papers published

6. 1 book published

7. 3 seminar presentations (1 oral & 2 poster)

8. 18 extension program, 5 workshops and 1 International e-conference conducted.

Best Practice -2

1. Title of the Practice

Anandaram Dhekial Phookan College NCC Unit and its cadets bringing laurels to both the Institution and the District

2. Objectives of the Practice

To train the students of the college to become confident, committed and competent leaders in all walk of life. To enhance the awareness level of students being responsible citizens of the country. To conduct different activities contributing towards society in terms of social and community development To provide an environment in the college and motivate the cadets

to join the armed forces as a career.

3. The Context

In 1963 under Dr. Narayan Ch. Barman's guidance (then Vice Principal of our college) a company of NCC was formed with 200 students cadets under 8th Assam NCC. As the members increased and there was a need for a separate officer to head the company, the HoD of the Education Department Narendra Nath Saikia was given the same Pre-Commission Training and appointed as a Part-time NCC Officer of the College. Thereafter, the then HOD of the English Department Rabindra Bora took charge as the NCC officer for some time. After Mr. Bora's retirement the HoD of the Geography Department Mr. Khagendra Chamdra Mahela took Pre-Commission Training and continued as NCC officer of the college from 1981. He had Promoted to Vice-Principal in the year of 2013. In 2013 Ram Babu Rai was recruited as NCC office Assistant to accelerate the Cadets. In 2016 Dr. Ajit Bharali, Assistant Professor of the Assamese Department took over as the NCC Officer and had been successfully continued upto 2018. In 2018, November, Principal Dr Surajit Kr Bhagawoti gave the responsibility to Dr. Jalin Prakash chetia, Assistant Professor of the Assamese Department. He took over as the NCC Officer in-Charge and has been successfully continuing as the same till date. By now, quite a good number of cadets from our college have won laurels to the institution, through their participation in various competitions and camps, and a few have placed themselves at respectable positions, largely on account of their credentials in the NCC.

4. The Practice

Anandaram Dhekial Phookan College NCC Unit has a glorious history having its cadets bringing laurels to both the Institution and the District. It is an active cadets Unit. The Cadets participate in CATC (Combined Annual Training Camp), ATC (Annual Training Camp), Army Attachment Camp, National Integration Camp (NIC), Sainik Camp, Republic Day Camp (RDC), TSC (Thal Sainik Camp), Rock Climbing Camp, etc quite regularly. During the tenure of Dr. Narayan Chandra Barman as NCC Officer, one NCC Cadet Krishna Sarma successfully participated and completed under the guidance of Tenzing Norgay, the first conquer of the Mount Everest, under the aegis of Jawaharlal Nehru Mountaineering Institute and in 42-Basic Mountaineering Institute the basic training of mountain and snow climbing and had shown special skills in the same. Cadet

Krishna Sarma later joined the Indian Army as Commissioned Officer and went on to become and retired as a Major. There are numerous examples of our NCC Cadets acquiring NCC 'C' Certificate and joining the Army, the Police and other such Institutions. At present 75 NCC Cadets allotted as per 8 Assam Bn NCC (rectified by NER Directorate) in the College. The college had introduced 33 percent reservation for the girls Cadets from 2012. Like the boys, the girl cadets too have shown excellence in different fields. Our cadets have been proving their mettle in different events like Annual Training Camp, Basic Leadership Camp, Social Service Camp, Republic Day Camp etc from time to time.

5. Evidence of Success

The following programmes were organized by the College NCC unit every year: Republic Day Celebration Programme at College Campus, Republic Day Celebration Programme at Nurul Amin Stadium, Sadar, Nagaon, World No Tobacco Day, Tree Plantation Awareness Programme, Awareness Programme on Disaster Management, Swachh Bharat Abhijan, Health Care Programme, Yoga Workshop, NCC Plogging Day, ADP College NCC Unit Independence Day Celebration etc.

6. Problems Encountered and Resources Required

The following are the problems encountered and resources required for the NCC unit.

Lack of parade ground as the college premises is very small and there is no open field.

The students are from economically challenged backgrounds and hence they cannot afford to procure requisite materials, which are not supplied by the administration.

There is hesitation to travel outside. There is no fund allocated for NCC by the college. The classes and NCC programmes often clash, resulting in hesitation of the cadets to join the programmes.

Awareness about the role and functioning of NCC is very little as Gauhati University has not yet implemented the suggestion of UGC to make NCC a compulsory subject in degree programmes.

Teaching assignment of the in-charge comes on the way of NCC

programmes as we do not have full-time NCC in-charge and we have to manage tight-rope walk.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

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

Anandaram Dhekial Phookan College was established in the year 1959 with a vision to provide educational opportunity to the rural people of the district Nagaon. The vision of the college which was framed to make the college as a place of excellence and quality education also has been successfully attained over years. The students of both the arts and science streams of the college have already shown their academic success in education as well as in establishing themselves as suitable human resource for employment. In the field of quality education, the science stream of Anandaram Dhekial Phookan College, has been showing remarkable success due to the efforts made by the faculties. Presently, the college has 2782 students out of which 90 percentage students are from the rural areas of the district as well as from the neighboring rural districts viz. Karbi Anglong, Hojai, Morigaon etc. Under science stream, there are six Departments viz. Physics, Chemistry, Zoology, Botany, Geography and Herbal Science & Technology, which are engaged in providing remarkable education to the students. All the Departments have well equipped laboratories and four departments are being funded by the DBT, Government of India (under the STAR COLLEGE Scheme). Modern and sophisticated equipment are installed in the laboratories for performing proper scientific practical classes. The equipments like, Millikan Oil Drop setup, Planck's photocell, Bi-prism setup, Thermocouple setup, CRO, Optical Bench, Water and Soil analysis kit, Digital Conductivity Meter, Distilled water plant, Electronic balance, Flame photometer, Shaking water bath, SDF PAGE Electrophoresis, Double distillation plant, mini centrifuge, Trinocular microscope, Stereo microscope, Dissection microscope, BOD incubator, Rotary Microtome, Camera Lucida, KJELDHAL Digestion and distillation unit, Lux meter, PH

meter, computer interface microscope, Stereoscope, Digital Theodolite, GPS, Rotometer, Aneroid Barometer, Dumpylevel, Planetable, Theodolite, HPLC, Laminar air flow, tissue culture room, Lyophilizer, Shaking incubator, Tablet punching machine, UV-Vis Spectrophotometer etc are being installed in the Departmental laboratories by which the students are getting the taste of science education. As a part of the science education, the college has a BIO-TECH HUB established by the DBT, Government of India in the year 2013 . The equipments like UV-Vis Spectrophotometer, Optical Microscope, Laminar Air flow, Compound microscope, Water Distillation Unit, Incubator etc, are functioning in the HUB and we are in process of procuring more instruments to the HUB for the greater benefit of the students. The University Grants Commission (UGC), New Delhi has sanctioned one B. Voc. course Herbal Processing Technology in the year 2019. A start-up AGROHERB was launched in 2019 for production and sale of vermicompost and mushroom on commercial basis among the institutional members. The college has received adequate funds for the smooth functioning of the course and for the upliftment of the rural students. The science faculties of the college are the key persons in making science education popular among the students. Faculties of the stream are showing their academic excellence in publishing research papers, articles in different reputed journals and are actively participating in different courses, seminars, workshops etc. Total 35 numbers of research papers are published by the faculties of the science Departments in the last five years and out of which 28 papers are published in Scopus indexed SCI journals. The faculties are undergoing projects funded from Government and non-governmental agencies for their research works. A total number of 07 projects were completed in the last five years. Few numbers are ongoing which marks an important contribution to the science fraternity from our college. The science Departments of the college have been arranging different workshops, seminars, and webinars for the benefits of faculties as well as for the students. All total 60 numbers of seminars and workshops were arranged by the Departments with full hearted participation of both faculties and students of the college. In order to enrich the science education, the college library may be treated as rich library in terms of number of books. The central library of the college has more than 2000 books purchased mainly for the science students and we are in the process of procuring more number of books. In addition, all the science Departments are having sufficient number of books in their Departmental libraries and the students are allowed to access the books from the central

library as well as from the Departmental library as per their needs. In order to give the students a new look in classroom teaching, the science Departments are provided with digital classrooms and 06 numbers of digital classrooms are functioning in the college for these subjects. The Departments are having adequate numbers of computers with printer connected to it. The students of science Departments are also showing their excellence in final examination of the university as well as in academic results of the Department (Annexure I). The students of the science Departments are showing good progression in their academic and social activities. Participation of students in different academic events, sports and cultural events are praise worthy and are always receiving recognitions. Anandaram Dhekial Phookan College has a herbal garden at Kathiatoli (18 km away from the college) and the garden has been established with joint coordination of the Forest Department, Government of Assam. Presently, cultivation of herbal/medicinal plants is initiated in the garden with active participation of the students and faculties. The science Departments of the college have also been maintaining coordination with reputed institutes/ educational institutions over the years. Exchange of educational thoughts, ideas by mutual exchange of students and faculties are done under the MOUs. Three MOUs were signed with Assam Agricultural University (04-06-2019), DRDO (04-01-2021) and Nagaon Forest Division, Govt. of Assam (12-12-2018).

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

PLAN OF ACTION FOR 2021-2022

1. To construct a Girls' Hostel
2. To construct Teachers' Recreation centre
3. Introducing P.G course in Education, Physics, Political Science and Mathematics
4. To Organize Skill Development Programme

5. To Organize Entrepreneurship Programme
6. To Organize National Conference
7. To observe birth anniversaries of Mahatma Gandhi, Ishwar Chandra Vidyasagar, Anandaram Dhekial Phookan etc
8. To Organize Seminar on New Education Policy(NEP)
9. To Organize Awareness program on code of conduct
10. To Organize Seminar on Fundamental rights and duties

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