



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		PANIGAON OM PRAKASH DINODIA COLLEGE
Name of the head of the Institution		DR SURESH DUTTA
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03752267323
Mobile no.		9435185038
Registered Email		opdcollege52@yahoo.com
Alternate Email		opdcollege52@gmail.com
Address		PANIGAON, P.O & PS PANIGAON ,LAKHIMPUR
City/Town		NORTH LAKHIMPUR
State/UT		Assam
Pincode		787052
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	MR.JIBEDHAR NATH
Phone no/Alternate Phone no.	03752267323
Mobile no.	7002348130
Registered Email	opdcollege52@yahoo.com
Alternate Email	jneconomics15@yahoo.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://opdcollege.edu.in/AQAR_2017_18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://opdcollege.edu.in/Academic%20Calendar%202018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.37	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC

01-Jan-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
IQAC Meeting	13-Mar-2019 1	19

IQAC Meeting with Teacher	18-Sep-2018 1	21
IQAC Meeting	14-Sep-2018 1	20
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
History & Philosophy	MRP	UGC	2016 730	65500
OPD College.	Excursion	State Govt.	2018 7	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Organized Departmental Field Work 2. Organized Quiz Competition on 14th August, 2018 3. Organized Swachha Bharat Abhiyan 4. Organized one day workshop on CBCS on 18th Jun, 2019 5. Organized Departmental Seminar and Group Discussion

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

Plan of Action	Achivements/Outcomes
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Take initiative to Conduct Student Satisfactory Survey	Executed
Initiative taken by IQAC to prepare and submit seminar/workshop/ Popular Lecture proposals for Financial Assistance from the Financing Agency.	Executed
Request all the Teachers to attend National and International Seminar/Workshop	Executed
Decide to maintain daily class activities and Teacher's Diary	Executed
Organised a Workshop on CBCS which is to be introduced from the next academic session.	Executed
The meeting decides to appeal to the principal to issue necessary direction to the departments to use ICT facility in teaching with effect from 1st March, 2019.	Executed
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	27-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2018
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Date of Submission	28-Feb-2018
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The modules of the Offline System are: 1. The Governing Body: the Governing Body, the Principal, teachers, administrative staff and different committees i.e. NAAC and IQAC are involving in and sharing the vital information in execution of duties, policy direction and in decision making. The Governing Body looks after
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the overall functioning of the college. The Governing Body meets every three months to discuss the plans and developments and progress and policy matters of the institution. The Principal, Vice Principal, two other teacher members and one office member and the Librarian are the members of the Governing Body who transfer the information from academic staff to Governing Body or viceversa. Information of the Governing Body is served through official letters. 2. The IQAC: The IQAC is formed according to the guideline of NAAC. The IQAC plays an important role in the improvement of quality education in the college. The IQAC takes action plan for improvement of the overall quality of the institution by taking feedback from stakeholders .The meetings of IQAC are held time to time to discuss and implement the issues regarding quality improvement. The IQAC has both online and offline system for data collection and dissemination and they are regularly uploaded in the college website also. 3. Notice Boards: The institution has a Central Notice Board at the Administrative Building. Every Department also has its Departmental Notice Boards. Moreover most important and urgent notices are hung up at Black Boards and put just at the college gate. The Career Counselling Cell, the NSS Unit, the Scouts and Guides Office and the Students Union also have their own Notice Boards. All the important information is regularly conveyed through these notice boards. 4. College Prospectus: The College regularly publishes its College Prospectus. It disseminates the information about the admission procedure, fee structures, course modules, facilities for students, mission, vision and heritage of the college and its outstanding achievements. The modules of the Online System are: 1. College Website and email: The address of the College Website is opdcollege.edu.in and its email address is opdcollege52@yahoo.com and opdcollege52@gmail.com. All the important information of the college is regularly updated in the college website. 2. Personal emails and Whatsapp groups: All the college employees have their personal emails

and Whatsapp numbers. Apart from this the college has several Whatsapp groups like 'Panigaon OPD College' administrated by the Principal, 'OPD College Office' administrated by the Computer Assistant, 'IQAC OPD College' administrated by the Coordinator, IQAC. Moreover, all the departments have their own Whatsapp groups. 3. Moreover, the college have the facilities of online registration, online examination and scholarship from form fill up facilities for the students. 4. The library also has SOUL and OPEC facilities for students.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Curriculum Delivery 1. The institution has an Academic Advisory Committee under the Chairmanship of the head of the institution which plans and monitors the whole activities of curricular planning and documentation. 2. The Academic Advisory Committee prepares the Daily Class Routine (DCR) of the institution for a particular semester. It also prepares the duration of classes, numbers of classes etc. The DCR is then sent to all the Heads of the Departments so that the HoDs can distribute the workload equally to all the faculty members to execute properly. 3. Each department has its own Departmental Management Committee under the concerned HoD and it prepares a course plan and distributes the course contents among the faculty members in accordance with numbers of class provided in the Departmental Class Routine by the Academic Advisory Committee. Documentation. In order to check that the course is distributed equally among the faculty members and to maintain the record of the same, the institution has the following documentation mechanism: 1. Academic Activity Register (AAR):-Each department is provided with an Academic Activities Register in order to record the classes done daily by all of the faculty members. They have to note down the topics taught by them to the students in the AAR and have to put a remark on the space provided showing the reason if class is not held in a particular period. 2. Teachers' Diary:-The institution provides Teachers' Diary to each of the faculty members on which they have to maintain the record of the daily classes held each day. They have to put remark on the space provided showing the reason of class being not held if required. 3. Weekly Progress Report (WPR):-At the end of each week, each faculty member is required to submit the WPR to the Head of the Institution and the IQAC office duly signed by the concerned HoD. It must include total class allotted; class held and course wise progress.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Applicatione	Nil	01/08/2018	180	Office Assis tantship, en trepreneursh	Computer theory and Practical

ip i.c.MS word,
MS excel,
Power Point,
Tally, Page
Maker,
Photoshop,
net browsing
etc.

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	UG	01/06/2019

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

	Certificate	Diploma Course
Number of Students	80	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Socio-Economic Condition of SC Community in Telahi Block, Lakhimpur By Economics Department	20
BA	A Study On the Historical Monuments of Sivasagar District of Assam by Department of Education	25
BA	Contribution of Madhabdev to Social Cultural development of Assam by Department of Philosophy	30
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
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Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

1.4 Feedback System: Panigaon OPD College has been practicing a feedback system by accommodating all the stake holders including staff, students, alumni, employers and parents. it is done to help the individuals and organization as a whole, to improve the performance and effectiveness. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching tools, and student assessment outcomes are discussed for taking improvement measures. The IQAC cell of the college has prepared a feedback form which is divided into five categories viz. students' feedback, parents' feedback, teachers' feedback, alumni feedback, and employees' feedback. The feedback system is fully offline system.

Student Feedback: As an important stakeholder of this system, student feedback is obtained on Teaching Learning Materials (TLM), Examination System, Library, and ICT. The IQAC of the college has prepared a feedback form and take students' feedback. The Feedback Form including some queries is distributed to students and they fill the forms and then they are collected timely. Student feedback is based on two criteria: overall college functioning and teaching learning process. Feedback on overall functioning of the college is based on: 1) the learning environment of the college, 2) canteen facility, 3) functioning of anti-ragging cell, 4) functioning of the counseling center, 5) sports facility, 6) infrastructural facilities etc. Teaching Learning Process covers : 1) teaching learning process of the teachers, 2) their punctuality, 3) communication skills, 4) approach towards the students, 5) sharing of innovative ideas etc. We have also emphasized on teachers innovative abilities, use of ICT in teaching methodologies, interactive teaching and students' involvement in learning. As per respond of the students, majority of students were satisfied with the course and teaching method and evaluation of the college.

Teachers Feedback : We collect individual teachers feedback and analyze it .The analysis is reported to the head of the institution and IQAC of the college for corrective measures and it is communicated to the individual teachers for further improvement. Teachers feedback is also taken on their views about the curriculum provided by our affiliated University. Suggestions on the curriculum development and modification are submitted to the parent university.

Parents' Feedback: Parents' feedback is based on overall development of their children and about learning environment in the college as well as imparting value based education.

Parents' feedback: For parent feedback, every department organizes joint meetings with parents, teachers and students and discusses their satisfaction and dissatisfaction on teachers, library and administrative manners.

Employees Feedback. We also are taking the feedback on the current curriculum by the employees (Industry Experts) and their views as per the current scenario. Add-on and Value added courses are designed based on this feedback. Placement cell also takes cognizance of this feedback while organizing training programmes.

Alumnis Feedback: Alumnis feedback is taken on their satisfactory level, on infrastructural development of the institution, on the role of the institution on career development, the role of the institution on educational, social, ethical, economic, cultural development of the catchment area.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	UG (Second Year	200	117	117
BA	UG (First Year)	200	300	199
BA	UG (Third Year)	200	103	103
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	419	0	22	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
22	22	4	7	1	0
View File of ICT Tools and resources					
No file uploaded.					

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

The institution has various Student mentoring Systems. Students are mentored in the college in accordance with the following Systems: 1. Students Union: It performs the following functions : i) Enforcing physical, intellectual and social abilities of the students. ii) Mentoring students through students iii) Creating leadership abilities iv) Publication of an annual college Magazine v) Organising college week and arranging games and sports, debates, quiz, cultural and literary programs through students Operation system: I. An annual student's union body is formed by holding an election. II. A General Secretary, an Assistant Secretary, other divisional secretaries like magazine, literary, cultural, indoor and outdoor games, boys and girl's common room secretary are elected in the election. The Secretaries are assigned their respective duties for the whole year to mentor the students on their assigned duties. Each secretary is provided with an advisor teacher from the teaching staff. It makes the mentoring activities a twofold arrangement. 2. Mentoring the Major Students: Students having honours in various subjects are specially mentored by the concerned departments. Whats-app group are opened among them by the head of the department as the group administrator. Various information, notes, notices, worksheets etc. are sent to them through the Whats-app. The departmental teachers mentor the various economic, social, psychological problems and ensure their attendance. They enable them to cope up with the problems of intellectual weaknesses, encourages them for better and bright future etc. Guardian meetings are also held departmentally so that the teachers can maintain a healthy relation with the concerned families of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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419	22	19:1
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2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	22	2	0	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	601, 602, 603, 604	Sixth Semester	31/05/2019	31/07/2019
BA	501, 502, 503, 504	Fifth Semester	30/11/2018	31/01/2019
BA	401, 402	Forth Semester	31/05/2019	31/07/2019
BA	301, 302	Third Semester	30/11/2018	31/01/2019
BA	201	Second Semester	31/05/2019	31/07/2019
BA	101	First Semester	30/11/2018	31/01/2019
View File				

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

We are not entitled to reform on CIE. It is always done by the University to which it is affiliated.

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

The Institution has an Academic Calendar of its own. It is adhered to the Academic Calendar of the University to which it is affiliated.

2.6 – Student Performance and Learning Outcomes

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

<http://www.opdcollege.edu.in/program%20outcome.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
	BA	UG-VI	121	88	72.72
	BA	UG-V	130	98	75.38
	BA	UG-IV	139	83	59.71
	BA	UG-III	156	65	41.66
	BA	UG-II	228	139	60.96
	BA	UG-I	244	71	29.09
View File					

2.7 – Student Satisfaction Survey

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

http://www.opdcollege.edu.in/ssr_report.html

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

Name of the Department	Number of PhD's Awarded
Education	1

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Education	1	0
International	Education	4	5.86
National	History	4	5.56
View File			

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

Department	Number of Publication
History	10
Education	2
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Presented papers	0	10	0	0
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachcha Bharat Abhiyan and Plantation	NSS Unit	Awareness Programme	10	104
Gender Issue	Legal Literacy Club and Women Cell	Awareness Programme	4	138
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

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

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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400000	337298
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Fully	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6103	1695646	8	1710	6111	1697356
Reference Books	5361	614970	92	42248	5453	657218
Journals	9	80601	0	2375	9	82976
View File						

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	54	0	5	6	16	6	10	0	16

Added	0	0	0	0	0	0	0	0	0
Total	54	0	5	6	16	6	10	0	16

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

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1565000	1413005	1160000	1059771

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

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

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Free Admission	581	203752
Financial Support from Other Sources			
a) National	Scholarship	0	0
b) International	Scholarship	0	0
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga	21/06/2019	80	Yoga Training Centre, Lakhimpur
Personal counseling and Mentoring	18/06/2019	200	Psychological Counseling Cell
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	2	BA	History	Dibrugarh University	MA in History
2019	1	BA	Political Science	Rajib Gandhi University	MBA
2019	1	BA	Assamese	Dibrugarh University	MA in Assamese
View File					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Javelin through(W)	Institution level	22
Javelin through(M)	Institution level	38

Short foot(W)	Institution level	22
Short fiit (M)	Institution level	36
Discuss Through(W)	Institution level	22
Discuss Through(M)	Institution level	36
1500m (W)	Institution level	15
1500m Race(M)	Institution level	35
1000m Race(W)	Institution level	23
1000m Race(M)	Institution level	40
400m(W)	Institution level	23
400m Race(M)	Institution level	40
200M Race(W)	Institution level	35
200M Race(M)	Institution level	45
100m Race(W)	Institution level	35
100m Race (M)	Institution level	35
Kabaddi (M)	Institution level	48
Volleyball (M)	Institution level	42
Cricket	Institution level	72
Carom(W)	Institution level	25
Carom (M)	Institution level	50
View File		

5.3 – Student Participation and Activities

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

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

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

The students of Panigaon OPD College actively participate in almost all of the academic and administrative bodies and committees of the Institution. The college authority employs representatives from the students in order to gain active cooperation and direct response from the students about the schemes and implementation of the same that are meant for the students of the college. A short description of the same is shown hereunder:

- **Anti-Ragging Committee:** This Anti-Ragging Committee is formed in the college in accordance with the Government guideline. It is formed in order to create a barrier free educational environment for the fresh students of the college. The General Secretary of the Students' Union of the college and another member from the students are included in the anti-ragging committee of the college.
- **Sexual Harassment Committee:** This Sexual Harassment Committee is formed in order to redress the problems of sexual malpractices that usually happen in the educational institutions. Sexual malpractices may include cases of sexual harassment by male students on the female students, sexual harassment by college employees and teaching staff on the female students or female college

employees. Fortunately, no such sexual harassment is recorded during the year.

The General Secretary of the students Union of the college and other three representatives of the class are included in the Sexual Harassment Committee of the college.

- Students' Union: The Students of the college performs the following functions : i) Enforcing physical, intellectual and social abilities of the students. ii) Mentoring students through students iii) Creating leadership abilities iv) Publication of an annual college Magazine and Departmental Wall Magazine v) Organising college week and arranging games and sports, debates, quiz, cultural and literary programs through students It is formed by an annual students union body by holding a general election in which a General Secretary, an Assistant Secretary, other divisional secretaries like magazine, literary, cultural, indoor and outdoor games, boy's and girl's common room secretary are elected as per Lidu Committee Report. The secretaries are assigned their respective duties for the whole year to mentor the students on their assigned duties. Each secretary is provided with an advisor teacher from the teaching staff.
- Students' Aid Fund : This Students' Aid Fund is formed to help the poor students of the college in order to mitigate their urgent financial needs like admission, examination fees, treatment of diseases etc. The General Secretary of the students Union of the college is employed as a member of the committee.
- Internal Complaint Committee: This Internal Complaint Committee is formed for prohibition, prevention and redressal of sexual harassment of women employees and students. Three members from the students of the college are included in the committee.
- National Social Service (NSS) Unit: This NSS Unit of the college is formed under the Dibrugarh University. It organises social service activities, awareness programmes, plantation and disaster management activities in the college and the locality. It is formed with 100 student volunteers and a Programme Officer from the teaching staff.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

About Association Panigaon OPD College has an Alumni Association. The Alumni association was established in 2002 with the ex-students of the College. It has an executive Body under the President-ship Mr. Pulin Hazarika and Mr. Pulin Goswami as the secretary. All the students who passed the BA final examination year by year are the members of the association. it provides a forum for alumni to maintain and develop their links with the college and between themselves . It encourages present and past students to remain a part of Panigaon OPD College. Its mission is to support and promote the interest of alumni and college community by enabling alumni to strengthen the bonds between present and past students by creating links. Objectives

- To extend the cooperation regarding economical, educational, professional and legal issues as per the rules.
- To encourage for higher education.
- To bring together present and pass-out students.
- To suggest changes to the college.
- To be linked with the current status of college.

5.4.2 – No. of enrolled Alumni:

700

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

During the last year the college authority has formed the following committees for decentralization and participative management of the college: 1. Sapling Security Committee: The Sapling Security Committee of the college is constituted as per provision of Govt. OM No. AHE.639/2018/11 dtd. 29th May, 2019. It is formed to examine the photographs and assess the genuineness and growth of the saplings planted by the students who were benefited under the Assam Fee Waiver Scheme during the academic session 2016-17 and 2018-19 respectively. 2. CBCS Board. The College CBCS Board of Panigaon OPD College is constituted on 10. 01.2019 in order to monitor and supervise the implementation of CBCS in the college. It is constituted under the Chairmanship of the Principal. The Heads of the Departments and the Coordinator of the IQAC are the members of the Board. 3. RUSA Project Monitoring Unit: The RUSA Project Monitoring Unit is formed in the college in the year 2019 in order to execute the activities of the implementation of the RUSA grants. It is formed by Mr. Biren Gogoi, Vice Principal of the college as the Coordinator, five professors from the teaching staff, two students and a government officer of PWD as members.

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

No

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none">• The detailed admission process of the college is incorporated in the prospectus and the college website.• Admission of the students is made on the basis of merit. The cut off marks of HS Courses and the UG Courses is 40 and 45 for Major in the UG Courses.• The Admission Committee fixes the norms of admission as per government rules and regulations.• List of eligible candidates for admission are notified in the college notice board.• Proper counselling is done by the admission committee of the college regarding selection of subjects at the time of admission.• The departments may select students opting for major subjects by holding separate tests.
Human Resource Management	<p>? Human Resource Management The IQAC has been quite instrumental in management of Human Resource in the college. The record of Human Resource Management in the college as followed:</p> <p>? The college authority appoints ten temporary teachers as per needs of the different departments. ? Teachers are</p>

encouraged to participate in the national and international seminars and workshops (see section 2.13) ? Teachers are encouraged to pursue doctoral degree and are provided with the needed research facilities. Four members got sanction for MRP, 1 MRP has been completed. ? College, Wall Magazine and Departmental Magazines have been regularly published. ? The teachers and different committees and cells of the college have been being encouraged to develop leadership qualities along with the academic proficiency of the students. ? Opportunities are also provided to the teachers well as nonteaching staff for professional development.

Library, ICT and Physical Infrastructure / Instrumentation

? Library, ICT and Physical Infrastructure / Instrumentation ?
 Library Facilities • The library has good number of books and journals • Internet and WiFi facilities for easy access of the students. • Well equipped reading room • OPAC, News paper, national and international journals ?
 ICT • Provides computer to all the Departments for departmental works. • LCD Projectors and computer related teaching equipment are there for teachers. • High power microphones in the large classrooms for teachers ?
 Infrastructure • The college provides adequate physical infrastructure to students for their all-round development such as 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, commercial centre, canteen etc.

Research and Development

? Research and Development (a) The college does not have any research council similar to that of the University. But the research subcommittee of the IQAC encourage the faculty members to carry out M. Phil/PhD research works as well as research projects. Currently one of the faculty members has been awarded Ph D Degree and another person is pursuing for the same. (b) Faculty members have been encouraged to publish research papers in the reputed journals and books. 1 national, 2 international

research papers are already published in the reputed journals and 12 papers are already published in the seminar proceedings

Examination and Evaluation

? Examination and Evaluation ? The college conducts all internal examinations like unit tests, terminal examinations as per college academic calendar. ? The respective departments awards 20 marks for internal assessment on sessional examination I (written) sessional examination II (written), Seminar/Group Discussion, Home Assignments and attendance of the students. ? The evaluation of the answer scripts is done within a stipulated time and the results are declared as per as per academic calendar of the college. ? After evaluation of answer scripts by every department, the marks secured in the various courses of study are notified in the departmental notice boards. An examinee can approach the respective teacher if he/she is not satisfied with the result and can also apply for reevaluation through proper channel and the reevaluation is done in the presence of the complainant. The objective of the college is to keep the examination and the evaluation process transparent

Teaching and Learning

? Teaching and Learning Various quality improvement strategies are adopted in the college especially in the teaching and learning to enhance the efficiency of the faculty members. The following measures have been adopted in this year: (a) Teaching activities are planned through academic calendar. (b) Each department formulates and implements its own teaching plans effectively. (c) Tutorial class for CBCS courses are taken by the Department. (d) Departmental seminars, group Discussions, workshops are being organised to improve the teaching and learning activities.

Curriculum Development

? Curriculum Development The curriculum is designed and developed by the Dibrugarh University, Assam. The College does not have the autonomy in the curriculum development of courses which are under the university but the constructive feedback and suggestions for improving syllabus are collected from the faculties. The curriculum of

Handloom and Textile and computer skill are, however, designed and developed by the College.

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

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> The Academic Advisory Committee of the college prepares an academic calendar which covers the schedules for teaching, extra-curricular, co-curricular and extension activities and the same is uploaded in the college website. Each faculty prepares academic teaching plan for all semesters in his/her respective subjects which help the teachers to cope up the students with teaching technique and styles for the semester.
Administration	Whatsapp group, emails are available and the same is implemented for administration.
Finance and Accounts	? Finance and Accounts : <ul style="list-style-type: none"> RTGS and NEFT are utilized for payments. TALLY software is used for maintenance for college accounts.
Student Admission and Support	Whatsapp group, email, online form fillup are available
Examination	? Examination: online result declaration

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Innovation and Rejuvenation and Teaching in Higher Education organised by MHRD in Collaboration with NL College (Autonomous	4	18/02/2019	23/02/2019	6
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Thrift Society, Teacher Welfare Fund, Teachers' Unit	Thrift Society	Students' Union, Students' Aid Fund, Scholarships, Book Bank

6.4 – Financial Management and Resource Mobilization

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

No Data Entered/Not Applicable !!!

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

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

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

1. Gender Development programme 2. ParentsTeacher Meet 3. Financial support to students

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	
c) ISO certification	
d) NBA or any other quality audit	

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
1. Workshop on Sexual Harassment and Role of Internal Complaint Committee	15/09/2018	15/09/2018	159	67
2. Workshop on Legal Protection against Domestic Violence	17/09/2018	17/09/2018	206	96
3. Workshop on Role of Women in Elimination of Superstition	08/03/2019	08/03/2019	209	56

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

Percentage of power requirement of the University met by the renewable energy sources
1. Observed World Environmental Day and organized a talk on needs of plantation on 5th June, 2019 2. Organized Plantation Program on College campus. 3. Set up a Vermi compost Unit

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1
Scribes for examination	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

1. Plantation and Swachcha Bharat Abhijan 2. Appointed a new Sweeper. 3. Dustbin for waste goods.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices 2018 - 19 TITLE : LEGAL LITERACY CLUB. (LLC) 1. Objectives: 1. Creating awareness among students about legal provisions for common people. 2. Eradication of sexual harassment problems in the education institutions. 3. Legal awareness on women empowerment. 4. Eradication of superstitions. 5. Elementary knowledge about IPC (Indian Penal Code). 2. Context: Legal awareness among students and women as well as among general public is a crying need of our society. The dominance of superstition have very serious impact in air present day society also and it shapping the minds of the growing students. Nobody can length influence of society and familial traditions in the growing minds of the grown up students whose impact is so powerful that over the highly educated and aged ones cannot easily shake off. That is why, Panigaon OPD College has felt the need of legal awareness and the knowledge of legal processions, procedures and also about the prohibitions to be put into the minds of undergraduate students. So that they can live their life in a better way and also can lead the society and can play a major role in the eradication of superstitions and various crimes from the society. It also aims at decreasing the load of court cases by making general people about IPCS. On the other hand, the college also things to arrange Awareness campus at the catchment are of the college among general public with help of local courts on legal awareness. 3. The Practice: The college has contracted with District Legal Service Authority Lakhimpur district and installed a Legal Literacy Club

in the college under Mrs. Kunjalata Dutta Associate Professor as the Coordinator. It has been organizing various meetings and awareness program in and outside the College campus on various topics that are related to legal aspects, empowerment of women, eradication of superstition, political awareness of general public etc. The LLC has organized the following workshop. . a. Sexual harassment and role of internal complain committee (ICC) is held today on 15/09/18. Mrs. Rupamoni Kour, Ex member of Family Welfare and District Legal Service Authority was invited as a resource person. b. "Role of Women in eradication of Superstition" is organized on 08/03/2019 at Roiyal Bakol L.P. school, Roiya Bakol gaon in collaboration with women cell, Panigaon OPD College and the Resource person invited from outside was Mr. Badan Kalita, Assistant professor, Department of Sociology, LTK College, Azad another important workshop on political awareness of votes was organized on 25/01/2019 for the occasion of National Votes Day. The Resource Person invited to the meeting was Mr. Narayan Kuri. c. Organized a top on human rights violation in India, locating to North East on 05/04/2019. Mr. Diganta Hatibrouah, Assistant Professor, Department of Political Science, North Lakhimpur was be Resource Person of the top. d. Organized a workshop on Role of Women in Women apartment, held on 08/03/2019. Mr. Biren Gogoi and Mrs. Ambika Dutta Hazarika, Associate professor, Panigaon OPD College were the resources person of the workshop. e. The role of legal services in prevention of domestic violation. 4. Evidence of Success: The LLC is seen to have been immensely successful. The LLC is yet offering its successful oersice and various meetings and workshops has been being organized during the successive year also. The local public have also commented that they have wished it's to live long. 5. Problems uncounted and Resources required: The LLC has been increasing its activity after day. Therefore, we need permanent funding, adequate Resource Person, Permanent Coordinator, Office Building etc. in order to maintain its activities as well as its sustenance.

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

<http://www.opdcollege.edu.in/Best%20Practices.pdf>

7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness 1. Panigaon OPD College is a provincial College in a nominal fee structure. Strategies have been adopted by the institution to satisfy the needs of the students from diverse background including ethnic diversity and backward socio-economic condition complying with all the norms of the government. The economically backward students of the college get scholarship and free admission from the college along with the state government scholarships which further ensure better quality of education. 2. The college motivates the students for their social responsibilities. Various human right and gender sensitization programmes are organized by the LLC and Sexual Harassment Committee of the college to bring out the overall development of the girls and boys and thereby to mould a better society with equality and fraternity. The college also plays an important role in the moral cultural development of the students. The NSS unit of the college has been contributing to national development by organizing numbers of extension activities like blood donation camp, plantation programs, flood relief, health camp to flood effected people, Anti tobacco and helmet wearing programmes which rely on environmental awareness program. 3. For Professional and academic development the college has been encouraging the faculty. In the session 2018-19 the faculty members have published more than 20 publications on books and journals and one member was awarded Doctoral Degree. Six faculty members have attended

short term Refresher Courses and National Seminars. Coordinator IQAC Panigaon
OPD College

Provide the weblink of the institution

[http://www.opdcollege.edu.in/Institutional%20Distinctiveness%20\(1\).pdf](http://www.opdcollege.edu.in/Institutional%20Distinctiveness%20(1).pdf)

8.Future Plans of Actions for Next Academic Year

a) Organize national and State level Seminar, Workshop and Popular Lecture. b) Complete the Multi-gym and Outdoor Game Stadium. c) Initiative taken to construct a Boys hostel. d) Seuj Dhariti Abhijan as Best Practises. e) Field work project on Local issues with student. Theme: CAA f) Beautification of College Campus g) Organize regular extension activities on Gender Issues, Environment Issues in collaboration with NSS and legal literacy club.. h) Develop the Co-Curricular Activities. i) Introduce Skill Enhancement Courses on CBCS (Computer Yoga and Naturopathy) j) Install a comparative shopping mol k) Remedial coaching to slow lenner. l) Awareness rally on free tobacco and Swachcha Bharat Abhijan