



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	PANIGAON OM PRAKASH DINODIA COLLEGE
• Name of the Head of the institution	DR.SURESH DUTTA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03752267323
• Mobile No:	9435185038
• Registered e-mail	opdcollege52@yahoo.com
• Alternate e-mail	opdcollege52@gmail.com
• Address	Panigaon,
• City/Town	North Lakhimpur
• State/UT	Assam
• Pin Code	787052
<b>2.Institutional status</b>	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	<b>Dibrugarh University</b>				
• Name of the IQAC Coordinator	<b>Jibedhar Nath</b>				
• Phone No.	<b>03752267323</b>				
• Alternate phone No.	<b>03752267323</b>				
• Mobile	<b>7002348130</b>				
• IQAC e-mail address	<b>jneconomics15@yahoo.in</b>				
• Alternate e-mail address	<b>opdcollege52@gmail.com</b>				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://www.opdcollege.edu.in/aqar/">https://www.opdcollege.edu.in/aqar/</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	<b>Yes</b>				
• if yes, whether it is uploaded in the Institutional website Web link:					
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B</b>	<b>2.37</b>	<b>2016</b>	<b>05/11/2016</b>	<b>04/11/2021</b>
<b>6.Date of Establishment of IQAC</b>			<b>01/01/2005</b>		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
<b>Panigaon OPD College</b>	<b>RMSA</b>	<b>State Government</b>	<b>2021</b>	<b>45213.00</b>	
<b>Panigaon OPD College</b>	<b>NSS</b>	<b>Dibrugarh University</b>	<b>2021</b>	<b>40500.00</b>	
<b>Panigaon OPD College</b>	<b>Seminar Grant</b>	<b>NAAC</b>	<b>2021</b>	<b>87160.00</b>	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			<b>Yes</b>		
• Upload latest notification of formation of IQAC	No File Uploaded				

<b>9.No. of IQAC meetings held during the year</b>	<b>1</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	<b>nil</b>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1.Organized a webinar in collaboration with department of economics.  2.organized a counseling program on CBCS to BA 1st Semester Students. 3.Observed world Environment Day on 5th June. 4.Observed International Yoga Day on 21st June. 5.Voter awareness Camp on 16th March,2021.</p>		
<b>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</b>		

Plan of Action	Achievements/Outcomes				
1. Continuation of teaching-learning processes during COVID-19 lockdown.	During the COVID-19 lockdown period, when traditional learning and teaching are no longer an option, online classes have been taken in the BA programme using Google Meet, Zoom, and other platforms.				
2. Green and clean campus awareness campaign	On September 24, 2020, NSS Day was observed, and a cleanliness initiative was organised.				
3. Voter awareness Camp on 16th March, 2021 and Observed International Yoga Day on 21st June.	Voter awareness Camp on 16th March, 2021 and Observed International Yoga Day on 21st June.				
4. Encourage teachers to participate in FDPs and national/international seminars and to publish their work online.	Three research papers were published in international online journals, two research papers were published in SCOPUS (UGC care II journal), four chapters were published in ISBN book and ISSN journal. 24 FDPs were attended, and six seminar papers were presented, participated in 77 numbers of seminars and webinars and one faculty member attended an orientation programme.				
5. awareness program on green and clean campus	Observed NSS day and organized a cleanliness program on 24th september, 2020				
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>18/11/2021</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body	18/11/2021
Name	Date of meeting(s)				
Governing Body	18/11/2021				

<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
Yes	20/06/2019
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	
<b>20. Distance education/online education:</b>	

## Extended Profile

### 1. Programme

1.1 8

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1 416

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 **OBC :  
27% , SC : 15% , ST : 7.5%**

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 **75**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 **19**

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 **24**

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>8</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>416</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>OBC : 27% , SC : 15% , ST : 7.5%</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>75</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>19</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	24
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	14,99,249.00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	39
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

Following the academic calendar provided by Dibrugarh University, the Institution has its own academic calendar to ensure effective curriculum delivery. The institution has an Academic Advisory Committee, chaired by the Principal, that develops and monitors all curricular planning and documentation activities in such a way that they encompass various activities related to the Dibrugarh University's designed syllabus.

The Academic Advisory Committee prepares the institution's Daily Class Routine (DCR) for each semester. It also determines out how long courses will last, how many classes there will be, and so on. The DCR is then forwarded to all Heads of Departments so that the HoDs can allocate the workload evenly among all faculty members in order to ensure appropriate execution.

Each department has its own Departmental Management Committee, which reports to the concerned HoD and prepares a course plan and



distributes course content among faculty members in accordance with the number of classes specified in the Academic Advisory Committee's Departmental Class Routine.

The institution has the documentation procedure in place to ensure that the course is allocated evenly among the faculty members and to keep a record of it. Each department is provided an Academic Activities Register (AAR) to keep track of the classes that all of the faculty members attend on a daily basis. They must record the topics they taught the student in the AAR and provide a comment in the area given explaining why class was not held at a specific period.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

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

The Institution has its own academic schedule to facilitate optimal programme delivery, which is based on Dibrugarh University's academic calendar. The institution's head chairs an Academic Advisory Committee that designs and supervises all curricular planning and documentation processes to ensure that they include diverse activities connected to the Dibrugarh University's planned curriculum.

Students are provided practical insight into the curriculum through a number of interactive activities such as classroom teaching, group discussions, power point presentations, questionnaires, home assignment, academic assessments, and so on. Students' comprehension is assessed by periodic tutorials, class tests, unit tests and multiple-choice questions (MCQs). Examination results are reviewed, and weaker students are instructed in special education classes. Teachers make every effort to ensure that students receive a high-quality education and progress academically.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

**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**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

01

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)

NIL

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

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

nil

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

nil

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

## 1.3 - Curriculum Enrichment

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

Gender, environment and sustainability, human values, and professional ethics are all addressed in the college's courses. Political science, Sociology, English, and Education are some of the courses that teach human values. Professional ethics are incorporated into Education courses. The N.S.S. unit works to conserve the environment by planting trees and participating in other sustainable development activities. Every year, N.S.S. units participate in a variety of activities in the surrounding area and in the chosen communities. Tree planting, a plastic-free drive, a poster competition, and other environmental projects are all organised by N.S.S. Every year, the college celebrates International Women's Day, World Environment Day, N.S.S. Day, and

other events.

The college is actively participating in the government's Swachh Bharat Abhijan. Co-curricular activities are also used by the college to help integrate ethical and human values. National holidays such as Independence Day and Republic Day are being used to inculcate patriotic and moral ideals. Voter's Awareness Campaign, Covid-19 awareness and other social events have been developed by the college and are organized on a regular basis. Throughout the college, several events focus on and address major gender issues.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

01

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

## 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**

**D. Any 1 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	<a href="#">View File</a>

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

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://opdcollege.edu.in/sss-report/">https://opdcollege.edu.in/sss-report/</a>

## 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

450

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 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

329

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Teachers assess students' learning levels in the classrooms during lectures and through the administration of class tests, assignments, tutorials, and other activities, based on which slow and advanced learners are determined. Specific teaching-learning approaches adapted to such pupils' requirements are then considered and applied.

For slow learners, additional reading material and books in easy form are made accessible to help them understand the subject. Personal, academic, and career counseling is provided on an as-needed basis. Homework is assigned and graded on a regular basis. Group discussions and presentations promote peer learning.

Departments empower advanced learners to maximise their potential via a combination of academic and co-curricular activities. These students are encouraged to compete in intercollegiate tournaments. They are recommended advanced readings in the appropriate themes in order to improve their comprehension of the subject and allow them to continue study in the future. By participating in group discussions and presentations, they are encouraged to assist and support the weaker students. Cash prizes, medals, appreciation certificates, and scholarships are offered to students for their accomplishments at various forums.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
416	19

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

The College takes concerted efforts to help its students achieve their potential and grow as leaders and key stakeholders in society. Field tours to universities, prestigious institutions, biodiversity parks, historical places, and so on are intended to increase conceptual awareness at the grassroots level.

Students are encouraged to use ICT and E-resources. To foster increased engagement and interactive learning, the college uses an interactive strategy that includes discussions, seminars, and oral group presentations. Various Departments issue magazines to foster creativity and other abilities. Special lectures/seminars/conferences are planned to inspire and motivate students to become active agents of information rather than passive users.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://meet.google.com/vhi-kpxv-wdd">https://meet.google.com/vhi-kpxv-wdd</a> , <a href="https://meet.google.com/vhi-kpxv-wdd">https://meet.google.com/vhi-kpxv-wdd</a> etc.

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



maximum of 200 words

Teachers at the College strive to use technology to its full potential in their classrooms. Teachers have the expertise and abilities to assist all students meet high academic requirements by utilising new digital technologies. ICT has facilitated more effective and timely communication, as well as the effective and relevant presentation of ideas. It's a useful tool for gathering data from a variety of sources in order to assist pupils expand their knowledge base.

In the classroom, teachers create and present PowerPoint presentations that allow them to engage students in an interactive discourse. Presentations are the most effective way to take notes since they can be updated with new information and include diagrams, charts, and other visual aids.

Teachers are now using Google Meet, Zoom, Microsoft Teams, and other similar platforms to deliver lectures online. Teachers use Google Meet, Zoom, Microsoft Teams, WhatsApp, and other apps to communicate reading materials, brief notes, and e-books.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://meet.google.com/pfm-zwwg-tnk">https://meet.google.com/pfm-zwwg-tnk</a> , <a href="https://meet.google.com/pfm-zwwg-tnk">https://meet.google.com/pfm-zwwg-tnk</a>

### 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

Nil

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

## 2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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

2

File Description	Documents
Any additional information	No File Uploaded
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)	<a href="#">View File</a>

### 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

36

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

POPDC, as a constituent college of Dibrugarh University, is governed by the university's internal assessment policies. It gives students a 20% weighting in their overall evaluation.

Internal Assessment is broken down as follows, according to the University's guidelines:

5% via Class Attendance

5% via group discussion/seminar

5% through the first sessional examination

5% through the second sessional examination

Internal Assessment Evaluation Criteria are communicated to students by teachers. It is thoroughly discussed with them in order to improve transparency and discipline in order to focus on individual and unique work. Students are informed ahead of time that extra credit will be given for independent learning, original thinking, and new ideas.

Students are provided several opportunities to enhance their performance through group discussions, seminars, and evaluations. Personalized and individual evaluation methods are occasionally developed in response to the specific requirements of students, particularly for slow learners and students with disabilities. Through one-on-one discussions, students are given the opportunity to enhance their performance. In this category, teachers are allowed the freedom to construct their own evaluation techniques, with students encouraged to engage in group discussions and responsibilities.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

POPDC is a affiliated college of Dibrugarh University, and as such, it follows the University's examination criteria. At the end of each semester, a final test is administered to students from all of Dibrugarh University's constituent institutions. The final test for each paper accounts for 80% of the overall evaluation, with the remaining 20% being internal assessment marks. Internal Assessment is a component of a continuous assessment system that includes class attendance, sessional examination, group discussions, and group discussion or seminar presentations. All of this is an essential component of Internal Examination, which is carried out in a well-planned and organized manner.

To handle examination-related complaints, the institution has a well-defined mechanism in place. The faculty answers students' legitimate complaints about their grades in the internal assessment.

The assessed papers for the internal examination, which include class attendance, sessional examination, seminars, and group discussions, among other things, are shown to students, along with thorough comments and suggestions for development. Any questions students have about feedback and evaluation are properly answered by the teachers in charge. The Departments assess the final Internal Assessment scores before sending them to the University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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.

In compliance with "Dibrugarh University" requirements, the Program Outcomes (PO) and Course Outcomes (CO) are being used for all programmes provided by the institution.

The Learning Outcomes-based Curriculum Framework (LOCF) is designed to meet students' current requirements in terms of ensuring a path to higher education or a terminal degree, as well as directing them towards career options. The college's vision,

mission, and objectives all include learning outcomes. The learning goals are presented in a variety of ways, including college prospectuses, teacher addresses to students and parents, Alumni events, and classroom dissemination. These are also widely displayed on departmental wall magazines, college magazines, and other printed materials distributed during conferences and seminars.

Through classroom discussion and professional lectures, students are made aware of the course specific outcomes. Successful alumni students are also invited to interact with both students and teachers at special events and meetings where they share how their specific course influenced their career, thereby assisting current students in connecting better with the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://opdcollege.edu.in/program-outcome/">https://opdcollege.edu.in/program-outcome/</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The Institution reviews students' performance on a regular basis using various techniques for assessing achievement of each of the Program Outcomes and Course Outcomes. Through a direct assessment procedure, the programme results are examined using the course outcomes of the relevant programme. It is offered through University Examinations, sessional examinations, internal and home assignments, unit test, and so on. Throughout the year, the instructor records each student's performance on each programme result. Students in university examinations are examined for 80% of total marks, while the institution is evaluated for 20% of total marks as an internal assessment.

Examinations are held by the affiliating University once a semester and the institution measures programme outcomes based on the course achievement level set by the programme. It is a straightforward assessment procedure.

Students are given internal tasks that are typically associated

with the appropriate subject's Programme outcomes. External Assessment is conducted for Practical Examinations by external experts selected by the University through Viva-Voce and practical files.

Students are tested and evaluated at the institutional level throughout the year through unit tests and sessional examinations, and their performance is examined to determine their level of achievement of programme outcomes and programme specific outcomes.

The institution gathers student feedback, which is an essential means of assessing achievement, with the goal of determining students' attainment levels in terms of programme, topic, course, and syllabus outcomes, as well as understanding the influence of the teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://opdcollege.edu.in/code%20of%20conduct.pdf">http://opdcollege.edu.in/code%20of%20conduct.pdf</a>

### 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

75

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 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://opdcollege.edu.in/2.%20SSS.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

Nil

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

#### 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

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
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

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 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

1. observed NSS day and Plantation Program on 24th September, 2020



2. Observed Rastriya Ekta Divas on 31st October.

3. Observed International Women Day and organized an awareness Program on Women Sensitization on 8th March,2020. Resource person was Mrs. A.D.Hazarika,Associate Professor,Panigaon OPD College.

4.Observed Azadi Ka Amrut Mahotshiv and talk on Dandi Yatra. resource person was Dr. Robin Saikia,Associate Professor,Panigaon OPD College.

5. Rally of Voters Awareness Abhijan Organized by NSS Unit and Electoral Literacy Club on 16th March,2020

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**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**

Nil

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**

Nil

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

### 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

Nil

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

### 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

nil

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
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**

**nil**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<b>No File Uploaded</b>
Any additional information	<b>No File Uploaded</b>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<b>No File Uploaded</b>

## **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.

**Total numbers of Classroom are 22 out of which 4 of them are digital classrooms .**

**Education Laboratory=1 No.**

**Total numbers of Computers =39**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
Paste link for additional information	<a href="https://opdcollege.edu.in/gallery/">https://opdcollege.edu.in/gallery/</a>

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

**1.Well facilitated Indoor stadium**

**2. Well equiped Gymnasium Hall**

**3.Yoga Centre**

**4. Outdoor Stadium with Gallary facility**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://opdcollege.edu.in/gallery/">https://opdcollege.edu.in/gallery/</a>

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

4 classrooms and a seminar Hall with ICT facilities

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4 classrooms and a seminar Hall with ICT facilities

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://opdcollege.edu.in/gallery/">https://opdcollege.edu.in/gallery/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

1,00,00000.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

soul 2.0 and version 2.0.0.12 have been used in the college library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

## 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)

29,97,599.00

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

## 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

Teachers=8 per day, Students=average=50 nos.

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The Institution updates its IT facilities time to time.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

### 4.3.2 - Number of Computers

39

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

4.3.3 - Bandwidth of internet connection in the Institution E. < 5MBPS

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

### 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)**

328498.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The institution follows a decentralization approach when it comes to maintaining and using its physical, academic, and support facilities. The college has constituted many committees, each of which is supervised and managed by a coordinator or chairperson. The committees meet on a regular basis, and the meetings, progress reports, and other documents are all properly documented.

The Governing Body is the college's ultimate maintenance and monitoring authority. It has placed more importance on the college's infrastructure, or physical facilities. It considers IQAC recommendations for future schemes and physical facility renovations. Grade IV staff are responsible for overall cleaning and providing information if any discrepancies are identified.

The Vice-Principal of the college is in responsible for looking after the infrastructure and instructing the grade IV employee on upkeep. CCTV is also put in all of the classrooms and other visible locations, and it can be seen from the Principal's office.

The Vice-Principal is also in charge of academic activities. The college has an Academic Advisory Committee that supervises the academic activities of the college. It organizes class routines and examination procedures, as well as academic support services. The courses are maintained by concerned HODs of the department.

In the college, there is a Students Union that supports students in their co-curricular activities. The Union has several

secretaries, including a General Secretary who is in charge of the organization's overall operations. To supervise the activities, each Secretary is assigned an adviser from the college authorities. The Students Union is in charge of sports, games, literary, and cultural amenities such as football and musical instruments, as well as proceedings and records. The College Library is similarly well-equipped, well-kept, and well-used. It includes the following features: • A substantial collection of books and periodicals for instructors and students • Internet and Wi-Fi connections for students' convenience. • A well-equipped library with daily news papers and different journals.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://opdcollege.edu.in/gallery/">https://opdcollege.edu.in/gallery/</a>

## 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

416

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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**

416

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

Nil

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

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**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	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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

4

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**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**

16

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

Nil

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

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

Nil

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

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

Panigaon OPD College students are active members of practically all of the institution's academic and administrative bodies and committees. The college engages student representatives in order to obtain active collaboration and direct responses from students. Then the various activities of the college by forming the following committees:

1. Students' Union: A general election is held each year amongst and it elects a General Secretary, an Assistant Secretary, and additional divisional secretaries such as magazine, literary, cultural, indoor and outdoor games, and boy's and girl's common room secretaries. Secretaries are allocated to their separate responsibilities for the entire year in order to mentor students in their assigned responsibilities., Each secretary is assigned an adviser teacher from the teaching staff.

The General Secretary and other members of the college's Students' Union participate on the college's anti-ragging committee, Internal Complaint Committee, and Sexual Harassment Committee.

2. Students' Aid Fund: This fund is established to assist the college's needy students in meeting their immediate financial requirements, such as enrollment, test costs, and disease treatment. • One of the committee's members is the General Secretary of the college's students union.

3. National Social Service (NSS) Unit: The college's NSS Unit is supervised by Dibrugarh University. It organizes social service activities, awareness programmes, plantation, and disaster management activities in the college and the surrounding

neighborhood,. It comprises of 100 student volunteers and a college programme officer.

4. Scout and Guide: It also organizes social service initiatives, awareness programmes, tree planting, and disaster management activities in the college and the surrounding community,. A Rover and a Ranger Officer from the college lead a group of 100 student volunteers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

Due to Covid Lockdown sports and cultural events are not organised

File Description	Documents
Report of the event	No File Uploaded
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)	No File Uploaded

## 5.4 - Alumni Engagement

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

**The College has an Alumni Association which is not registered.**

File Description	Documents
Paste link for additional information	Nil
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

**Vision of the College:**

The vision of the institution is to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio- economic change and sustainable development.

**Mission of the College:**

1. To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
2. To achieve innovations in teaching learning, research and extension activities to realize national goals.
3. To facilitate optimum use of human and natural resources for sustainable development.
4. To promote participation of all the stakeholders in the development of the College.
5. To encourage and exercise inclusive growth.
6. To adopt and promote the knowledge output for human development.
7. To create awareness on human rights, value system, culture,

heritage, scientific temper and environment.

#### Nature of Governance:

The service regulations of Panigaon OPD College are strictly monitored, regulated, and executed by the Directorate of Higher Education (DHE) Assam). In addition, the College follows to all of the University Grants Commission's statutory standards, norms, and procedures for colleges in India, which are updated on a regular basis. The Governing Body (GB) of the college is the highest decision-making body, with the Principal and Vice-Principal following in the line of authority. For the smooth operation of every department, activity, and event of the college, several committees constituted with faculty members are added to the chain. Students' needs, wants, and background circumstances are given the highest importance, and their responses and comments serve as the foundation for governing the college.

File Description	Documents
Paste link for additional information	<a href="https://opdcollege.edu.in/vission-mission/">https://opdcollege.edu.in/vission-mission/</a>
Upload any additional information	No File Uploaded

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

During the previous year, the college administration maintained the following committees as part of a decentralized and participatory management system:

1. Sapling Security Committee: The college's Sapling Security Committee was established in accordance with Govt. OM No. AHE.639/2018/11, dated May 29, 2019. It was established to analyse images and verify the authenticity and development of saplings planted by students who were eligible for the Assam Fee Waiver Scheme from the academic year 2016-17 to 2020-21.

2. The CBCS Board members: The Panigaon OPD College CBCS Board was established on January 10, 2019 to supervise and monitor the implementation of CBCS at the college. The Principal serves as the chairman of the committee. Members of the Board include the heads of departments and the IQAC Coordinator.

3. RUSA Project Monitoring Unit: In the year 2019, the college developed the RUSA Project Monitoring Unit to carry out the operations of the RUSA grant implementation. Mr. Biren Gogoi, the college's Vice Principal, serves as the Coordinator, with five professors from the teaching staff, two students, and a PWD government officer as members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Dibrugarh University in Assam designed and developed the curriculum. The College does not have autonomy in the curriculum development of degree courses, but constructive criticism and proposals for enhancing the syllabus are collected from the faculties.

To increase efficiency, the college employs a variety of quality improvement initiatives, particularly in teaching and learning. This year, the following measures were enacted: (a) Teaching activities are organized according to the academic calendar. (a) Each department efficiently develops and implements its own teaching plans. (c ) Departmental lectures, seminars, group discussions, unit tests and class tests are being organized to increase teaching and learning activities. (e) During the COVID-19 period, the same are performed via an online system.

According to the college's academic calendar, all internal examinations such as unit tests and terminal examinations are conducted. Internal assessment on sessional examination I (written), sessional examination II (written), Seminar/Group Discussion, Home Assignments, and student attendance is valued 20 points in each department. The evaluation of the answer scripts is completed within a set time frame, and the results are announced in accordance with the college's academic schedule.

The marks obtained in various courses of study are shown on departmental notice boards after each department evaluates the



response scripts. If an examinee is dissatisfied with the result, he or she can confront the instructor in question, or ask for re-evaluation through the right channels, with the re-evaluation taking place in the presence of the complaint. The college's goal is to make the examination and assessment procedure as open as possible. During COVID-19 lockdown, the same was done using an online method.

There is no research council at the college, as there is at the university. However, the IQAC's research subcommittee encourages faculty members to do Ph.D research as well as research initiatives. One of the academic member is now working on his Ph.D. Faculty members is encouraged to publish research papers in recognized journals and books.

The library has a good number of books and journals. • Internet and Wi-Fi access for students; • A well-equipped reading room; • Online public access, news papers, national and international journals. Computers are available to all departments for departmental work. • LCD projectors and computer-related teaching tools are available for teachers. • Teachers have access to high-powered microphones in big classrooms.

Sports complex, multi-gymnasium, indoor stadium, playground, separate common room for boys and girls, girl's hostel, boy's hostel, well-equipped computer centre, central library, book bank, auditorium, internet facilities, canteen, and other facilities are provided to students for their overall development.

The IQAC has played a significant role in the college's human resource management. The college administration assigns temporary teachers based on the needs of the various departments. Teachers are encouraged to attend national and international conferences and seminars. College Wall Magazine and Departmental Magazines have been published on a regular basis. Teachers, as well as the college's various committees and cells, have been encouraged to help students develop leadership skills in addition to their academic abilities. co-curricular activities such as games, sports, dances, and songs, as well as meetings, seminars, debating, competitions, and the formation of committees, are all available to students.

Lakhimpur as a whole is suffering from a lack of industrialization. The district is lacking of both major and medium-sized businesses. Despite this, the college has taken a number of initiatives to establish contact with local SSI(Small

Scale Industry) units as well as government ministries such as social forestry, agriculture, the District Industry Office, and the SIRD(State Institute of Rural Development), among others.

The prospectus and the college website both include thorough admission information about the college. • Students are admitted based on their academic ability. The cut-off scores for HS and UG courses are 40 and 45 for Major in UG Courses, respectively. • The Admission Committee establishes admission standards in accordance with government guidelines. • The college's notice board publishes a list of eligible candidates for admission. • At the time of admission, the college's admission committee provides proper guidance to students on subject selection. • Departments may choose students for major subjects by administering separate assessments .

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

Panigaon OPD College organisational structure is governed by the Governing Body and the Principal, who are assisted by the Vice-Principal in making internal academic and administrative decisions. Two teachers are nominated to the Governing Body based on seniority and the gender-equity concept, with one female and one male teacher. Following the aforementioned roles in the organisational hierarchy is the Advisory Committee, which is comprised of all Department Heads. This Committee provides advice and makes decisions on all significant academic and departmental activities, programs, and concerns. Aside from this, the IQAC develops and executes standards to sustain and enhance the quality of the college and its community.

The college has several committees, cells, bodies, and ad-hoc committees that are formed from time to time to coordinate, execute, analyse, and decide on college affairs or to prepare or arrange programmes, festivals, events, or to evaluate external commissions or organisations. The committees have included a

Library Committee to look into library issues and support library employees, a Hostel Committee to efficiently administer the hostel, a Sexual Harassment Committee to maintain safety and non-discriminatory procedures, and a Gender Grievance Committee to take up gender concerns, Women Cell to comprehensively empower the women fraternity and keep gender disparities under account, Medical Cell to actively give timely medical-aid to the college fraternity, An anti-ragging committee has been formed to ensure a ragging-free college and hostel campus. Career Counselling Cell to help students choose and develop in their careers, Examination Committee to ensure smooth examinations, Campus Beautification Committee, Building and Construction Committee to perform and look after look after the developmental activities. Discipline Committee is in charge of monitoring and executing disciplinary procedures inside the college premises.

The office and support staffs work to ensure that the college's administration and other activities function smoothly. Various committees and cells, such as the Sexual Harassment Committee, Internal Complaint Committee, Anti-ragging Committee, and Discipline Committee, exist to address the concerns, difficulties, and grievances of students.

When it comes to faculty recruitment, the College adheres to all government norms and regulations, and appointments are made in a transparent manner.

The college follows the Assam Directorate of Higher Education (DHE) service rules, which are regulated, managed, and executed. The college also follows the UGC norms, as well as other government laws, regulations, and policies from time to time. The college follows the laws and regulations of the Assam State Government and the UGC when it comes to service procedures and promotion policies.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

**6.2.3 - Implementation of e-governance in**      **A. All of the above**

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

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

### 6.3 - Faculty Empowerment Strategies

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

As a government college, the POPDC's teaching and non-teaching employees are eligible for all government welfare programmes. In addition, the college has its own welfare fund, Sanchay Nidhi, Panigon OPD College, for teaching and non-teaching employees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 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

Nil

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)	No File Uploaded

### 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

nil

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

### 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

3

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

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

The annual performance appraisal report (APAR) link is available on the website for teachers to fill out. Each Departments compile data for evaluating teachers' teaching-learning activities in the form of departmental reports. The college's IQAC evaluates the faculty/department report and conducts an academic audit, which is subsequently shared with the departments. Teachers who are informed about their performance at each level can use the performance appraisal to further their careers. Teachers are encouraged to update themselves if there is room for improvement on their part. This is necessary for further promotions in accordance with the rules. The entire procedure is carried out in complete secrecy. The appropriate instructor is notified, and suggestions are made.

Students are given the option to submit teacher feedback. According to the IQAC guidelines, feedback forms are available online on the College website, and the Teacher-in-Charge (TIC) guarantees that the department's students complete out the feedback questionnaire. The questionnaire is designed to elicit responses for factors such as communication skills, topic knowledge, discipline, work-ethics, curriculum, and the capacity of the teacher to create an interactive, discussion-oriented, and democratic classroom. These forms are then assessed by the TIC and the institution's principal with the assistance of IQAC, who analyses all reports and meets with teachers to provide honest suggestions and remedial steps.

The Annual Performance Appraisal Report is filled out and submitted by each employee (APAR). This document is then validated

by the employee's appropriate authority. The employee is provided positive comments in order to help them improve their performance and efficiency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The chartered accountant conducts an internal financial audit on a regular basis, which is authorized by the college's Governing Body. The chartered accountant has already completed the internal financial audits for 2020-21. The Audit Department and the Government of Assam conduct an external financial audit. The College has conducted an external financial audit on a regular basis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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)

Nil

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

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

The following are the major sources of institutional revenue and funding:

1. With the RUSA Grant
2. Through a fee waiver programme run by the state government.
3. NSS fund from Dibrugrah University.
- .4. Student fees for regular and optional courses

#### Utilization of Resources:

The College has a Governing Body, a Planning and Purchase Committee, a Library, and numerous other entities that assist in the preparation, division, allocation, and use of finances. RUSA money are held in a different bank account. Financial auditing at the conclusion of each fiscal year ensures that these funds are used properly.

Students' fees are utilised for college growth, non-grant professor and staff wages, and are adequately audited. Students have access to improved physical and academic facilities.

All revenues are deposited in the bank, and all expenditures, both regular and non-recurring, are compensated using cheques or electronic payments. Only authorized staff from administration have access to the bank. The Principal of the College must approve each and every financial transaction.



File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

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

1.Organized a webinar in collaboration with department of economics. 2.organized a counseling program on CBCS to BA 1st Semester Students. 3.Observed World Environment Day on 5th June 4.Observed International Yoga Day on 21st June. 5.Voter awareness Camp on 16th March,2021

.6. Collected and analysed the Students Satisfactory Survey report.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

The adoption of approaches that would give excellent education to students through an effective and meaningful teaching-learning process has been one of IQAC's key priorities. This contributes to the College's vision and goal by improving the quality of its academic and co-curricular programmes.

IQAC accomplishes this primarily through two methods: 1. Conducting annual Academic Audits, in which departments are required to conduct Analysis of their performance based on results, research projects, effective curriculum implementation, and the use of ICT-related pedagogical methodologies. The IQAC provides constructive recommendations to the departments based on the audit and suggests ways for improving internal quality. It gives suggestions for departments to do self-evaluations and set higher goals in order to meet new challenges. 2. In order to enable teaching-learning improvements, input from stakeholders

such as students is collected. This aids in gaining an objective and truthful assessment of an institution's performance, particularly in academics. Teachers receive regular input from their students. Teachers are given a thorough analysis of the feedback they have received, which allows them to improve their teaching abilities and relationships with their students.

IQAC recommends innovative pedagogical methodologies such as Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos, and others, in addition to completing the curriculum through Assignments, Class Tests, and Tutorials, based on the information gathered through the implementation of the above two practices. Departments are encouraged to hold conferences and seminars on topics that are relevant to students' educational needs and future growth.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**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)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

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

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

Gender sensitization pedagogy at the POPDC is not confined to the classroom.

According to government standards, all students shall be given equal chance under the admission policy.

The Women's Cell (WC) is an important part in fostering gender awareness on campus.

POPDC has an active Internal Complaints Committee, which is a statutory entity charged with registering harassment complaints and pursuing official action to rectify them.

On March 8, 2021, the college's NSS unit observed International Women's Day and organised a talk in order to raise awareness among students about the issue sensitivity to gender on campus and the resource person was Mrs. Ambika Dutta Hazarika, Associate Professor, Department of Sociology.

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**SOLID WASTE MANAGEMENT:** The Panigaon OPD College takes every care to ensure that the campus is free of plastic and other hazardous pollutants.

- Waste is collected every evening.
- For the disposal of dry trash, dustbins are provided in all departments and classrooms.
- Waste is disposed of in strategically placed individually allotted dustbins keeping the campus clean and ecologically friendly.
- The college has a Vermicompost unit whose purpose is to reduce garbage, produce organic manure, and demonstrate the benefits of composting and organic farming.
- The NSS unit of college organizes Cleanness programme.

**Liquid Waste Management:**

- Liquid wastes from sources such as the canteen, toilets, and hostels are discharged as effluent into suitable drainage facilities to minimise stagnation.
- . Every building on campus has a drinking water facility.
- Drinking water wastage is minimised through careful monitoring.
- Waste water is adequately drained to keep the campus green and provide an environmentally friendly atmosphere.

**E -waste management:**

The majority of the college e-waste originates from batteries, UPS, mouse, keyboards, wires, and cables. CDs, batteries, light bulbs, PCBs, and electrical devices . Items are gathered from each

department and office and transferred to a secure location for disposal.

**Hazardous Wastes:** The College does not produce any hazardous waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

**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	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**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**

**E. None of the above**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment 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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

POPDC students come from many religions, castes and socio-economic identities. The Student Union Body, under the capable supervision of the Professor in Charge, serves as a channel for the new incoming batch of students to learn and practice full involvement of all students without the supremacy of any one group. POPDC believes that classroom homogeneity and student engagement are significantly beneficial for good management lesson learning.

While in class, teachers ensure that all students are treated with respect and that all are encouraged to engage in class discussions. In their first days on campus, POPDC's senior teachers provide unique interactive sessions for entering students of each batch about the principles of an inclusive environment and the importance of cross-cultural communication. Teachers provide lectures on the value of tolerance and harmony in order to educate students on the need of retaining these values throughout their careers.

POPDC is committed to encouraging student diversity and its admission policy distinctly indicates that all candidates will be given equal consideration in accordance with Indian government guidelines.

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	No File Uploaded

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

POPDC sensitizes the students and the worker of the organization to the constitutional obligations about values, rights, duties and responsibilities of citizens which permits them to conduct as a responsible citizen. The college organizes about the national identity and symbols aimed to familiarize its stakeholders about essential obligations and Rights. POPDC celebrates Independence Day, Republic Day, Gandhi Jayanti, constitution Day to make the importance of freedom and the glory of Indian freedom struggle.

They purpose at highlighting the constitutional spirit of liberty, equality, justice and fraternity. Furthermore, the college celebrates International Environment Day to ensure that environmental subject is addressed and additionally Swachh Bharat Abhiyan to promote the importance of cleanliness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

1. observed NSS day and Plantation Program on 24th September, 2020

2. Observed Rastriya Ekta Divas on 31st October.



3. observed International Women Day and organized an awareness Program on Women Sensitization on 8th March,2020. Resource person was Mrs. A.D.Hazarika,Associate Professor,Panigaon OPD College.

4.Observed Azadi Ka Amrut Mahotshiv and talk on Dandi Yatra. resource person was Dr. Robin Saikia,Associate Professor,Panigaon OPD College.

5. Rally of Voters Awareness Abhijan Organized by NSS Unit and Electoral Literacy Club on 16th March,2020

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### BEST PRACTICES:

#### 1. Green and Clean Campus Policy

2. Teaching-Learning process through online mode during COVID-19 lockdown.

#### 1. Title : Green and Clean Campus Policy

##### Intoduction:

Panigaon OPD College is situated in Panigaon, a rural area of Lakhimpur district of Assam. Panigaon OPD College Green and Clean Campus (PGCC) is an area or place where ecology kind policies and academic environment jointly motivate renewable and eco-friendly atmosphere.

##### Vision:

To promote awareness of environmental issues and protection of the nature and natural resources of the environment among young students and the general public, and educate them on how to live an environmentally friendly life.

**Mission:**

- To assist students know that it is everyone's obligation to take action to conserve the environment.
- To enhance student knowledge of the dangers that endangers the environment.
- To promote awareness among students about the need of reducing the usage of polluting products.
- To encourage students to take the appropriate ecological measures.

**The Context:**

- To inspire students, staffs & Public to care about the environment.
- To educate students & staffs in order to raise public awareness.
- To enlighten students & staffs about the importance of the environment and the issues that it endures.

**The Practice:**

The institution is devoted to managing its campus in compliance with sustainable environmental responsibility and the following areas are used to show these responsibilities:

**Green and Clean Campus:** A gardener and appropriate support staff are assigned to keep the campus clean and litter-free. Students are strictly instructed to keep the campus clean. On campus, there are several quotes about the significance of maintaining a clean and green environment

**Waste Management:** Dustbins are supplied in all Departments and classrooms for the disposal of dry waste. Waste is disposed of from independently assigned dustbins in strategic areas, keeping the campus clean and environmentally friendly. On campus, a Vermicompost unit was established with the goal of reducing trash, producing organic manure, and demonstrating the benefits of composting and organic farming.

**Conservation of water:** To reduce water loss during storage, an

effective and sanitary water storage system is used. As soon as possible, repair sources of water leakage, such as leaky taps and showers etc. The college has constructed a rainwater harvesting device at our girls' hostel, where rainwater is collected and stored for further use other than drinking.

**Digital Operating Procedure (DOP):** Digitalization is the process of converting documents and other materials into digital form. PODC always believe that DOP can save money, increase productivity, reduce space, facilitate recording, secures personal information and enhances environmental protection. In great extent, institutional data is digitally stored. A class-wise group on WhatsApp, Department-wise groups and Committee-wise groups on WhatsApp facilitate E-communication, and lowers the consumption of paper in notifications and circulars.

**Maximum Conservation of Energy (MCE):** Use of LED Bulbs in College Premises. When Classrooms, Office rooms, lecture halls and conference rooms are not in use they are turned off the lights and fans. Turn off your Computer when you leave your Table. etc

**Trees and plants landscaping:** Students and staff actively organize and participate in a tree-planting effort on and off campus. Every year on June 5th, the college celebrates "World Environment Day."

**Restricted automotive use:** Parking and driving patterns on campus have a significant impact on campus life and the environment in general. Panigaon OPD College authority has restricted the use of vehicles in order to reduce air and noise pollution in the campus. Only 30-40% of the staff uses parking spaces for their personal automobiles, with the remainder dependent on public transportation. Bicycles are used by more than 90% of students.

**Display Boards on College Campus:** Various boards that promote environmental awareness and ethics are exhibited for all stakeholders, including noise control, a tobacco-free campus, and energy saving, resource recycling, tree planting, and so on.

**The Outcome:**

The outcomes of the PGCCP practise have been found to be extremely satisfying. It is explained as follows:

1. The college campus has been thoroughly cleaned. There is no waste-paper, polithin bags, or waste packets on the college campus.

2. Dustbins are found to be adequately utilised. The Vermicompost Unit established on the college campus has been performing admirably. Many students have learned how to make organic manure from it. Some of them have established their own units at home. The unit has been selling its wares to local farmers.

3. The water conservation system is effective. The Rain Water Harvesting Plant has also performed admirably. The plant's water was used for further use other than drinking at the college.

4. The DOP implemented in the college has demonstrated to be effective. It has minimized the need of paper, resulting in less trash.

5. The college's MCE procedure is also up and running. It reduces the college's energy consumption.

6. The planting of trees and flowers on the college campus has transformed it into a beautiful landscape. To show them, files are uploaded.

7. Restricting automobile use in the college has resulted in a noise-free teaching-learning environment. It has also performed admirably.

2. Title: Teaching-Learning process through online mode during COVID-19 Lockdown.

#### Introduction:

The online teaching learning process is characterized as experiences that involve the use of various electronic devices (e.g., computers, laptops, mobile phones, etc.) with internet connectivity, and it may serve as a platform for making the educational process more student-centered, innovative, and adaptive. When traditional learning and teaching are no longer an option due to the COVID-19 epidemic, online teaching and learning can help students stay engaged with their education because of its adaptability, accessibility, and easiness in the midst of this pandemic. This virtual class was designed not only to finish the course but also to keep students in constant connection.

Vision: Ensuring the continuation of education during the difficult periods of COVID-19 lockdown among students and teachers with the objective of limiting the spread of the corona virus.

**Mission:** To continue the Teaching Learning process through online mode during COVID-19 lockdown.

**The Context:** The outbreak of COVID-19 has placed an attention on the educational technology sector. Even though many educational institutions, schools, colleges, and universities have been closed since the lockdown commencement, the pandemic has already had a significant impact on education. When conventional learning and teaching are no longer an option due to the COVID-19 pandemic, online teaching and learning can help students stay motivated with their education owing to its flexibility, accessibility, and convenience.

**The Practice:**

The POPDC has taken the necessary steps to mitigate the COVID-19 pandemic's harmful impact on education. The college administration has done its best to promote continuous integration of education by conducting classes via various online platforms such as Google Meet, Zoom, and others with the help of teachers.

WhatsApp Groups are formed for students of all departments. These groups serve students with class notes, assignments, unit tests, sessional examinations, and other activities. These groups are also used to host webinars, talks, and workshops, among other things.

**The Outcome:**

The online method has shown to be extremely beneficial to both students and teachers. This is how it's described:

1. The teachers complete all of the classes assigned to them on a regular basis.
2. Webinars, seminars, and other online events have been found to be more beneficial than traditional classrooms.
3. Students are extremely pleased with the online classes they have taken.
4. This technique has been shown to be more beneficial than the offline system in that class notes, worksheets, and other materials become accessible to all students, who may work on them at their convenient time.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

Panigaon OPD College is a provincialized institution with a low tuition charge. The university has implemented strategies to meet the requirements of students from various backgrounds, including ethnic diversity and low socioeconomic status, while adhering to all regulatory regulations. The institution provides scholarships and free admission to economically disadvantaged students, in addition to state government scholarships, ensuring a higher level of education. The institution also has a significant impact on the students' moral and cultural development. The NSS unit of the college has been helping to build the country by sponsoring a variety of extension activities.

## 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

Following the academic calendar provided by Dibrugarh University, the Institution has its own academic calendar to ensure effective curriculum delivery. The institution has an Academic Advisory Committee, chaired by the Principal, that develops and monitors all curricular planning and documentation activities in such a way that they encompass various activities related to the Dibrugarh University's designed syllabus.

The Academic Advisory Committee prepares the institution's Daily Class Routine (DCR) for each semester. It also determines out how long courses will last, how many classes there will be, and so on. The DCR is then forwarded to all Heads of Departments so that the HoDs can allocate the workload evenly among all faculty members in order to ensure appropriate execution.

Each department has its own Departmental Management Committee, which reports to the concerned HoD and prepares a course plan and distributes course content among faculty members in accordance with the number of classes specified in the Academic Advisory Committee's Departmental Class Routine.

The institution has the documentation procedure in place to ensure that the course is allocated evenly among the faculty members and to keep a record of it. Each department is provided an Academic Activities Register (AAR) to keep track of the classes that all of the faculty members attend on a daily basis. They must record the topics they taught the student in the AAR and provide a comment in the area given explaining why class was not held at a specific period.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

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

The Institution has its own academic schedule to facilitate optimal programme delivery, which is based on Dibrugarh University's academic calendar. The institution's head chairs an Academic Advisory Committee that designs and supervises all curricular planning and documentation processes to ensure that they include diverse activities connected to the Dibrugarh University's planned curriculum.

Students are provided practical insight into the curriculum through a number of interactive activities such as classroom teaching, group discussions, power point presentations, questionnaires, home assignment, academic assessments, and so on. Students' comprehension is assessed by periodic tutorials, class tests, unit tests and multiple-choice questions (MCQs). Examination results are reviewed, and weaker students are instructed in special education classes. Teachers make every effort to ensure that students receive a high-quality education and progress academically.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="#">Nil</a>

**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**

C. Any 2 of the above



**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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**

01

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**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)**

NIL

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

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

**number of students during the year**

nil

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

nil

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

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

Gender, environment and sustainability, human values, and professional ethics are all addressed in the college's courses. Political science, Sociology, English, and Education are some of the courses that teach human values. Professional ethics are incorporated into Education courses. The N.S.S. unit works to conserve the environment by planting trees and participating in other sustainable development activities. Every year, N.S.S. units participate in a variety of activities in the surrounding area and in the chosen communities. Tree planting, a plastic-free drive, a poster competition, and other environmental projects are all organised by N.S.S. Every year, the college celebrates International Women's Day, World Environment Day, N.S.S. Day, and other events.

The college is actively participating in the government's Swachh Bharat Abhijan. Co-curricular activities are also used by the college to help integrate ethical and human values. National holidays such as Independence Day and Republic Day are being used to inculcate patriotic and moral ideals. Voter's Awareness Campaign, Covid-19 awareness and other social events have been developed by the college and are organized on a regular basis. Throughout the college, several events focus on and address major gender issues.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

01

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

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

00

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>D. Any 1 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<b>No File Uploaded</b>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>B. Feedback collected, analyzed and action has been taken</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://opdcollege.edu.in/sss-report/">https://opdcollege.edu.in/sss-report/</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>450</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>
<b>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</b>	

supernumerary seats)

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

329

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Teachers assess students' learning levels in the classrooms during lectures and through the administration of class tests, assignments, tutorials, and other activities, based on which slow and advanced learners are determined. Specific teaching-learning approaches adapted to such pupils' requirements are then considered and applied.

For slow learners, additional reading material and books in easy form are made accessible to help them understand the subject. Personal, academic, and career counseling is provided on an as-needed basis. Homework is assigned and graded on a regular basis. Group discussions and presentations promote peer learning.

Departments empower advanced learners to maximise their potential via a combination of academic and co-curricular activities. These students are encouraged to compete in intercollegiate tournaments. They are recommended advanced readings in the appropriate themes in order to improve their comprehension of the subject and allow them to continue study in the future. By participating in group discussions and presentations, they are encouraged to assist and support the weaker students. Cash prizes, medals, appreciation certificates, and scholarships are offered to students for their accomplishments at various forums.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
416	19

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

The College takes concerted efforts to help its students achieve their potential and grow as leaders and key stakeholders in society. Field tours to universities, prestigious institutions, biodiversity parks, historical places, and so on are intended to increase conceptual awareness at the grassroots level.

Students are encouraged to use ICT and E-resources. To foster increased engagement and interactive learning, the college uses an interactive strategy that includes discussions, seminars, and oral group presentations. Various Departments issue magazines to foster creativity and other abilities. Special lectures/seminars/conferences are planned to inspire and motivate students to become active agents of information rather than passive users.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://meet.google.com/vhi-kpxv-wdd">https://meet.google.com/vhi-kpxv-wdd</a> , <a href="https://meet.google.com/vhi-kpxv-wdd">https://meet.google.com/vhi-kpxv-wdd</a> etc.

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

Teachers at the College strive to use technology to its full potential in their classrooms. Teachers have the expertise and abilities to assist all students meet high academic requirements by utilising new digital technologies. ICT has facilitated more effective and timely communication, as well as the effective and relevant presentation of ideas. It's a useful tool for gathering data from a variety of sources in order to assist pupils expand their knowledge base.

In the classroom, teachers create and present PowerPoint presentations that allow them to engage students in an interactive discourse. Presentations are the most effective way to take notes since they can be updated with new information and include diagrams, charts, and other visual aids.

Teachers are now using Google Meet, Zoom, Microsoft Teams, and other similar platforms to deliver lectures online. Teachers use Google Meet, Zoom, Microsoft Teams, WhatsApp, and other apps to communicate reading materials, brief notes, and e-books.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://meet.google.com/pfm-zwwg-tnk">https://meet.google.com/pfm-zwwg-tnk</a> , <a href="https://meet.google.com/pfm-zwwg-tnk">https://meet.google.com/pfm-zwwg-tnk</a> , <a href="https://meet.google.com/pfm-zwwg-tnk">https://meet.google.com/pfm-zwwg-tnk</a>

**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**

**Nil**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<b>No File Uploaded</b>
Circulars pertaining to assigning mentors to mentees	<b>No File Uploaded</b>
mentor/mentee ratio	<b>No File Uploaded</b>

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year****19**

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<b>No File Uploaded</b>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**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****2**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
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)	<a href="#">View File</a>

**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**

36

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

POPDC, as a constituent college of Dibrugrh University, is governed by the university's internal assessment policies. It gives students a 20% weighting in their overall evaluation.

Internal Assessment is broken down as follows, according to the University's guidelines:

5% via Class Attendance

5% via group discussion/seminar

5% through the first sessional examination

5% through the second sessional examination

Internal Assessment Evaluation Criteria are communicated to students by teachers. It is thoroughly discussed with them in order to improve transparency and discipline in order to focus on individual and unique work. Students are informed ahead of time that extra credit will be given for independent learning, original thinking, and new ideas.

Students are provided several opportunities to enhance their performance through group discussions, seminars, and evaluations. Personalized and individual evaluation methods are occasionally developed in response to the specific requirements of students, particularly for slow learners and students with disabilities. Through one-on-one discussions, students are given the opportunity to enhance their performance. In this category, teachers are allowed the freedom to construct their

own evaluation techniques, with students encouraged to engage in group discussions and responsibilities.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

POPDC is a affiliated college of Dibrugarh University, and as such, it follows the University's examination criteria. At the end of each semester, a final test is administered to students from all of Dibrugarh University's constituent institutions. The final test for each paper accounts for 80% of the overall evaluation, with the remaining 20% being internal assessment marks. Internal Assessment is a component of a continuous assessment system that includes class attendance, sessional examination, group discussions, and group discussion or seminar presentations. All of this is an essential component of Internal Examination, which is carried out in a well-planned and organized manner.

To handle examination-related complaints, the institution has a well-defined mechanism in place. The faculty answers students' legitimate complaints about their grades in the internal assessment.

The assessed papers for the internal examination, which include class attendance, sessional examination, seminars, and group discussions, among other things, are shown to students, along with thorough comments and suggestions for development. Any questions students have about feedback and evaluation are properly answered by the teachers in charge. The Departments assess the final Internal Assessment scores before sending them to the University.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 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.

In compliance with "Dibrugarh University" requirements, the Program Outcomes (PO) and Course Outcomes (CO) are being used for all programmes provided by the institution.

The Learning Outcomes-based Curriculum Framework (LOCF) is designed to meet students' current requirements in terms of ensuring a path to higher education or a terminal degree, as well as directing them towards career options. The college's vision, mission, and objectives all include learning outcomes. The learning goals are presented in a variety of ways, including college prospectuses, teacher addresses to students and parents, Alumni events, and classroom dissemination. These are also widely displayed on departmental wall magazines, college magazines, and other printed materials distributed during conferences and seminars.

Through classroom discussion and professional lectures, students are made aware of the course specific outcomes. Successful alumni students are also invited to interact with both students and teachers at special events and meetings where they share how their specific course influenced their career, thereby assisting current students in connecting better with the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://opdcollege.edu.in/program-outcome/">https://opdcollege.edu.in/program-outcome/</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The Institution reviews students' performance on a regular basis using various techniques for assessing achievement of

each of the Program Outcomes and Course Outcomes. Through a direct assessment procedure, the programme results are examined using the course outcomes of the relevant programme. It is offered through University Examinations, sessional examinations, internal and home assignments, unit test, and so on. Throughout the year, the instructor records each student's performance on each programme result. Students in university examinations are examined for 80% of total marks, while the institution is evaluated for 20% of total marks as an internal assessment.

Examinations are held by the affiliating University once a semester and the institution measures programme outcomes based on the course achievement level set by the programme. It is a straightforward assessment procedure.

Students are given internal tasks that are typically associated with the appropriate subject's Programme outcomes. External Assessment is conducted for Practical Examinations by external experts selected by the University through Viva-Voce and practical files.

Students are tested and evaluated at the institutional level throughout the year through unit tests and sessional examinations, and their performance is examined to determine their level of achievement of programme outcomes and programme specific outcomes.

The institution gathers student feedback, which is an essential means of assessing achievement, with the goal of determining students' attainment levels in terms of programme, topic, course, and syllabus outcomes, as well as understanding the influence of the teaching-learning process.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://opdcollege.edu.in/code%20of%20conduct.pdf">http://opdcollege.edu.in/code%20of%20conduct.pdf</a>

### 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

75

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 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://opdcollege.edu.in/2.%20SSS.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

Nil

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

**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**

Nil

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
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

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 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

1

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	No File Uploaded

### 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

1. observed NSS day and Plantation Program on 24th September, 2020

2. Observed Rastriya Ekta Divas on 31st October.

3. Observed International Women Day and organized an awareness Program on Women Sensitization on 8th March, 2020. Resource person was Mrs. A.D.Hazarika, Associate Professor, Panigaon OPD College.

4. Observed Azadi Ka Amrut Mahotshiv and talk on Dandi Yatra. resource person was Dr. Robin Saikia, Associate Professor, Panigaon OPD College.

5. Rally of Voters Awareness Abhijan Organized by NSS Unit and Electoral Literacy Club on 16th March, 2020

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 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**

Nil

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**

Nil

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

**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**

Nil



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

### 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

nil

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
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

nil

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## 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.

Total numbers of Classroom are 22 out of which 4 of them are digital classrooms .

Education Laboratory=1 No.

Total numbers of Computers =39

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://opdcollege.edu.in/gallery/">https://opdcollege.edu.in/gallery/</a>

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

1.Well facilitated Indoor stadium

2. Well equiped Gymnasium Hall

3.Yoga Centre

4. Outdoor Stadium with Gallary facility

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://opdcollege.edu.in/gallery/">https://opdcollege.edu.in/gallery/</a>

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

4 classrooms and a seminar Hall with ICT facilities

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

4 classrooms and a seminar Hall with ICT facilities

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://opdcollege.edu.in/gallery/">https://opdcollege.edu.in/gallery/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

1,00,00000.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

soul 2.0 and version 2.0.0.12 have been used in the college library.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

##### 4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

E. None of the above

<b>books Databases Remote access toe-resources</b>	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<b>No File Uploaded</b>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
<b>29,97,599.00</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Audited statements of accounts	<b>No File Uploaded</b>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>Teachers=8 per day, Students=average=50 nos.</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
<b>4.3.1 - Institution frequently updates its IT facilities including Wi-Fi</b>	
<b>The Institution updates its IT facilities time to time.</b>	

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

**4.3.2 - Number of Computers**

39

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

**4.3.3 - Bandwidth of internet connection in the Institution**

E. &lt; 5MBPS

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

**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)**

328498.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The institution follows a decentralization approach when it comes to maintaining and using its physical, academic, and support facilities. The college has constituted many committees, each of which is supervised and managed by a coordinator or chairperson. The committees meet on a regular basis, and the meetings, progress reports, and other documents are all properly documented.

The Governing Body is the college's ultimate maintenance and monitoring authority. It has placed more importance on the college's infrastructure, or physical facilities. It considers IQAC recommendations for future schemes and physical facility renovations. Grade IV staff are responsible for overall cleaning and providing information if any discrepancies are identified.

The Vice-Principal of the college is in responsible for looking after the infrastructure and instructing the grade IV employee on upkeep. CCTV is also put in all of the classrooms and other visible locations, and it can be seen from the Principal's office.

The Vice-Principal is also in charge of academic activities. The college has an Academic Advisory Committee that supervises the academic activities of the college. It organizes class routines and examination procedures, as well as academic support services. The courses are maintained by concerned HODs of the department.

In the college, there is a Students Union that supports students in their co-curricular activities. The Union has several secretaries, including a General Secretary who is in charge of the organization's overall operations. To supervise the activities, each Secretary is assigned an adviser from the college authorities. The Students Union is in charge of sports, games, literary, and cultural amenities such as football and musical instruments, as well as proceedings and records. The College Library is similarly well-equipped, well-kept, and well-used. It includes the following features: • A substantial collection of books and periodicals for instructors and students • Internet and Wi-Fi connections for students' convenience. • A well-equipped library with daily news papers and different journals.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://opdcollege.edu.in/gallery/">https://opdcollege.edu.in/gallery/</a>

## 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

416

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

416

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

**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**

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

Nil

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



File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

<b>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>	<b>B. Any 3 of the above</b>
---	------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 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

4	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

**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**

16

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**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**

Nil

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

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

Nil

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

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

Panigaon OPD College students are active members of practically all of the institution's academic and administrative bodies and committees. The college engages student representatives in order to obtain active collaboration and direct responses from students. Then the various activities of the college by forming the following committees:

1. Students' Union: A general election is held each year amongst and it elects a General Secretary, an Assistant Secretary, and additional divisional secretaries such as magazine, literary, cultural, indoor and outdoor games, and boy's and girl's common room secretaries. Secretaries are allocated to their separate responsibilities for the entire year in order to mentor students in their assigned responsibilities., Each secretary is assigned an adviser teacher from the teaching staff.

The General Secretary and other members of the college's Students' Union participate on the college's anti-ragging committee, Internal Complaint Committee, and Sexual Harassment Committee.

2. Students' Aid Fund: This fund is established to assist the college's needy students in meeting their immediate financial requirements, such as enrollment, test costs, and disease treatment. • One of the committee's members is the General Secretary of the college's students union.

3. National Social Service (NSS) Unit: The college's NSS Unit is supervised by Dibrugarh University. It organizes social

service activities, awareness programmes, plantation, and disaster management activities in the college and the surrounding neighborhood,. It comprises of 100 student volunteers and a college programme officer.

4. Scout and Guide: It also organizes social service initiatives, awareness programmes, tree planting, and disaster management activities in the college and the surrounding community,. A Rover and a Ranger Officer from the college lead a group of 100 student volunteers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**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**

Due to Covid Lockdown sports and cultural events are not organised

File Description	Documents
Report of the event	No File Uploaded
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)	No File Uploaded

#### 5.4 - Alumni Engagement

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

The College has an Alumni Association which is not registered.

File Description	Documents
Paste link for additional information	Nil
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

Vision of the College:

The vision of the institution is to achieve excellence in higher education, empowerment through knowledge, inclusive growth for socio- economic change and sustainable development.

**Mission of the College:**

1. To equip and empower students with relevant knowledge, competence and creativity to face global challenges.
2. To achieve innovations in teaching learning, research and extension activities to realize national goals.
3. To facilitate optimum use of human and natural resources for sustainable development.
4. To promote participation of all the stakeholders in the development of the College.
5. To encourage and exercise inclusive growth.
6. To adopt and promote the knowledge output for human development.
7. To create awareness on human rights, value system, culture, heritage, scientific temper and environment.

**Nature of Governance:**

The service regulations of Panigaon OPD College are strictly monitored, regulated, and executed by the Directorate of Higher Education (DHE) Assam). In addition, the College follows to all of the University Grants Commission's statutory standards, norms, and procedures for colleges in India, which are updated on a regular basis. The Governing Body (GB) of the college is the highest decision-making body, with the Principal and Vice-Principal following in the line of authority. For the smooth operation of every department, activity, and event of the college, several committees constituted with faculty members are added to the chain. Students' needs, wants, and background circumstances are given the highest importance, and their responses and comments serve as the foundation for governing the college.

File Description	Documents
Paste link for additional information	<a href="https://opdcollege.edu.in/vission-mission/">https://opdcollege.edu.in/vission-mission/</a>
Upload any additional information	No File Uploaded

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

During the previous year, the college administration maintained the following committees as part of a decentralized and participatory management system:

1. Sapling Security Committee: The college's Sapling Security Committee was established in accordance with Govt. OM No. AHE.639/2018/11, dated May 29, 2019. It was established to analyse images and verify the authenticity and development of saplings planted by students who were eligible for the Assam Fee Waiver Scheme from the academic year 2016-17 to 2020-21.
2. The CBCS Board members: The Panigaon OPD College CBCS Board was established on January 10, 2019 to supervise and monitor the implementation of CBCS at the college. The Principal serves as the chairman of the committee. Members of the Board include the heads of departments and the IQAC Coordinator.
3. RUSA Project Monitoring Unit: In the year 2019, the college developed the RUSA Project Monitoring Unit to carry out the operations of the RUSA grant implementation. Mr. Biren Gogoi, the college's Vice Principal, serves as the Coordinator, with five professors from the teaching staff, two students, and a PWD government officer as members.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Dibrugarh University in Assam designed and developed the curriculum. The College does not have autonomy in the curriculum development of degree courses, but constructive criticism and proposals for enhancing the syllabus are collected from the faculties.

To increase efficiency, the college employs a variety of quality improvement initiatives, particularly in teaching and learning. This year, the following measures were enacted: (a)

Teaching activities are organized according to the academic calendar. (a) Each department efficiently develops and implements its own teaching plans. (c ) Departmental lectures, seminars, group discussions, unit tests and class tests are being organized to increase teaching and learning activities. (e) During the COVID-19 period, the same are performed via an online system.

According to the college's academic calendar, all internal examinations such as unit tests and terminal examinations are conducted. Internal assessment on sessional examination I (written), sessional examination II (written), Seminar/Group Discussion, Home Assignments, and student attendance is valued 20 points in each department. The evaluation of the answer scripts is completed within a set time frame, and the results are announced in accordance with the college's academic schedule.

The marks obtained in various courses of study are shown on departmental notice boards after each department evaluates the response scripts. If an examinee is dissatisfied with the result, he or she can confront the instructor in question, or ask for re-evaluation through the right channels, with the re-evaluation taking place in the presence of the complaint. The college's goal is to make the examination and assessment procedure as open as possible. During COVID-19 lockdown, the same was done using an online method.

There is no research council at the college, as there is at the university. However, the IQAC's research subcommittee encourages faculty members to do Ph.D research as well as research initiatives. One of the academic member is now working on his Ph.D. Faculty members is encouraged to publish research papers in recognized journals and books.

The library has a good number of books and journals. • Internet and Wi-Fi access for students; • A well-equipped reading room; • Online public access, news papers, national and international journals. Computers are available to all departments for departmental work. • LCD projectors and computer-related teaching tools are available for teachers. • Teachers have access to high-powered microphones in big classrooms.

Sports complex, multi-gymnasium, indoor stadium, playground, separate common room for boys and girls, girl's hostel, boy's hostel, well-equipped computer centre, central library, book



bank, auditorium, internet facilities, canteen, and other facilities are provided to students for their overall development.

The IQAC has played a significant role in the college's human resource management. The college administration assigns temporary teachers based on the needs of the various departments. Teachers are encouraged to attend national and international conferences and seminars. College Wall Magazine and Departmental Magazines have been published on a regular basis. Teachers, as well as the college's various committees and cells, have been encouraged to help students develop leadership skills in addition to their academic abilities. co-curricular activities such as games, sports, dances, and songs, as well as meetings, seminars, debating, competitions, and the formation of committees, are all available to students.

Lakhimpur as a whole is suffering from a lack of industrialization. The district is lacking of both major and medium-sized businesses. Despite this, the college has taken a number of initiatives to establish contact with local SSI (Small Scale Industry) units as well as government ministries such as social forestry, agriculture, the District Industry Office, and the SIRD (State Institute of Rural Development), among others.

The prospectus and the college website both include thorough admission information about the college. • Students are admitted based on their academic ability. The cut-off scores for HS and UG courses are 40 and 45 for Major in UG Courses, respectively. • The Admission Committee establishes admission standards in accordance with government guidelines. • The college's notice board publishes a list of eligible candidates for admission. • At the time of admission, the college's admission committee provides proper guidance to students on subject selection. • Departments may choose students for major subjects by administering separate assessments .

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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.

Panigaon OPD College organisational structure is governed by the Governing Body and the Principal, who are assisted by the Vice-Principal in making internal academic and administrative decisions. Two teachers are nominated to the Governing Body based on seniority and the gender-equity concept, with one female and one male teacher. Following the aforementioned roles in the organisational hierarchy is the Advisory Committee, which is comprised of all Department Heads. This Committee provides advice and makes decisions on all significant academic and departmental activities, programs, and concerns. Aside from this, the IQAC develops and executes standards to sustain and enhance the quality of the college and its community.

The college has several committees, cells, bodies, and ad-hoc committees that are formed from time to time to coordinate, execute, analyse, and decide on college affairs or to prepare or arrange programmes, festivals, events, or to evaluate external commissions or organisations. The committees have included a Library Committee to look into library issues and support library employees, a Hostel Committee to efficiently administer the hostel, a Sexual Harassment Committee to maintain safety and non-discriminatory procedures, and a Gender Grievance Committee to take up gender concerns, Women Cell to comprehensively empower the women fraternity and keep gender disparities under account, Medical Cell to actively give timely medical-aid to the college fraternity, An anti-ragging committee has been formed to ensure a ragging-free college and hostel campus. Career Counselling Cell to help students choose and develop in their careers, Examination Committee to ensure smooth examinations, Campus Beautification Committee, Building and Construction Committee to perform and look after look after the developmental activities. Discipline Committee is in charge of monitoring and executing disciplinary procedures inside the college premises.

The office and support staffs work to ensure that the college's administration and other activities function smoothly. Various committees and cells, such as the Sexual Harassment Committee, Internal Complaint Committee, Anti-ragging Committee, and Discipline Committee, exist to address the concerns, difficulties, and grievances of students.

When it comes to faculty recruitment, the College adheres to

all government norms and regulations, and appointments are made in a transparent manner.

The college follows the Assam Directorate of Higher Education (DHE) service rules, which are regulated, managed, and executed. The college also follows the UGC norms, as well as other government laws, regulations, and policies from time to time. The college follows the laws and regulations of the Assam State Government and the UGC when it comes to service procedures and promotion policies.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

### 6.3 - Faculty Empowerment Strategies

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

As a government college, the POPDC's teaching and non-teaching employees are eligible for all government welfare programmes. In addition, the college has its own welfare fund, Sanchay Nidhi, Panigon OPD College, for teaching and non-teaching employees.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**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**

Nil

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)	No File Uploaded

**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**

nil

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

**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**

3

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

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

The annual performance appraisal report (APAR) link is available on the website for teachers to fill out. Each Departments compile data for evaluating teachers' teaching-

learning activities in the form of departmental reports. The college's IQAC evaluates the faculty/department report and conducts an academic audit, which is subsequently shared with the departments. Teachers who are informed about their performance at each level can use the performance appraisal to further their careers. Teachers are encouraged to update themselves if there is room for improvement on their part. This is necessary for further promotions in accordance with the rules. The entire procedure is carried out in complete secrecy. The appropriate instructor is notified, and suggestions are made.

Students are given the option to submit teacher feedback. According to the IQAC guidelines, feedback forms are available online on the College website, and the Teacher-in-Charge (TIC) guarantees that the department's students complete out the feedback questionnaire. The questionnaire is designed to elicit responses for factors such as communication skills, topic knowledge, discipline, work-ethics, curriculum, and the capacity of the teacher to create an interactive, discussion-oriented, and democratic classroom. These forms are then assessed by the TIC and the institution's principal with the assistance of IQAC, who analyses all reports and meets with teachers to provide honest suggestions and remedial steps.

The Annual Performance Appraisal Report is filled out and submitted by each employee (APAR). This document is then validated by the employee's appropriate authority. The employee is provided positive comments in order to help them improve their performance and efficiency.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The chartered accountant conducts an internal financial audit on a regular basis, which is authorized by the college's Governing Body. The chartered accountant has already completed the internal financial audits for 2020-21. The Audit Department and the Government of Assam conduct an external financial audit. The College has conducted an external financial audit on a regular basis.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 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)

Nil

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

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

The following are the major sources of institutional revenue and funding:

1. With the RUSA Grant
2. Through a fee waiver programme run by the state government.
3. NSS fund from Dibrugrah University.
- .4. Student fees for regular and optional courses

**Utilization of Resources:**

The College has a Governing Body, a Planning and Purchase Committee, a Library, and numerous other entities that assist in the preparation, division, allocation, and use of finances. RUSA money are held in a different bank account. Financial auditing at the conclusion of each fiscal year ensures that these funds are used properly.

Students' fees are utilised for college growth, non-grant professor and staff wages, and are adequately audited. Students have access to improved physical and academic facilities.

All revenues are deposited in the bank, and all expenditures, both regular and non-recurring, are compensated using cheques or electronic payments. Only authorized staff from administration have access to the bank. The Principal of the College must approve each and every financial transaction.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5 - Internal Quality Assurance System**

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

1.Organized a webinar in collaboration with department of economics. 2.organized a counseling program on CBCS to BA 1st Semester Students. 3.Observed World Environment Day on 5th June 4.Observed International Yoga Day on 21st June. 5.Voter awareness Camp on 16th March,2021

.6. Collected and analysed the Students Satisfactory Survey report.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>



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

The adoption of approaches that would give excellent education to students through an effective and meaningful teaching-learning process has been one of IQAC's key priorities. This contributes to the College's vision and goal by improving the quality of its academic and co-curricular programmes.

IQAC accomplishes this primarily through two methods: 1. Conducting annual Academic Audits, in which departments are required to conduct Analysis of their performance based on results, research projects, effective curriculum implementation, and the use of ICT-related pedagogical methodologies. The IQAC provides constructive recommendations to the departments based on the audit and suggests ways for improving internal quality. It gives suggestions for departments to do self-evaluations and set higher goals in order to meet new challenges. 2. In order to enable teaching-learning improvements, input from stakeholders such as students is collected. This aids in gaining an objective and truthful assessment of an institution's performance, particularly in academics. Teachers receive regular input from their students. Teachers are given a thorough analysis of the feedback they have received, which allows them to improve their teaching abilities and relationships with their students.

IQAC recommends innovative pedagogical methodologies such as Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos, and others, in addition to completing the curriculum through Assignments, Class Tests, and Tutorials, based on the information gathered through the implementation of the above two practices. Departments are encouraged to hold conferences and seminars on topics that are relevant to students' educational needs and future growth.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of**

**D. Any 1 of the above**

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

Gender sensitization pedagogy at the POPDC is not confined to the classroom.

According to government standards, all students shall be given equal chance under the admission policy.

The Women's Cell (WC) is an important part in fostering gender awareness on campus.

POPDC has an active Internal Complaints Committee, which is a statutory entity charged with registering harassment complaints and pursuing official action to rectify them.

On March 8, 2021, the college's NSS unit observed International Women's Day and organised a talk in order to raise awareness among students about the issue sensitivity to gender on campus and the resource person was Mrs. Ambika Dutta Hazarika, Associate Professor, Department of

**Sociology.**

File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil

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

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**SOLID WASTE MANAGEMENT: The Panigaon OPD College takes every care to ensure that the campus is free of plastic and other hazardous pollutants.**

- Waste is collected every evening.
- For the disposal of dry trash, dustbins are provided in all departments and classrooms.
- Waste is disposed of in strategically placed individually allotted dustbins keeping the campus clean and ecologically friendly.

- The college has a Vermicompost unit whose purpose is to reduce garbage, produce organic manure, and demonstrate the benefits of composting and organic farming.
- The NSS unit of college organizes Cleanness programme.

**Liquid Waste Management:**

- Liquid wastes from sources such as the canteen, toilets, and hostels are discharged as effluent into suitable drainage facilities to minimise stagnation.

. Every building on campus has a drinking water facility.

- Drinking water wastage is minimised through careful monitoring.

- Waste water is adequately drained to keep the campus green and provide an environmentally friendly atmosphere.

**E -waste management:**

The majority of the college e-waste originates from batteries, UPS, mouse, keyboards, wires, and cables. CDs, batteries, light bulbs, PCBs, and electrical devices . Items are gathered from each department and office and transferred to a secure location for disposal.

**Hazardous Wastes:** The College does not produce any hazardous waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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**

C. Any 2 of the above

<b>campus</b>	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	<b>A. Any 4 or All of the above</b>
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <ol style="list-style-type: none"> <li><b>1. Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3. Environment audit</b></li> <li><b>4. Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<b>E. None of the above</b>

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

<p><b>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</b></p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

POPDC students come from many religions, castes and socio-economic identities. The Student Union Body, under the capable supervision of the Professor in Charge, serves as a channel for the new incoming batch of students to learn and practice full

involvement of all students without the supremacy of any one group. POPDC believes that classroom homogeneity and student engagement are significantly beneficial for good management lesson learning.

While in class, teachers ensure that all students are treated with respect and that all are encouraged to engage in class discussions. In their first days on campus, POPDC's senior teachers provide unique interactive sessions for entering students of each batch about the principles of an inclusive environment and the importance of cross-cultural communication. Teachers provide lectures on the value of tolerance and harmony in order to educate students on the need of retaining these values throughout their careers.

POPDC is committed to encouraging student diversity and its admission policy distinctly indicates that all candidates will be given equal consideration in accordance with Indian government guidelines.

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	No File Uploaded

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

POPDC sensitizes the students and the worker of the organization to the constitutional obligations about values, rights, duties and responsibilities of citizens which permits them to conduct as a responsible citizen. The college organizes about the national identity and symbols aimed to familiarize its stakeholders about essential obligations and Rights. POPDC celebrates Independence Day, Republic Day, Gandhi Jayanti, constitution Day to make the importance of freedom and the glory of Indian freedom struggle. They purpose at highlighting the constitutional spirit of liberty, equality, justice and fraternity. Furthermore, the college celebrates International Environment Day to ensure that environmental subject is addressed and additionally Swachh Bharat Abhiyan to promote the importance of cleanliness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	No File Uploaded
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

1. observed NSS day and Plantation Program on 24th September, 2020

2. Observed Rastriya Ekta Divas on 31st October.

3. observed International Women Day and organized an awareness Program on Women Sensitization on 8th March, 2020. Resource person was Mrs. A.D. Hazarika, Associate Professor, Panigaon OPD College.



4. Observed Azadi Ka Amrut Mahotshiv and talk on Dandi Yatra. resource person was Dr. Robin Saikia, Associate Professor, Panigaon OPD College.

5. Rally of Voters Awareness Abhijan Organized by NSS Unit and Electoral Literacy Club on 16th March, 2020

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### BEST PRACTICES:

#### 1. Green and Clean Campus Policy

2. Teaching-Learning process through online mode during COVID-19 lockdown.

#### 1. Title : Green and Clean Campus Policy

##### Introduction:

Panigaon OPD College is situated in Panigaon, a rural area of Lakhimpur district of Assam. Panigaon OPD College Green and Clean Campus (PGCC) is an area or place where ecology kind policies and academic environment jointly motivate renewable and eco-friendly atmosphere.

##### Vision:

To promote awareness of environmental issues and protection of the nature and natural resources of the environment among young students and the general public, and educate them on how to

live an environmentally friendly life.

**Mission:**

- To assist students know that it is everyone's obligation to take action to conserve the environment.
- To enhance student knowledge of the dangers that endangers the environment.
- To promote awareness among students about the need of reducing the usage of polluting products.
- To encourage students to take the appropriate ecological measures.

**The Context:**

- To inspire students, staffs & Public to care about the environment.
- To educate students & staffs in order to raise public awareness.
- To enlighten students & staffs about the importance of the environment and the issues that it endures.

**The Practice:**

The institution is devoted to managing its campus in compliance with sustainable environmental responsibility and the following areas are used to show these responsibilities:

**Green and Clean Campus:** A gardener and appropriate support staff are assigned to keep the campus clean and litter-free. Students are strictly instructed to keep the campus clean. On campus, there are several quotes about the significance of maintaining a clean and green environment

**Waste Management:** Dustbins are supplied in all Departments and classrooms for the disposal of dry waste. Waste is disposed of from independently assigned dustbins in strategic areas, keeping the campus clean and environmentally friendly. On campus, a Vermicompost unit was established with the goal of reducing trash, producing organic manure, and demonstrating the benefits of composting and organic farming.

**Conservation of water:** To reduce water loss during storage, an effective and sanitary water storage system is used. As soon as possible, repair sources of water leakage, such as leaky taps and showers etc. The college has constructed a rainwater

harvesting device at our girls' hostel, where rainwater is collected and stored for further use other than drinking.

**Digital Operating Procedure (DOP):** Digitalization is the process of converting documents and other materials into digital form. PODC always believe that DOP can save money, increase productivity, reduce space, facilitate recording, secures personal information and enhances environmental protection. In great extent, institutional data is digitally stored. A class-wise group on WhatsApp, Department-wise groups and Committee-wise groups on WhatsApp facilitate E-communication, and lowers the consumption of paper in notifications and circulars.

**Maximum Conservation of Energy (MCE):** Use of LED Bulbs in College Premises. When Classrooms, Office rooms, lecture halls and conference rooms are not in use they are turned off the lights and fans. Turn off your Computer when you leave your Table. etc

**Trees and plants landscaping:** Students and staff actively organize and participate in a tree-planting effort on and off campus. Every year on June 5th, the college celebrates "World Environment Day."

**Restricted automotive use:** Parking and driving patterns on campus have a significant impact on campus life and the environment in general. Panigaon OPD College authority has restricted the use of vehicles in order to reduce air and noise pollution in the campus. Only 30-40% of the staff uses parking spaces for their personal automobiles, with the remainder dependent on public transportation. Bicycles are used by more than 90% of students.

**Display Boards on College Campus:** Various boards that promote environmental awareness and ethics are exhibited for all stakeholders, including noise control, a tobacco-free campus, and energy saving, resource recycling, tree planting, and so on.

**The Outcome:**

The outcomes of the PGCCP practise have been found to be extremely satisfying. It is explained as follows:

1. The college campus has been thoroughly cleaned. There is no

waste-paper, polithin bags, or waste packets on the college campus.

2. Dustbins are found to be adequately utilised. The Vermicompost Unit established on the college campus has been performing admirably. Many students have learned how to make organic manure from it. Some of them have established their own units at home. The unit has been selling its wares to local farmers.

3. The water conservation system is effective. The Rain Water Harvesting Plant has also performed admirably. The plant's water was used for further use other than drinking at the college.

4. The DOP implemented in the college has demonstrated to be effective. It has minimized the need of paper, resulting in less trash.

5. The college's MCE procedure is also up and running. It reduces the college's energy consumption.

6. The planting of trees and flowers on the college campus has transformed it into a beautiful landscape. To show them, files are uploaded.

7. Restricting automobile use in the college has resulted in a noise-free teaching-learning environment. It has also performed admirably.

2. Title: Teaching-Learning process through online mode during COVID-19 Lockdown.

#### Introduction:

The online teaching learning process is characterized as experiences that involve the use of various electronic devices (e.g., computers, laptops, mobile phones, etc.) with internet connectivity, and it may serve as a platform for making the educational process more student-centered, innovative, and adaptive. When traditional learning and teaching are no longer an option due to the COVID-19 epidemic, online teaching and learning can help students stay engaged with their education because of its adaptability, accessibility, and easiness in the midst of this pandemic. This virtual class was designed not only to finish the course but

also to keep students in constant connection.

**Vision:** Ensuring the continuation of education during the difficult periods of COVID-19 lockdown among students and teachers with the objective of limiting the spread of the corona virus.

**Mission:** To continue the Teaching Learning process through online mode during COVID-19 lockdown.

**The Context:** The outbreak of COVID-19 has placed an attention on the educational technology sector. Even though many educational institutions, schools, colleges, and universities have been closed since the lockdown commencement, the pandemic has already had a significant impact on education. When conventional learning and teaching are no longer an option due to the COVID-19 pandemic, online teaching and learning can help students stay motivated with their education owing to its flexibility, accessibility, and convenience.

**The Practice:**

The POPDC has taken the necessary steps to mitigate the COVID-19 pandemic's harmful impact on education. The college administration has done its best to promote continuous integration of education by conducting classes via various online platforms such as Google Meet, Zoom, and others with the help of teachers.

WhatsApp Groups are formed for students of all departments. These groups serve students with class notes, assignments, unit tests, sessional examinations, and other activities. These groups are also used to host webinars, talks, and workshops, among other things.

**The Outcome:**

The online method has shown to be extremely beneficial to both students and teachers. This is how it's described:

1. The teachers complete all of the classes assigned to them on a regular basis.
2. Webinars, seminars, and other online events have been found to be more beneficial than traditional classrooms.

3. Students are extremely pleased with the online classes they have taken.

4. This technique has been shown to be more beneficial than the offline system in that class notes, worksheets, and other materials become accessible to all students, who may work on them at their convenient time.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

Panigaon OPD College is a provincialized institution with a low tuition charge. The university has implemented strategies to meet the requirements of students from various backgrounds, including ethnic diversity and low socioeconomic status, while adhering to all regulatory regulations. The institution provides scholarships and free admission to economically disadvantaged students, in addition to state government scholarships, ensuring a higher level of education. The institution also has a significant impact on the students' moral and cultural development. The NSS unit of the college has been helping to build the country by sponsoring a variety of extension activities.

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

7.3.2 - Plan of action for the next academic year

1. Plan for campus beautification and environmental friendliness.

2. Field trips, syllabus-based project work, and student involvement in seminars/workshops/group discussions, among other activities, are to be encouraged and recognized.

3. Faculty members should be motivated and encouraged to submit research Project in various sponsoring agency, to participate actively in research activities, various faculty development programs, and international/national seminars/conferences/workshops, among other things by providing healthy support.

4. All teachers should be encouraged to publish at least two research papers or articles in peer-reviewed or UGC care (Scopus and Web of Science) journal per year.

5. During this academic year, the institution will host a series of talks by prominent speakers on a wide range of topics such as value education, career counselling, how to write research paper/article etc.

6. Encourage NSS students to participate in more at university, state, national and International level activities.