



Yearly Status Report - 2019-2020

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 own campus		Yes
Phone no/Alternate Phone no.		03672222235
Mobile no.		9435061536
Registered Email		principaladp@gmail.com
Alternate Email		adpcollege1959@gmail.com
Address		R.R.B. ROAD, HAIBORGAON
City/Town		NAGAON
State/UT		Assam
Pincode		782002
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	DR SANJIB KR BORKAKOTI
Phone no/Alternate Phone no.	03672222235
Mobile no.	9435060198
Registered Email	drsanjib.borkakoti@gmail.com
Alternate Email	iqacadpcollege@hotmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://adpcollege.ac.in/file/AQAR%202018-19.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://adpcollege.ac.in/file/Academic%20callendar%202019%202020.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	70.5	2004	04-Nov-2004	03-Nov-2009
2	A	3.11	2016	19-Jan-2016	18-Jan-2021

6. Date of Establishment of IQAC	18-May-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on creation of e-	23-Nov-2019	22

content for classroom teaching	1	
Workshop on women empowerment	19-Nov-2019 1	230
Seminar on Discovery of altruistic Stems Cells	08-Aug-2019 1	191
Workshop on early detection of breast cancer	05-Aug-2019 1	43
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
ADP College	Infrastructure development, Finsihing School	RUSA	2019 365	51227778
Dr Mousmi Saikia	Research	DBT, Govt of India	2019 365	3271796
ADP College	BVoc, Community College	NSQF	2019 365	5394585
Mr Bapan Banik	Research	ASTEC	2019 365	200000
ADP College	Star College	DBT, Govt of India	2019 365	5400000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. Workshop on early detection of breast cancer, Resource person Dr Lopamudra Das Roy, President of Breast Cancer Hub, on August 5, 2019, organised by Zoology department and IQAC, ADP College

2. Seminar on Discovery of altruistic Stems Cells, Resource person Dr Bikul Das, USA, on August 8, 2019, organised by IQAC, ADP College

3. Seminar on Preparation for competitive examinations, Resource person Rajdeep Lekharu, on August 31, 2019, organised by Career Counselling Cell and IQAC, ADP College

4. Campus interview for bank jobs, on September 4, 2019, organised by Placement Cell, Career Counselling Cell and IQAC, ADP College

5. Workshop on women empowerment, 19th November, 2019, organised by IQAC and Women Study Centre, ADP College

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

Plan of Action	Achivements/Outcomes
10. Banks will be invited for holding campus interviews for placement in managerial level posts. Alumni also will be given opportunity to participate in these in addition to current students.	10. ICICI Bank held campus interviews for placement in managerial level posts. Alumni were given opportunity to participate in these. Several of them were selected. Two of the selected candidates were posted as Assistant Manager in Guwahati and Nalbari branches.
9. The closing ceremony of the Diamond Jubilee will be celebrated properly with active involvement of alumni.	9. The closing ceremony of the Diamond Jubilee was celebrated with grandeur with intense involvement of the alumni. They had their own function.
8. Cultural maestros will be invited to the college in order to create better cultural aptitude.	8. Famous artists Jubin Garg and Nipon Goswami were invited to the college in order to create better cultural aptitude.
7. There will be greater weightage to women in the selection of awardee for conferring the Anandaram Dhekial Phookan award this year.	7. Ms Birubala Rabha, a leading activist against witch hunting was awarded the Anandaram Dhekial Phookan award in 2019.
6. A new girls' hostel will be constructed inside the college premises.	6. Construction of the new girls' hostel will be started soon. Funds have been received.
5. Cleanliness drive, health awareness	5. Initiatives were taken for

and environmental awareness will be given special emphasis.	generating environmental awareness in the neighbourhood. Plantation was carried out in the college premises as well as different schools.				
4. Exchange of faculty members with other institutions will be initiated.	4. Exchange of faculty members was initiated with Raha College, Nowgong Girls College, Rupahi College and Khagarijan College.				
3. Workshops and seminars will be held on gender issues, intellectual property rights, health related issues, especially on life-style diseases, with renowned experts as resource persons in order to improve quality of life.	3. Several workshops and seminars were held on gender issues, intellectual property rights, health related issues like breast cancer.				
2. The tea packaging unit with tea procured from nearby gardens is expected to take off next year.	2. Tea packaging unit was started during the year and packaged tea sold to faculty members and others.				
1. The college will start the B.Ed course from the next session, subject to permission from AICTE.	1. The process is going on. Technicalities have not been completed from the side of the government.				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">27-Aug-2020</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	27-Aug-2020
Name of Statutory Body	Meeting Date				
Governing Body	27-Aug-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes				
Date of Visit	19-Nov-2015				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	20-Jul-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The college has a systematic Management Information System. The office is equipped with several computers, which have necessary software for office automation. In 2009, the software 'College Automation 2009 Professional'				

was installed in the computers of college office. The version used is 9.0 Professional Edition. It has been used for admission works since then. A new office software was installed in the office computers in 2019. This software carries out the works like online distribution of forms, selection of students and payment of fees etc. It has been used for PG admission since 2019. The computers of IQAC and Principal are equipped with Windows. These computers store information about the faculty members. The individual departments also have their own computers, equipped with Windows software. They maintain all department related information in the respective computers like merit records and progression records of the students as well as passed out alumni. The central library of the college also has a server, where library related data are stored.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution ensures effective curriculum delivery through a well planned and documented process. The class routine plays a significant role in the academic environment and progress of a college or an educational institution. Anandaram Dhekial Phukan College has been focussing on a well planned, student centric routine to cater the interest of 2687 students from 21 departments in three streams- Science, Humanities and Commerce. With a view to prepare the college routine a Routine Committee is formed every year. While preparing the routine generally the following aspects are taken into consideration: 1. The committee considers the guidelines of the UGC and the Gauhati University. As per these guidelines one class is allotted for each credit. 2. While preparing the routine, the infrastructural sources of the college have also to be considered. 3. Classes start at 8.30 a.m and continue till 4.30 in p.m. 4. All major classes are generally allotted in the first half of the day. 5. It is taken into consideration that students should get maximum utilization of time at the same more than three consecutive classes are not allotted. 6. While allotting classes it is also seen that more than three teachers of any particular department are not engaged at a specific time. 7. Keeping in mind the need of students, classes on Spoken English and Personality Development have been also included in the routine. 8. 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.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene	Skill Development
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			urship	
Certificate Course in Spoken English	08/02/2020	60	Spoken English Mentor	Soft skill related jobs
Certificate Course in Personality Development	08/02/2020	60	Receptionist / Flight Stewards	Business Management

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BVoc	Herbal Science	01/08/2019

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

	Certificate	Diploma Course
Number of Students	860	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate in Spoken English	08/02/2020	860
Certificate in Personality Development	08/02/2020	860
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Trip to Daifan, Bhutan by Dept. of Geography	48
BSc	Trip to Kaziranga National Park by Dept. of Zoology	24
BA	Field Trip to Jagiroad by Dept. of Hindi	26
MA	Study on Varieties of Language, Rabhamese by Dept. of Assamese	18
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained

71 percent of students said that around 85-100 percent of the syllabus had been covered by teachers. 62 percent said that teachers come to class with thorough preparation. In terms of communication in class, 75 percent opined effective communication while others said that it is sometimes effective. 75 percent said that there is always fairness done in internal evaluation by the teachers. 57 percent of the students responded that performance in assignments has been discussed by the teachers. Only 28 percent of students said that the college promotes internship, student exchange, and field visits regularly while 34 percent responded that it happened often. A large number of students said that teaching and mentoring helped them in social and emotional growth. 47 percent strongly agreed that the college provides multiple opportunities to learn and grow. 57 percent of students said that the teachers inform their competencies, course outcome, and program outcome every time. 46 percent said that their mentor follows up with the assigned task. A fairly high number of students said that the teacher illustrates concepts through examples and applications. 68 percent said that the teachers identify their strength and encourage with right challenges and also 64 percent of students said that teachers also identify their weaknesses and help them overcome it. 51 percent strongly agreed that the college engages students in monitoring and review the quality improvement of teaching. 58 percent says that to a greater extent the teachers use student-centric methods like experimental learning, participative learning in teaching. 62 percent strongly agreed that the teachers encourage them to participate in extra-curricular activities. 60 percent agreed to a greater extent that the college/teachers inculcate soft skills, life skills, etc to make them ready to face the world. Only 29 percent say that they use ICT tools like LCD projector, multimedia in the class. 68 percent responded that the overall quality of teaching in the college is very good. Students provided some major and minor suggestions to improve the overall teaching-learning process in the college. P.G. students have stated the need for sufficient instruments and laboratory equipment. There is an insufficient stock of books at M.Sc. level both at the library and department. They also suggested taking the necessary steps to complete the syllabus in time and also to provide computer knowledge. While U.G. students suggested making more digital classroom and smart classes (audio-visual teaching aids) with the well equipped and improved laboratory for practical classes. Also requires comfortable seating arrangements in classroom and provision of drinking water facility in the departments. They also suggested increasing departmental library book collection. Request for proper attention to extra-curricular activities needs of a playground and in campus banking services. They also suggested enforcing strict rules within the college campus. All these suggestions have been given to Principal, who is taking steps. Seating capacity will be increased and more desk-bench made, he has promised. IQAC also has taken up the quality of mentoring. More field visits will take place when lockdown is lifted.

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese, Arabic, Hindi, Bengali, Sanskrit, Education, English, Economics, History, Pol Sc, Philosophy	500	1265	563
BSc	Economics, Comp Sc, Geography, Physics, Bot, Chem, Stats, Herbal Sc, Math, Zoology	300	787	295
BCom	Accountancy, Management	150	125	130
BVoc	Herbal Science	50	10	6
BCA	Computer applications	80	105	80
MSc	Herbal Science	30	25	21
MA	Assamese, History	80	94	53
PGDCA	Computer applications	60	45	32

[View File](#)**2.2 – Catering to Student Diversity**

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2505	182	59	5	64

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
64	62	125	9	9	138

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Regular academic classes in the college are conducted as per a centralized Class Time Table and the teachers are expected to adhere to it. Apart from the regular academic classes, every department organizes remedial classes for the weak students to guide them about their confusions and inadequacies. Such remedial classes are conducted after the regular classes are over, and they are scheduled internally by an individual department. The Head of the department use to allot such classes to the teachers. The departments also maintain separate registers for remedial classes. Even the advanced students are encouraged to attend these classes. Every department also conducts various academic activities such as departmental seminar, symposium, interactions with invited guests etc. to ensure academic development of the students. The students of each department are divided into small groups and are assigned to a particular teacher of that department so that their academic growth as well as their holistic development can be monitored and addressed. The college also organizes various workshops and counseling sessions to orient the students for their future career and to enhance their employability. For example, a three-week free TET coaching session was organized by the college teachers for their present as well as pass out students. The Career Counselling and Guidance Cell of the college organized a number of career counselling sessions. The Placement Cell arranged campus interview by ICICI and Axis Banks. As such, every faculty member of the college is a mentor and every student is mentored.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2687	64	1 : 42

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
71	56	15	2	37

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Arindam Barkataki	Assistant Professor	Benu Chiring Best Literary Critic Award, Asom Kavi Sanmilan

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UA291	6th/2019	21/05/2019	10/07/2019
BSc	US291	6th/2019	21/05/2019	10/07/2019
MA	PA291	4th/2019	21/06/2019	21/11/2019
MSc	PS291	4th/2019	26/06/2019	18/11/2019

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

We follow the system formulated by Gauhati University, to which we are affiliated. We cannot change anything. We implement the decisions of the university. However Zoology and Hindi department conduct weekly/fortnightly tests for students for intensive CIE. Geography department monitor attendance online.

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

Being affiliated to Gauhati University, we have to follow the calendar prepared by the university itself. However we have incorporated the regular events like College Foundation Day, Anandaram Dhekial Phookan award, Annual College Week etc in this calendar and uploaded the final modified version in the college website. Details of examination times are also mentioned in it.

2.6 – Student Performance and Learning Outcomes

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

<http://adpcollege.ac.in/file/PROGRAMME%20SPECIFIC%20OUTCOME%202019-20.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UT291	BCA	Computer Application	68	63	92.65
MS291	PGDCA	Computer Application	29	2	.07
PS291	MSc	Herbal Science	16	16	100
PA291	MA	Assamese, History	43	30	69.76
US291	BSc	Economics, Comp Sc, Geography, Physics, Bot, Chem, Stats, Herbal Sc, Math, Zoology	175	112	64.00
UA291	BA	Assamese, Arabic, Hindi, Bengali, Sanskrit, Education, English, Economics, History, Pol	301	265	88.04

Sc,
Philosophy

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2.7 – Student Satisfaction Survey

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

<http://adpcollege.ac.in/file/Student%20Satisfaction%20Survey%20Report%202019-20.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

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

Title of workshop/seminar	Name of the Dept.	Date
Seminar on Importance of Intellectual Property Rights in Commerce	Department of Economics Department of Commerce, A.D.P. College	13/11/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Incubation Centre	ADP College Incubation Centre	ADP College	B.K. Enterprise, Dewrigaon , P.O. Halowagaon , Pin -782141, P.S. Samaguri, Nagaon	Production of mushroom	16/03/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
Political Science (Dr Anjana Devi)	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Herbal Sciences	1	0

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

Department	Number of Publication
Hindi	1
Herbal Science	17
English	12
Chemistry	1
Economics	2
Arabic	1
Bengali	1
Zoology	3
Physics	10
Assamese	6

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Pharmacognostic Evaluation, Phytochemical screening and antimicrobial activity of rhizome of Zingiber officinale roscoe (CV Moran)	Dr. Mousmi Saikia, et al	Research and Reviews in Biotechnology and Biosciences	2019	0	ADP College	0
Standardization and Quality assessment	Dr. Mousmi Saikia, Pranab Borah	International Journal of Pharmaceut	2020	0	ADP College	0

of Traditional Poly Herbal Formulation for the Treatment of Hemorrhoids		ical science and research				
Explication of absorbed dose defines radiotherapy - A study of Unification	Dr. Lakshmi K Singh	Material to day: Proceedings	2020	0	ADP College	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	32	13	2	1
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
SWACH BHARAT ABHIYAN Programme on 13th August 2019, at RRB Road and ADP College, Nagaon City	ADPC NCC Unit, 8 Assam Bn	10	50
World Environment Day Celebration, 5th June 2020	Eco Club, ADP College, Supported by ASTEC (Assam Science Technology and Environment Council)	5	20
Plantation Campaign on 3rd March, 2020	By Eco Club. ADP College, Nagaon,	15	50

	Supported by ASTEC (Assam Science Technology and Environment Council)		
SWACH BHARAT ABHIYAN' on 17 Sept 2019, In collaboration with ASTEC (Assam Science Technology and Environment Council), NCC, ADP College Unit with Govt. of Assam, ADP College Environment Cell IQAC, ADP College	ADPC NCC Unit, 8 Assam Bn	6	40
SWACHHTA PAKHWADA Programme by ADP College NCC Unit on 5th December 2019 in the Neighbour Area	ADPC NCC Unit, 8 Assam Bn	10	50
NCC Plogging Day Celebration, Organised by 8 Assam BN NCC, In Collaboration with ADP College NCC Unit on 07 Deceber 2019 held in Nagaon City	ADPC NCC with 8 Assam Bn	1	45
NCC Plogging Day Celebration, Organised by 8 Assam BN NCC, In Collaboration with ADP College NCC Unit on 26th Deceber 2020 held in Nagaon.	ADPC NCC with 8 Assam Bn	1	35
Blood Donation Camp held in ADP College, In Collaboration with ADP College NCC Unit, NSS, Student Union Body, ADP College on 05-02-2020	Organised by Assam State AIDS Control society,	15	100
COVID-19 awareness Programme on 21st March, 2020, In collaboration with IQAC,ADP College,	ADPC NCC Unit, 8 Assam Bn	5	30

at Adopted Village Mahoriati Village, Nagaon, Assam			
Environmental awareness programme, at Nehru Bidyapith, Haiborgaon, 25th November, 2019	organised by Botany department English dept, ADP College	10	150
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
SWACH BHARAT ABHIYAN, 13 Aug 2019	ADPC NCC Unit, 8 Assam Bn	Cleaning	5	50
SWACH BHARAT ABHIYAN', 17 Sept 2019	NCC, In collaboration with ASTEC (Assam Science Technology and Environment Council), NCC, ADP College Unit with Govt. of Assam, ADP College Environment Cell IQAC, ADP College	Creating awareness about cleanliness	6	40
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Programme, Department of Arabic, ADP College in Collaboration with Rupahi College, Nagaon	30 students	ADP College	2
Students Project,	10 Students	ADP College	2

Department of Arabic, ADP College in Collaboration with the students of Rupahi College, Nagaon			
Faculty Exchange Programme in Collaboration with Raha College, Nagaon	40 Students	ADP College	2
Faculty Exchange, Department of History, ADP college and Department of History, Khagarijan Colege, Nagaon	40 students	ADP College	2
Faculty Exchange, Department of Political Science, ADP college and Department of Political Science, Batadraba Sri Sri Sankardeva Colege, Nagaon	50 students	ADP College	2
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Department of Arabic, ADP college and Department of Arabic, Rupahi Colege, Nagaon	17/02/2020	Faculy Exchange, Students exchange, Project etc	30
Department of Economics, ADP college and Department of	03/03/2020	Faculy Exchange, Students exchange, Project etc	50

Economics, Raha College, Nagaon			
Department of History, ADP college and Department of History, Khagarijan Colege, Nagaon	10/02/2020	Sharing Educational Information, Development of Culture and Values etc	40
Department of Political Science, ADP college and Department of Political Science, Batadraba Sri Sri Sankardeva Colege, Nagaon	29/02/2020	Faculty Exchange, Students Exchange etc	50
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4200000	4200000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22469	2908745	470	241688	22939	3150433
Reference Books	25732	2905615	63	37841	25795	2943456
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
Dr. Chittaranjan Nath	Sonnet 75 by Edmund Spenser	youtube	18/04/2020

Dr. Afifa Kausar	Animal Diversity-Echinodermata	College Website	21/04/2020
Mr Parag Dutta	Heat Budget of Earth Atmosphere	Google classroom	26/04/2020
Dr. Kishor Kumar Shah	Woodwards Rules	YouTube	26/04/2020
Mr. Parag Dutta	Temperature Distribution Pattern On Earth Surface	Google classroom	29/04/2020
Dr. Kishor Kumar Shah	IR Spectroscopy	YouTube	30/04/2020
Dr. Lakshmi K. Singh	Optics	Google classroom	02/05/2020
Mr. Prasanta Kumar Gogoi	Process join Animation Scribe Publish 1	YouTube	04/05/2020
Mr. Prasanta Kumar Gogoi	How to do Georeferencing PART I	YouTube	04/05/2020
Mr. Prasanta Kumar Gogoi	How to do Georeferencing PART II	YouTube	04/05/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	97	2	74	3	0	12	25	86	40
Added	3	0	2	0	0	0	1	14	0
Total	100	2	76	3	0	12	26	100	40

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Computer hub	http://adpcollege.ac.in/computerhub.php

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
--	--	--	--

9177731

9177731

4800000

4800000

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

A state-of-the-art Computer Hub with audio visual and video live streaming facility was established under RUSA Grant. It is equipped with a total of 18 computers. In addition to virtual classes, it enhances to extend software integration for different departments especially for Science stream. A number of faculty development programmes, seminars and webinars have been organised in the Computer Hub since its inauguration in 2018. 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. It is a hybrid library and holds knowledge resources predominantly related to Science, Humanities and Social Sciences other allied subjects. OPAC (On-line Public Access Catalogue) facility is available. Library is an active member of UGC N-LIST Consortium.

https://adpcollege.ac.in/library_all.php Gymnasium of the ADP College was constructed with financial assistance of the UGC and was opened for students' use in 2013. Since then, ADP College gymnasium club was formed. Students and teachers both male and female who intend to do physical exercise in the gymnasium must become a member of the gymnasium club by paying a nominal admission fee. The gymnasium of the college possesses instruments and exercise tools including two sets of multigyms. General timing of the gymnasium of the college is 6AM-7 AM in the morning and 4 PM- 7 PM in the evening. A trainer is also appointed in the gymnasium. Information about gymnasium is given at <http://www.adpcollege.ac.in/gymnasim.php> There is an Indoor Stadium in ADP College with a capacity for 200 persons to sit in the gallery. Two sets of Badminton courts can be put there simultaneously. Rubber mat has been fitted on the arena. The Indoor Stadium was constructed with a grant from UGC in 2017. The Indoor Stadium has several rooms, which are used for purposes like players' dressing room, Retired Teachers Common Room, ADP College Teachers Council.

There is plan for using two rooms as guest house so that invitees to the college can be lodged in the college premises itself. Information about it is given at <http://www.adpcollege.ac.in/indoor.php> Institutional Level Biotech Hub, A.D.P. College was established via DBT's Sanction No.: BT/32/NE/2012 dated September 19, 2013. Since inception, Biotech Hub has provided necessary laboratory facilities to the students and faculties of the host institute as well as to the nearby colleges and schools. Information about it is given at <http://www.adpcollege.ac.in/bio.php> The Language Laboratory of the Department of English comprises of 10 (ten) computers. It is equipped with LTS (Learn to Speak English) software. It has been functional since 2012 and is used to teach linguistics to English Major Students and Spoken English to General students. A Six-month certificate course on 'Spoken English and Personality Development' is offered by the college under the mentorship of the language laboratory. http://www.adpcollege.ac.in/language_lab.php The IT facility of the College has been improved with Bandwidth increased from 86 MBPS to 100 MBPS through a dedicated fibre optics from BSNL to enhance wi-fi coverage in campus.

<http://adpcollege.ac.in/main.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0

Financial Support from Other Sources			
a) National	Ishan Udai Scholarship and Post Matric Scholarship for Minorities OBC ST SC	695	10896000
b) International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
International Yoga Day (online)	21/06/2020	20	NCC , IQAC
Remedial Classes	16/11/2019	850	All Departments of ADP College
Personal Counselling and Mentoring	16/11/2019	850	All Departments of ADP College
Workshop on how to face examination	25/09/2019	600	ADP College in association with Finishing School, RUSA
Webinar on coping with stress and healthy living during pandemic	23/06/2020	150	Department of Zoology in association with IQAC, ADP College
Workshop on Social enterprise in context of Mushroom development	08/11/2019	50	Department of Herbal Science and Technology and Environmental Cell, ADP College
Swachh Bharat Abhiyan	17/09/2019	250	ASTEC, IQAC, Environmental Cell of ADP College
Awareness about use of Plastic	27/09/2019	200	ASTEC, Eco club, NSS of ADP College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Preparation for	40	40	0	0

	competitive examination on 31/08/2019				
2019	Campus Interview organised by career counselling cell, placement cell and IQAC of ADP College on 04/09/2019	45	45	7	2

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	6

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
ICICI Bank	45	2	ICICI Bank, Enterprises in both Government and Private Education Sector, Veterinary field officer, Field Mitra Ayushman Bharat	95	27

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	144	BA265, BSc112, BCA63, MSc27	All Departments	Gauhati University, Tezpur University, NEHU, NERIM,	MA65, MSc32, MCA20 MBA02

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

Items	Number of students selected/ qualifying
GATE	1
NET	1
Any Other	3

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

Activity	Level	Number of Participants
District level Debate Competition, organized by IQAC, ADP College in collaboratio with Nagaon District Administration on 25th January, 2020	College Level	100
All Assam yoga competition, 26th October to 28th October, 2019	School/ College Level	2000
Annual Sports week, 14th February to 19th February, 2020	College level	300
Freshers Social on 7th September, 2019	College level	450

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students Union of ADP College organized a Free Health Camp for neighbors on 16th December 2019 in collaboration with Govt. of Assam. Associated with IQAC as the General Secretary of ADP College Student Council is an executive member of the IQAC committee. General Secretary of ADP College Student Council is a member of the Student Grievance Cell also.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

There is an active Alumni Association in the college functioning actively. It is named ADP College Alumni Association. During 2019 2020 the committee functioned under the Presidentship of Kesharam Nath. The Association takes active part in all round development of the college.

5.4.2 – No. of enrolled Alumni:

2206

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

67200

5.4.4 – Meetings/activities organized by Alumni Association :

1. Published a directory of alumni in September 2019
2. Street play on witch hunting held at Marigaon on 7 February 2020
3. Drinking water facility with cooler and filter was installed in college in February 2020
4. Participated in Diamond Jubilee Closing Ceremony with cultural performances on 8 September 2019
5. Organised art competition at Marigaon on 14 November 2019

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college believes in decentralization and participative management. The following two practices are noteworthy. (i) The Governing Body of ADP College has two representatives from the teachers, who are part of the decision making. The Academic Committee comprising of the HoD of all departments take decision about academic affairs, class routine, examination routine etc. The Principal of ADP College never decides anything by himself. (ii) The IQAC of ADP College has a high number of teachers and they plan extension works, academic works, collaboration, outreach etc. The IQAC organized several seminars and workshops in 2019 2020, where there was no interference by the administration of ADP College. IQAC also carried out extension works in the RRB Road area extensively.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college has opted the new Choice Based Curriculum System.
Examination and Evaluation	Regular sessional examinations are held in the the college to test the students. Even weekly tests are held in some departments.
Human Resource Management	IQAC has goaded the faculty members to enhance quality in all spheres.
Library, ICT and Physical Infrastructure / Instrumentation	Modernisation and use of digital technology have been our guiding principle. We try to give the technological facilities to students. Free WiFi, digital facility in the

	library, computer hub etc are some distinctive features.
Admission of Students	We have given emphasis on merit in the admission process, which is totally transparent. We also spread the word in the hinterland and encourage poor students to enroll for higher education. They get the facility of free admission as per government policy.
Industry Interaction / Collaboration	ADP College has been very active in establishing contact and sustained relationship with the industries/institutions to further the academic activities. Industries have sponsored our events. We have had collaboration with several institutions, specially in herbal science.

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

E-governance area	Details
Student Admission and Support	Admission process has been made fully online at postgraduate level. All students are asked to give feedback online. They are also taught how to use internet.
Finance and Accounts	All accounts are entered on computer and kept records therein.
Planning and Development	IQAC uses ICT for contact with faculty members, for planning activities. The faculty members also do the same.
Administration	The office is automated. Principal also uses e-instrument for administration.
Examination	The examination schedules are prepared and maintained with ICT tools. Some departments use ICT for departmental tests.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr Sanjib Kr Borkakoti	International Conference on Heritage, University of Kelaniya, Sri Lanka, 26-27 Dec	NA	10000

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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	Training on Spoken English Software		06/03/2020	06/03/2020	10	0

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
FUTURISTIC TRENDS OF LANGUAGE AND LITERATURE-IMPACT ON 21st CENTURY LEARNERS	1	13/07/2020	18/07/2020	06
NEW PARADIGMS OF RESEARCH IN COMMERCE AND MANAGEMENT	1	29/06/2020	03/07/2020	05
COMPUTATIONAL PHYSICS	1	12/05/2020	18/05/2020	07
DIGITAL LITERACY PROGRAM	1	17/02/2020	19/02/2020	03
SOFT SKILLS(STC)	1	23/09/2019	28/09/2019	06
HUMAN RIGHTS CONFLICT MANAGEMENT (STC)	2	02/12/2019	08/12/2019	07
LANGUAGE AND LITERATURE(RC)	1	16/10/2019	29/10/2020	14
VALUE EDUCATION	1	15/11/2019	21/11/2019	07
PREPARATION OF SELF-LEARNING MATERIALS FOR UNIVERSITY AND COLLEGE LEARNERS	1	12/05/2020	18/05/2020	07
STRATEGIES FOR	1	22/06/2020	26/06/2020	05

ROLING THE
ECONOMY-POST
COVID 19
LOCKDOWN

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	1	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Anandaram Dhekial Phookan College Employees Thrift and Credit Coop.Society LTD	Anandaram Dhekial Phookan College Employees Thrift and Credit Coop.Society LTD	No

6.4 – Financial Management and Resource Mobilization

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

Anandaram Dhekial Phookan College gets its accounts audited regularly by CA as it is compulsory to get such audit done as per government requirement. The last such audit was done by CA, Mr Bipin Kr Sovosoria in 2018 upto the accounts of 2016 2017 financial year. The auditor found no discrepancy in the account.No separate internal audit is therefore necessary. The audit statement is uploaded in college website too. The accounts of the financial year 2017 2018 and the financial year 2018 2019 will be audited soon.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
HUDA GROUP OF INSTITUTION KANUWAMARI SAMUGURI NAGAON	20000	national seminar

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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		Yes	IQAC

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

1. In order to maintain a healthy academic environment of the department, it is always important to know the aspiration of the parents and at the same time their feedback for improving the department. Regular meeting with the parents

are therefore held from time to time. An interaction takes place at the beginning of the session in order to apprise them of the rules and expectations. It is followed up later during the session. 2. Some departments organize meetings with parents of the students having Major in the concerned subject. 3. The departments of History and Hindi have made it a regular practice to visit the parents of the major students in their home and apprise them about the progress of the students.

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

1. Free Health Camp, organised by IQAC, NCC, Medical Cell and Students Union of ADP College, in collaboration Govt of Assam, 16th December, 2019 2. Drug awareness, organised by IQAC, NCC, NSS, and Environment Cell of ADP College, in collaboration ASTEC, Govt of Assam, 14th August, 2019 3. Promotion of Green Diwali, 27th October, organised by by ADP College Students Union

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

1. The college opened PG course in History in 2017. 2. The college created a computer hub and a digital section was created in the central library in 2018. 3. A new wide entrance gate was constructed in 2019 so that there may be smooth exit in case of emergency. 4. A startup AGROHERB was launched in 2019 for production and sale of vermicompost and mushroom on commercial basis. 5. B.Voc. programme was started in Herbal Science. 6. Admissions were made online from 2019. 7. Online classes were started for all students during lockdown for COVID19.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Workshop on early detection of breast cancer, Zoology department	05/08/2019	05/08/2019	05/08/2019	43
2019	Seminar on discovery of altruistic stems cells	08/08/2019	08/08/2019	08/08/2019	191
2019	Workshop on women empowerment	19/11/2019	19/11/2019	19/11/2019	230
2019	Workshop on creation of e-content for classroom teaching	23/11/2019	23/11/2019	23/11/2019	22

	initiatives to address locational advantages and disadvantages	initiatives taken to engage with and contribute to local community			initiative	addressed	participating students and staff
2019	1	1	13/08/2019	01	Swachh Bharat Abhiyan	Swachh Bharat Abhiyan	40
2019	1	1	14/08/2019	01	Drug awareness	Drug awareness	30
2019	1	1	25/11/2019	01	Free health camp	Health	50
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for teachers	01/06/2019	Teachers have become better than before in attitude and dutifulness. Development of responsibilities of teachers, cordial relation between teacher and students, teachers and colleagues, teacher and authority, non-teaching staff, guardian and society

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Workshop on Iswarchandra Bidyasagar Birth Centenary	26/09/2019	26/09/2019	88
Matribhasa Divas Celebration	22/02/2020	22/02/2020	40
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Use of plastic and tobacco is banned inside the campus, awareness program about plastic use and harmfulness of tobacco is organized and the entire campus is declared as "Plastic free and tobacco free zone"
2. Solar energy is harnessed by solar plates.
3. Organic manure is used for plantation and maintained by the gardeners of the institution. Vermicompost is used in plants.
4. Trees and flowers have been planted in the campus. The staff and students have planted tree sapling during tree plantation programmes, World environment day etc.

5. Use of air conditioner has been limited to only the Auditorium, Computer Hub and Principal's Chamber.

6. Paper consumption has been minimised by making all internal communications online so that forest destruction is minimised. Official communications are done mostly through emails and chat groups limiting the use of paper.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. We have prepared a code of conduct for the faculty members as per NAAC guideline. It has been uploaded in the college website for wide circulation. The link is <http://adpcollege.ac.in/file/ADP20College20code20of20conduct.pdf> 2. We have introduced the mode of online feedback for faculty members, students, parents and alumni from the session 2018-19. These are downloaded by IQAC coordinator and processed for necessary action by the college. The link for online feedback is <http://adpcollege.ac.in/feedback.php> 3. 1. In this unprecedented ever faced crisis where the whole world is under lockdown our college is continuing its teaching-learning process using ICT tools and techniques. Online teaching-learning process was initiated by maintaining a free online accessible database in the college website. Faculties of all the 20 Departments had developed and shared e-learning content (audio, video, ppt, pdf files etc) to online database of the college which can be viewed and downloaded by the students. Online assessment was done by giving online home assignments to students. On individual level all faculties have completed their assigned syllabus (March-June 20) by taking classes on Google classroom, Zoom, personal blogs, emails, chat groups etc. The links for the online class portal is given below. <http://www.adpcollege.ac.in/online/classnotes.php>
<http://www.adpcollege.ac.in/online/classvideos.php>
<http://www.adpcollege.ac.in/online/assignments.php> 4.2. The College admission process was completely transformed from offline process to online admission process. Admission portal was built and online forms and supporting documents were accepted through the portal. The admission committee members scrutinized, evaluated and prepared merit list remotely through this form with ease. Admission for all the 3 streams were done on merit basis and Admission fee was collected through e-banking process. The link of the admission portal of the college is given below: <http://www.adpcollege.ac.in/admission.php>

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://adpcollege.ac.in/file/ADP%20College%20code%20of%20conduct.pdf>

7.3 – Institutional Distinctiveness

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

The Faculty Members of ADP College are very active socially and intellectually. Academic excellence has always been the first priority of this college and the Faculty Members are encouraged to achieve greater heights in academic as well as extracurricular areas. Several Faculty Members have excelled in literary and cultural arena. They attend many academic events as Resource Persons in different parts of the country. Several faculty members have attended even International Programmes, Workshops Seminars as Resource person. The list of National or State level Programmes, Workshops Seminars attended by them as Resource Persons are quite long. A comprehensive list has been prepared of the Faculty Members who have acted as Resource Persons and uploaded in the college website. As per the vision of our college, the intake capacity of students in every Department has been increased. Students are eager to be a part of this college and faculty members are working hard and are giving their best to

provide quality teaching and are providing amicable environment for hassle free teaching learning process. To cope up with the national and international standards, faculty members keep themselves involved in innovative research and development. They participate and organize seminars, conferences, workshops, FDP etc. from time to time. This year the constraint due to this global crisis has compelled them to refrain from attending or organizing such programs. So, faculties have actively engaged themselves in attending FDPs, national and international webinars, conferences, workshops, discussion forum etc. on virtual platform. Several Departments have also organized webinars and e-conferences. The links related to these initiatives are given below.

International e-conference: Organized by Physics,
<https://www.facebook.com/groups/528265931183600/> Webinars: Organized by
Economics, Education, Zoology, Bengali, Library Science, English
<http://adpcollege.ac.in/gallery.php?id27>

Provide the weblink of the institution

<http://adpcollege.ac.in/>

8.Future Plans of Actions for Next Academic Year

1. To hold training for students on preparation for competitive examinations
2. To organise a weeklong Faculty Development Program or other short-period training program on preparation of online teaching materials
3. To create awareness on gender issues by organising webinars on Gender Studies, Empowerment of Women etc
4. To create awareness on Pandemic and issues of human health by organising webinars.
5. To observe birth anniversaries of Mahatma Gandhi, Ishwar Chandra Vidyasagar, Anandaram Dhekial Phookan etc
6. To organise webinars or workshops for students on Challenges and Prospects of Online Classes, New Education Policy etc
7. To organise workshops for faculty members on Student Mentoring, Preparation of quality study materials, etc.
8. To organise training for the students about online registration in university.
9. To submit IIQA and SSR to NAAC and apply for re-accreditation in the third cycle.
10. To construct a reading room on the 2nd floor of the central library
11. To start a manuscript section and special collection of books on entry into services in the 2nd floor of the central library
12. To construct a SC Girls Hostel with 100 seat capacity
13. To construct more class rooms and prepare more desk-bench for increased seating capacity