



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

Part A	
Data of the Institution	
1.Name of the Institution	JHANJI HEMNATH SARMA COLLEGE
• Name of the Head of the institution	Dr. Manjit Gogoi
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03772228046
• Mobile No:	9435703394
• Registered e-mail	jhnscollege@gmail.com
• Alternate e-mail	mgogoi51@yahoo.com
• Address	Jamuguri, Jhanji
• City/Town	Sivasagar
• State/UT	Assam
• Pin Code	785683
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Mr Bidyadhar Baruah				
• Phone No.	03772228046				
• Alternate phone No.	9954432026				
• Mobile	8403093993				
• IQAC e-mail address	iqacjhanjihns@gmail.com				
• Alternate e-mail address	bdboruah@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://jhanjihnscollege.edu.in/aqar/AQAR%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://jhanjihnscollege.edu.in/academic/20.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.5	2016	16/02/2016	15/02/2021
6.Date of Establishment of IQAC			31/03/2004		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
0	0	0	0	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			1		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			Yes		

uploaded on the institutional website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>*Academic Audit is conducted in the college. Dr Jogen Ch, Kalita, Director of HRDC, Gauhati University and Dr. Jayanta Gogoi, Principal of JDSC College, Bokakhat participated as expert members to conduct the Academic Audit. *Celebration of International Women's Day on 8th March, 2021. Extempore Speech and Essay Writing Competition was organised among the students.</p>		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
To Organise a career enhancement programme for Faculty Members	Organised a National Level Seven Day Workshop on National Education Policy- 2020	
To organise students' friendly programmes	Organised an online three days workshop on Recitation, Speech and Debating	
To organise awareness programme on Social Environment	A Programme has been organised by the college authority along with NSS Unit of the College in order to distribute Mask and promoting vaccination drive among the General Public particularly in the SC dominated area	
13. Whether the AQAR was placed before statutory body?	No	

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	03/04/2021

15. Multidisciplinary / interdisciplinary

As an affiliated college, our course structure and the content for pedagogical transaction is designed by the affiliating university as per the UGC guidelines. The college has already adopted CBCS Course as per UGC guidelines which have close connection with NEP, 2020. The administration of our college is going to develop the way for the fruitful implementation of multidisciplinary and interdisciplinary education which will definitely enable our students to develop the skills required in 21st century. The college has already sent proposal to open Science stream. The College also tries to provide the holistic academic growth among students. The college has organised different types of FDP, Workshop on Blended learning, NEP, 2020 etc. to train faculty members. The college welcomes the change and ready to implement NEP, 2020 as per situation demand.

16. Academic bank of credits (ABC):

Although, the college preparedness in implementation of Academic Bank of Credits (ABC) depends upon the guidelines of the affiliated university, the college recently registered in National Academic Depository (NAD) which is a government endeavour to offer an online repository for all academic awards under the Digital India Programme also sign up in Digital locker. The college also appointed a Nodal officer for that propose. The college is expecting that this historic policy on education will yield positive results and changing the education system in well mannered.

17. Skill development:

Keeping in view the growing demand of Skilled work force the college has tried to offer some Certificate courses like Spoken English, DTP, Beautician, Tally, Mass Media, Entrepreneurship Development

etc. as per the approval of affiliating University that will help them to start their own entrepreneurship after leaving the college. In this way the college tries to produce a graduate from the college who will become a job provider than a job seeker. The college signed MOU with some training provider Universities namely Assam Rajib Gandhi Cooperative Management, Sivasagar, Assam Agriculture University, Jorhat as training partner is providing training to our students in Entrepreneurship Development and other courses. The college also organises time to time workshop like Cake making, ornaments manufacturing, making clay objects etc., among the students.

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

In order to promote /integrate the local language, art and culture, compulsory activities in the curriculum are added like literary activities etc. and through discussions/interactions/symposiums etc. in local languages. The college celebrates Mother Language Day in Every year to promote love and responsibility among the students to their mother tongue. The college has also formed a language Research Cell for guiding students to write Research paper. College also organises field trips to local heritage sites/museum so that students can give value their culture and traditions. The college also has sent request the affiliating university to introduce a Language Research Hub in the College. An ancient Indian rich language Sanskrit has been teaching as core subject in the college in UG programme since the establishment time. Sanskrit mantra is also chanted among the students in the morning assembly. Sanskrit department also offer certificate course in spoken Sanskrit among the students. Subjects like Political science, History are also offered in order to inculcate sense of national integration, love for art, culture and civic sense among student community, whereas the subject sociology is taken by the students reflects the socio-culture setup of Indian society.

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

The college offers programmes Bachelors in Arts, Bachelors in Commerce with a number of courses. After completion of their choice of programme, a student is expected to have - Social, Historical, Economical, ideological and philosophical tradition and thinking, the programmes also empower the graduates to appear in various competitive examinations or go for higher studies of their choice, Ignited minds, enough to think and act over solution of various issues prevailing in the human life to make this world a better place to live. B.Com graduates also be able to obtain basic

knowledge and skills for doing business and viable activities of their choice. B.Com programme also empowers the graduates to appear for various competitive exams or choose a profession of their choice, also helps acquires knowledge in the field of management accounting, corporate accounting, statistical and mathematical techniques and related business laws.

20.Distance education/online education:

The college has been offering distance learning through Dibrugarh University Open and Distance Learning and Krishna Kanta Handique Open State University in UG and PG programme. The students who donot have the opportunity to learn in regular mode have the opportunity to earn degree and knowledge at any age. The college is also planning to develop e-content portal so that students can learn in online mode via LMS.

Extended Profile

1.Programme

1.1

5

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

File Description	Documents
Data Template	View File

2.Student

2.1

486

Number of students during the year

File Description	Documents
Data Template	View File

2.2

419

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

File Description	Documents
Data Template	View File

2.3	128
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	32
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	53
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	29
Total number of Classrooms and Seminar halls	
4.2	1433000
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	88
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	
Jhanji Hemnath Sarma College sincerely accept the challenge of	

curriculum implementation and documentation. Before starting the new session, the college prepares the class routine for the session. The Heads of the Departments allot the classes routine for the session. The Departmental routines are prepared and submitted to the Academic Head of the College. The Vice Principal is the Academic Head of the College. The Class routines of both Arts and Commerce streams are displayed at the students' notice board. Both students and teachers' registers are maintained regularly. The Head of the department also allot the specific units of each paper among the teachers and the teachers complete those allotted units and chapters within the time stipulated by the affiliated University in the annual academic calendar.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

For smooth functioning of the academic activities of the college, the Parent University prepares an Academic Calendar in each of the academic session. The college under the Parent University follows this academic calendar. However, for convenience, the college also prepares an academic schedule based on the academic scheduled prepared by the parent university so that other activities with the scheduled academic activities can be completed within the time period. The academic matters are discussed regularly in meeting. The principal take initiative in all the academic matters. The HODs take a great role in allotment of classes, courses and other activities of the department. The departmental seminars, group discussions, workshops, internal examinations etc are conducted regularly. Regarding course completion of every department is looked after by the Semester monitoring committee. Students' feedback reports are taken and evaluate the same by the Teaching -Learning and evaluation cell of IQAC of the college. Necessary suggestions and measures are given to the students for their better improvement.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://jhanjihnscollege.edu.in/academic/20.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

2

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

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**1**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**9****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****9**

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

Jhanji Hemnath Sarma College is affiliated to Dibrugarh University and follows the syllabus designed by the said University. The affiliated University develops the syllabus for the various academic programs covering the various aspects of professional ethics, gender, human values and environment sustainability. The various courses which are included in the syllabuses of different subjects covers areas like women entrepreneurship, value education, gender and education, human rights, environment and sociology, environmental economics, environmental geography and many more.

Moreover, the college itself also takes initiatives to deal with the issues in breaking gender stereotypes among the students. Women's

Day, International Girl Child Day all those have been observed, Human Rights Day, Constitution Day, Teacher's Day are observed to inculcate values ethics and to enhance practice of good citizenship. To Mark World Environment Day, the college takes various steps like plantation, organise various competitions related to environment awareness among the students. International Day of Yoga is also observed in the college every year to inculcate values of mental and physical well-being of students and faculty members as well as various stakeholders of the college.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

0

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)	No File Uploaded

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

58

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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)	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://jhanjihnscollege.edu.in/feedback_analysis/12.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

700

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

486

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The teachers of each department evaluate the learning levels of the students based on the marks obtained in their past examination. The teachers review the results of internal examinations and analyse the participation in classroom activities of the students regularly. The advanced learners and slow learners are chalked out in each subject and discuss the matters to take necessary measures for their improvement. Generally, the students are differing from one another in terms of cognitive development and therefore the capacity to grasp domain knowledge are bound to differ. However, the teachers make a close observation of their learning styles.

The advanced learners are generally identified on the basis of active participation in the class, participation in seminars, group discussions etc. They are guided by the teacher and the concerned mentor to follow necessary reference books and up-to-date information from various sources like journals, newspapers, internet etc.

Special care has been taken for the slow learners through extra and remedial classes. They are encouraged to increase their writing practice and regular use of library. Comprehensive study materials prepared by the teachers are also provided. They are encouraged to

take the opportunities of peer tutoring by high achiever classmates.

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
486	32

File Description	Documents
Any additional information	No File Uploaded

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 academic environment of Jhanji Hemnath Sarma College exercises various student centric methods for holistic development of students. Teachers make the classes as interactive as possible through real life situations as well as through visual representations. Students are encouraged through innovative thoughts and novel interpretations. Audio-Visual methodology, Language Lab, Online Platforms like Google Classroom, Microsoft Teams, Field Work and Projects etc are some of the means used by teachers to provide experiential and participative learning.

- Team/group work is assigned to the students in connection with co-curricular and extra-curricular activities.
- Debate and Discussions are organised in order to develop communication skill as well as research skills among students.
- Students are engaged in community development programmes so that students become aware about the society for solving real life situations.
- The college authority motivates students to take part in various Competitions and Events in order to build confidence and character in the community.

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

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

The college has always been focusing on ICT tools for the teaching-learning as well for allied activities. The teachers are always encouraged by the authority to prepare for Audio-Visual classes and Visual representations so that students find the process interesting. ICT-enabled classes, seminar halls, computer labs have been installed and established in the college in order to execute the process.

The teachers use to prepare PPT for the classes and deliver the lecture in order to make interesting. Practical Classes are arranged in the computer labs for accounting practices and e-filing of income tax among the students so that they can learn and excel in their academics as well as in making earnings.

The Covid19 pandemic has brought tremendous change in the teaching-learning process. Despite the fact that students and teachers cannot be assembled in the classrooms, teachers have given their best of efforts to take their classes through online platforms. Students are shared with facts and materials in an interesting manner to make the learning process effective. Teachers of the college developed few e-contents for the students' community which were released on YouTube.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

32

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

32

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

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

11

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)	View File

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

2.4.3.1 - Total experience of full-time teachers

605

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

2.5 - Evaluation Process and Reforms

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

As the college is affiliated to prestigious Dibrugarh University, the college follows the guidelines prepared by the University for examinations and evaluation. An academic calendar for the general degree colleges is regularly prepared by the affiliating University and Jhanji Hemnath Sarma College follows the calendar. Following the calendar, notification for sessional examination is issued by Vice Principal for which question papers are set by respective departments of the college and accordingly the sessional examination is conducted. Seminars, Group Discussions are organised as part of internal examinations in order to develop presentation and oratory skills. Obtained marks of the students in internal assessments, seminars, group discussions are notified in the notice board of the respective departments. The records of internal assessment, students' attendance sheet, question papers, answer scripts are recorded in the department and all are preserved by the Head of the Departments. Students and their parents are allowed to check students' progress and performance. Students' feedback is collected and preserved in the department. Every department follows the following activity in this respect:-

- 1) Academic Counselling is conducted.
- 2) Remedial classes are arranged (if required)
- 3) Students and parents' meet is organised.
- 4) Students' performance review meeting is convened.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

Jhanji Hemnath Sarma College follows certain mechanisms in respect of internal examinations

- 1) Every department displays obtained marks of the students in the respective departmental notice boards.
- 2) Students' are allowed to go through their answer scripts evaluated by the teachers.
- 3) Students' are always encouraged to be friendly with the teachers in their department so that they can easily approach their respective teacher of the department if there is any grievance on their part.
- 4) If a student lodges any grievance, the answer script of the student are revaluated by the same teacher in consultation with the students along with other faculty members of the respective department.
- 5) Review meeting on the performance of the students is organised in departmental level (if required).
- 6) Parents' meet is also organised where both students and their parents get a platform to interact with the teacher.
- 7) Individual feedback system is carried out in the department.
- 8) Academic counselling based on the progression of the students is also provided by the respective departments.

File Description	Documents
Any additional information	No File Uploaded
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.

Programme and course outcomes offered by the institution is treated as a key objective. The college displays the outcomes of all programmes provided by the college in its website. This objective is

always given strength and is expected to be achieved by the students at the end/ completion of a course or programme.

The programme and course outcomes are nothing but the pre-defined goals. These goals are expected to be fulfilled by the students. Jhanji hemnath Sarma College offers various programmes and courses and the specific outcomes of such programmes or course are stated in the respective syllabus and uploaded in the college website. Before introducing any new course or programme, a general discussion held and communication is carried out with both teachers and students. An Academic Committee is formed and the members of the committee generally sit together to discuss the proposed programme or course.

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

It has already mentioned that Jhanji Hemnath Sarma College is affiliated to dibrugarh University and therefore it follows the guidelines of the said university. the college follows academic guidelines of the University in respect of conducting examination and evaluation system. All activites related to examination follow the criteria prescribed the affiliatingUniversity. Conducting examination is a part of the process of evaluation and hence internal and end semester examinations are conducted as per the schedule of the affiliating University. All departments of the college conduct two internal examinations and in this regard , the academic calendar is beingfollowed. The departments of the College prepare internal assessment sheet against each and every department and the same is submitted to the University through the online system of the affiliating university before end semester examination. The end semester examination is schedule by the affiliating University and Jhanji Hemnath Sarma College makes physical arrangements for conducting the examination in the college campus. college collects the question papers, answerscripts from the University in order to complete the examination and the answer scripts are submitted to the Examination Zones which are being set by the university for evaluation. The college is responsible for the internal assessment and for this purpose every department follows

the following process for giving marks against every individual student of the college:-

SL No Particulars Marks
 1 Students Performance in 1st Sessional Examination 5
 2 Students Performance in 2nd Sessional Examination 5
 3 Attendance during the session 5
 4 Seminar Paper presentation/ Group Discussion (Topic related to the course/syllabus) 5

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

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

128

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	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)

https://jhanjihnscollege.edu.in/feedback_analysis.php?r=12

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

0

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**

1

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

3.2 - Research Publications and Awards

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

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

23

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

15

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The college took different initiatives in local areas with the participation of students and college staff for the holistic development of the students. The NSS unit of the college took the

initiative of plantation programme in the Aranyam Khetra a reserve forest in the district in connection to national workshop closing ceremony where all the participants and students of the workshop took part in the programme. The college also take initiative to organized international Women's' day, Republic Day, World Environment Day for developing moral and patriotic values among students. Despite of Corona Virus the college took initiative for observation of International Yoga Day in virtual platform among students for mental and health development.

File Description	Documents
Paste link for additional information	https://jhanjihnscollege.edu.in/all_nss.php
Upload any additional information	View File

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

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

0

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

7

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)	View File

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

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

364

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)	View File

3.4 - Collaboration

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

3

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

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

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

To ensure quality in higher education, quality infrastructure i.e. physical, academic and support facilities, learning resources and IT based technologies is the most essential aspect for the institution/ college. Quality teaching learning mostly depends on the adequate infrastructure, physical facilities and well equipped technologies in the teaching learning process. In order to enhance the quality of institutional values, a congenial and comfortable environment is another aspect of the teaching learning process. The college has been providing the following physical facilities in teaching learning process-

SL No Facilities Number 1 Classrooms 26 2 No of Laboratories

02

Educational/ Psychological Laboratory- 1

Geographical Laboratory-1

3 No of Computers

Computer Laboratory-1

Computer & E-resources Centre- 1

Total 65 Computers

4 Seminar Hall 3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://jhanjihnscollege.edu.in/agar_file/11.pdf

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

The College has a well equipped and spacious auditorium which is being used by the students and the staff for various cultural activities. Moreover, another open stage has been set up where different cultural activities are carried out from time to time. The college has a museum for the preservation and reflection of the cultural heritage and identity of the society. The college provides different indoor and outdoor sports facilities to the students. Moreover, the college facilities a mini gymnasium for the students and the staff. Every year the International Yoga Day is observed in the college with the initiative of NSS Wing of the college. Regular practice of Yoga is carried out by the students under proper instruction to ensure their physical, mental and spiritual well being. During the covid pandemic, an online essay competition in both Assamese and English Languages was organised by the college authority to mould good mental health and nourishing environment among the students. Apart from that an online workshop on Recitation, Speech and Debating was organised for holistic development of students throughout the State.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://jhanjihnscollege.edu.in/agar_file/12.pdf

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**3**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://jhanjihnscollege.edu.in/aqar_file/13.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****3.7**

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)	View File

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

The library is automated with SOUL 2.0 integrated library management software (ILMS) developed by the INFLIBNET centre. The SOUL 2.0 database is constantly updated so as to automate the library activities like circulation, cataloguing, OPAC, barcoding, etc.

Moreover, the process for setting up an institutional repository cum digital library has been initiated with the installation of the DSpace digital library software.

File Description	Documents
Upload any additional information	View File
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	C. Any 2 of the above
--	------------------------------

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)
0.25276

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)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
4.2.4.1 - Number of teachers and students using library per day over last one year
26

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institution has been putting efforts on acquiring, maintaining and managing IT infrastructure from time to time. The IT components are purchased from local firms for upgradation and efficient functioning of the system. Service personnel are requested to visit the organisation to maintain the facilities and to keep up-to-date software as and when required.

At present, the college has 65 computers with a computer lab with online UPS system for academic purposes. In order to keep the computers malware free, anti-virus is installed and updated from time to time.

The IQAC and College Office have their own IT facilities with up-to-date computers with upgraded facilities including online UPS system. IQAC is taking initiative to transform the manual records into digital system.

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

4.3.2 - Number of Computers

65

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the

A. ? 50MBPS

Institution	
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)	
14.33	
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)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>The College has adopted suitable mechanisms and procedures for maintaining and utilizing physical, academic and support facilities in order to upgrade the institutional values and for ensuring the development of quality human resources.</p> <p>The college library seeks the requisition from the HODs of every academic department before the acquisition of library resources so as to fulfill the requirements of the students. For smooth functioning of the library activities, the college has a library monitoring committee which is constituted by the college authority with due approval of the Governing body of the college. During the pandemic period, the library facilitated the academic community with all possible e-resources so as to supplement the effective teaching learning process.</p>	

The smooth functioning of the laboratories of the institution is ensured through proper coordination between the specific academic departments and the college authority.

To ensure a healthy sporting environment, the college provides different sports equipments for both indoor and outdoor games. Moreover, the college makes due arrangements for coaches and trainers for the students whenever required.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://jhanjihnscollege.edu.in/pdf/PROCEDURE%20AND%20POLICIES%20OF%20THE%20COLLEGE.pdf

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

87

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)	View File

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

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

9

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)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	
C. 2 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)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
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	
C. Any 2 of the above	

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

19

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	View File

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

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

1

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

5.3 - Student Participation and Activities

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

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

0

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

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

The Students Union is the representative body of the students that provides them an opportunity to develop their leadership skills. This body very actively participates and coordinates in organising all co-curricular and extra-curricular activities as per guidance of the teachers and college authority . The union plays the soul communication between the authority and the students in solving problems faced by the students. It also helps to develop an academic atmosphere inside the college campus maintaining discipline and cleanliness. The annual cultural and game sports activities are organised by the Students' Union. Besides, various other awareness programmes, seminars and workshops are organised among students with the active participation and co-operation of the Students' union. The Students Union is constituted with the following portfolios : President ,General Secretary,Assistant General Secretary,Cultural Secretary,Games Sports Secretary, Magazine Secretary,Debating Secretary, Literature Secretary,Social Service Secretary,Boys' Common Room Secretary, Girls' Common Room Secretary. This union works as per guidance of the Principal and Teacher Advisors or ensuring the general welfare of the students in academic and non-academic fields. Students actively participate in the activities of :- NSS,NCC ,Grievance Redressal Cell,Students' Union Election Committee,Annual Magazine Committee,Anti-Ragging Committee,Alumini Association

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

3

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

5.4 - Alumni Engagement

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

On 18th May, 2013, an alumni association has been formed with following Executive Members

- President Sri. Kukhram Baruah
- Working President Md. Abdul Azim
- Secretary Mr. Bidyadhar Boruah
- Joint Assistant Secretary- Abyartha Jyoti Gogoi and Debananda Kalita
- Office Secretary- Debajit Neog

Since its establishment, the committee has been taking various initiatives for the growth and upliftment of the institutuion. As a part of this, the association contributed in various ways and means such as:

- Publication of Books during Golden Jublee "Chintashilpa" [Sept, 2014] ISBN- 978-93-83308-29-3
- Furniture to College Canteen on the occasion of Golden Jubilee 2013-14
- Publication of Books "Purbantaror Kathakota" in the year Dec, 2021
- Publication of Books "Kabitar Kuhi Patot Shirtir Plabon" in the year Dec, 2021

Though the alumni association of the college is not registered, yet the association is working in a positive and active manner in every aspect of the college and giving support to the administration of the institution. The association takes initiative to organise

"Alumni Meet" frequently so that the former students can visit the institution and give suggestions and feedback for the positive growth of the college.

An initiative has been taken by the present executive committee to register the association and it will be completed shortly.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

As a pioneer higher educational institution, Jhanji Hemnath Sarma College has been providing quality education to the students irrespective of different class of the locality. In order to achieve this, the college organises various student centric programmes like seminar, workshop, career oriented awareness programmes etc for the overall academic and co-curricular development.

- Considering the current CBCS programme introduced by the University, college takes initiative to make the students familiar to the courses through organising awareness and induction programme.
- Research Cell of the college takes initiatives to enhance the research based activities for both teachers and students of the college. The college authority provides financial assistance and support facilities for pursuing research projects.
- As a measure of eco-friendly environment, plantation and campus cleaning programmes are organised by NSS Unit of the college. Installation of Solar System, rain water harvesting,

plastic free campus are maintained by the college.

- College provides ICT enable classroom facilities, Language Research Cell and new classrooms in order to fulfill current situational demand.

File Description	Documents
Paste link for additional information	Nil
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.

The institutional practices such as administrative and academic activities of Jhanji Hemnath Sarma College are conducted under participative and decentralised procedure. Decision to perform major activities are finalised as per approval of Governing body of the college, Different sub-committees are formed to conduct various academic and non-academic activities of the college. Curriculum related academic activities are conducted as per the decision of the Academic Sub Committee which is composed with Principal, Vice Principal, IQAC Coordinator and Heads of all the departments. As an Academic Head, the Vice Principal of the College is entrusted the responsibility to supervise the activities as per daily class schedule. As per the guidelines of RUSA, a co-ordinator is nominated from the teaching faculty of the college. Besides a few sub-committees such as Purchase Committee, Construction Committee are formed to execute and supervise the construction related activities of the college.

Purchase of Books, journals, e-journals etc for College Library and maintenance of services provided to the students are decided as per decision of Library Committee, which consists of Principal, Vice Principal, IQAC Coordinator, Librarian and few faculty members of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

For smooth functioning the academic activities of the college, the college prepares an academic calendar of its own adjacent to the calendar of Dibrugarh University. The College has no autonomy power, hence follows the curriculum designed by Dibrugarh University. Examinations and evaluations process of end semester and sessional examinations are done smoothly as per the program and calendar prepared by Dibrugarh University.

The teachers and the students are the community of the college. The teachers are engaged in research based activities in addition to teaching the students. Both the teachers and the students often visit the library where books and journals are arranged in systematic order on shelves.

Regarding appointment of teachers and other employees against vacant posts, the UGC rules and Govt. strategies are strictly followed.

Regarding new admission to students, an Admission Committee is formed every year. An induction program is organized for the newly admitted students before the commencement of regular classes.

The college has signed MoU with the neighboring colleges and other organizations too for the growth and academic development of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://jhanjihnscollege.edu.in/collaboration.php?r=16
Upload any additional information	No File Uploaded

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

As per UGC and State Government rules and guidelines, the college composes a number of sub-committees among the various stakeholders of college including Principal, Vice Principal, IQAC Coordinator, Teaching and Non-teaching staff for effective functioning of academic and administrative activities of the college.

- The Vice Principal is empowered as Academic Head of the college and he takes all academic responsibilities.
- An Examination Centre Committee is formed with the Principal, Vice Principal, members from Teaching and non-teaching staff, guardians, local Police Station, Post Office, Hospitals and nearby educational institutions.
- The Departmental activities are conducted by the faculty members in consultation with the Heads of each concerning departments.
- The Students' Council called Students Union is formed every year by a democratic election. The college authority nominates one faculty member as Advisor for each portfolio of Students Union Body for smooth functioning of the union.
- Administrative activities of the college are executed by the Principal as per the approval of the Governing Body. A few sub-committees such as Construction Committee, Purchase Committee, Infrastructure Committee etc are involved to take final decision for execution in concerning field of operation.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://jhanjihnscollege.edu.in/pdf/Organisation%20Structure.pdf
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
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

The College provides a number of welfare measures and support facilities to the teaching and non-teaching staff of the college. Some of them are as follows:-

1. Separate Departmental Room for each department.
2. IQAC Chamber
3. Staff Common Room with toilet facilities.
4. An Employees co-operative society for both Teaching and non-teaching staff.
5. Canteen Facilities inside the college campus.
6. A common Auditorium, Seminar Hall and Digital Classroom to organise Academic, Cultural and other programmes both in offline and blended mood.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

3

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

21

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

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

The institution follows Performance Based Appraisal System (PBAS) proforma for promotion of faculty members to various academic level under Career Advancement Scheme (CAS) as provided by University Grants Commission and Higher Education Department, Government of

Assam from time to time.

The IQAC of the college maintains the detailed record of academic activities and achievements of the faculty members in prescribe format. All the faculty members have to furnish the following information annually to IQAC:-

1. Research Paper publications;
2. Participation in Workshop;
3. Paper presentation in seminar, conference, symposium;
4. Involvement in extra-curricular activities;
5. Involvement in corporate life, social life etc.

All these information are considered and monitored by IQAC and Departmental Promotion Committee (DPC) at time of promotion of the concerned faculty members.

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

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

A few internal funds of the college is audited by Internal Auditor appointed by the Principal through the approval of the Governing Body of the college. Generally, the Examination Centre Fund, Grants for Seminars and Workshops, Funds provided by University for conducting End Semester examination Zone, Employees' Co-operative Fund are audited by the Internal Auditor. All other remaining funds and grants received by the college from Government and other agencies including the above are audited by External Auditor (Local audit of State Government and Chartered Accountant) subject to the requirement by granting authority.

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)**

0

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

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

The college takes initiative for optimal utilisation of different external and internal funds. RUSA Monitoring Committee, Purchase Committee and Construction Committee are formed by the college to ensure proper utilisation of funds as per guidelines of granting authority. The college generates internal funds from the production of Tea and Agar plantations in the land area of the college. As the state government provides subsidy for the admission of BPL students, a few experienced teachers are nominated/appointed to verify the admissibility for receiving the assistance. The surplus amount generated from Examination Centre Fund is utilised on need based requirements of furniture, materials and equipment as per approval of Exam Centre Committee as well as Governing Body of the college. Besides, a few faculty members and well-wishers of the college provide awards with monetary assistance to the meritorious students and highest scorers in few subjects in the final and end-semester examinations.

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

Internal Quality Assurance Cell (IQAC) of the college plays an important role for quality assurance and to maintain overall academic atmosphere of the college. It chalks out strategies to organise and perform different activities and programmes in academic, non-academic and community related aspects. It also suggests different cells, units and sub-committees to engage themselves in their concerning area of operations so as to fulfil the vision, mission and objectives of the institution. As a quality initiative, the IQAC encourages the faculty members to conduct students mentoring and feedback mechanism minutely so as to find out the weaknesses of the students and meet their choice base demands. The faculty members also asked to participate in various faculty development programmes and ICT enabled practices to improve their qualitative aspects. Regular initiative has been taken by IQAC to participate in All India Survey of Higher Education (AISHE) so as to enable the institution to acquire national standard of Higher Education.

As an affiliated institution under Rashtriya Uchchatar Shiksha Abhiyan (RUSA), the IQAC of the college provides guidance and support in construction related activities involving with RUSA sub-committee.

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

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 college prepares Academic Calendar separately for smooth functioning of teaching learning and evaluation process. All matters of teaching, learning and evaluation are discussed in the meeting of academic Committee of the college regularly. Vice Principal, i.e. the academic Head, of the college with two experienced faculty members prepare the daily class routine as per the academic schedule. Heads of the Departments (HoDs) take initiative for class allotment to the teachers in their respective departments. IQAC with semester monitoring Committee look after the matter of conducting internal examination, seminar, group discussion etc of each department. IQAC makes it confirm that the results of internal and

semester examinations are analysed regularly and took necessary remedial measures. IQAC also suggests to use ICT tools and methodologies in their teaching learning process. It also asks the teachers to give proper guidance with relevant books, journals and using proper use of library facilities.

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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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

To promote gender equity the institution initiated some specific measures regarding safety and security, counseling, and awareness among students.

1. The institution installed CCTV cameras in some particular

places, like, campus, classrooms, hostel, etc.

2. Some committees like Anti-ragging committee, Grievance and Redressal cell, and Women cell are working effectively as per guidelines of UGC.
3. In the girls' hostel of the college a resident lady warden is appointed who takes the responsibilities of the girls' residing in the hostel. Moreover, one matron is also engaged to monitor different problems of girl's students.
4. The college has celebrated International Women's Day on 8th March every year. This year the college organized various literary and cultural competitions among students to make them aware regarding gender discriminations and to empower them culturally and socially.
5. In each year on 28th May the college organize seminar, special talks for girl students on the occasion of Menstrual Hygiene Awareness Day to highlight the importance of menstrual hygiene and to change the stigma associated with menstruation.

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	https://jhanjihnscollege.edu.in/agar_file/20.pdf

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

C. Any 2 of the above

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

Waste production is a normal phenomenon, but it is very difficult to manage waste in natural condition. The characteristic features of the waste are different and the component of waste are varying such as- some of them are plastic based, non-plastic, wooden and iron based. Moreover, in laboratories liquid and gaseous wastes are also produced. Therefore, management of waste can be categorized in three parts- Solid waste, liquid waste and gas. Significantly amongst the solid waste, computer related e-garbage is more effective in the institutional environment. Therefore, their management is also difficult in the stated condition. Generally, the plastics having recycling quality are sold to vendors in the decision of purchase committee. Thermocol and wire and packing plastics are combusted by using a specific scientific method as they have no recycling quality. Moreover, the college adopts a green campus solution and therefore awareness programmes are organized among the students.

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	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles

D. Any 1 of the above

2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	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	C. Any 2 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	View File
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	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	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).

The National Cadet Corps (NCC) unit of the college takes an initiative to organize a camp of National Cadet Corps (NCC) in the college in the month of February, where the students learn the values of character, discipline and hard work.

A seven-day national workshop on 'National Education Policy 2021 and Gandhian Educational Philosophy' was organized from 25th February to 3rd March 2021 among the faculty members.

On the occasion of Azadi Ka Amrit Mahotsav the college organized symposia on 'The preamble of Indian constitution' on 17/03/2021. An election awareness programme was also organized to make the students aware regarding their duties and responsibilities as a citizen of the country.

The World environment Day was observed by the college on 5th June, 2021 and to make students aware online speech competition was organized on environmental issues. An online workshop for students was also organized in the month of June to enhance student's efficiency in recitation speech and debating.

To make students aware about education economy and social system of western society and our society an online awareness programme was organized during pandemic period.

On 15th August the college celebrated Independence Day and on 2nd October remembered Gandhiji on his birthday. Republic day was also observed by the college on 26th of January.

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

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

1. The college has organized seven-day National workshop on, 'National Education Policy 2021 and Gandhian Educational Philosophy' from 25th February to 3rd March 2021.

2. On the occasion of Azadi Ka Amrit Mahotsav the college organized symposia on 'The preamble of Indian constitution' on 17/03/2021.

3. A voters awareness programme was conducted to make the students aware regarding their duties and responsibilities as a citizen of the country. The programme was organized by the district administration of Sivasagar.

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

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

The College Authority along with IQAC and various Cells of the college organised and celebrated the following:-

1. Independence Day on 15/08/2020
2. International Woman's Day on 08/03/2021
3. World Environment Day on 05/06/2021
4. Republic Day on 26/01/2021
5. International Yoga Day on 21/06/2021
6. National Workshop on 'National Education Policy 2021 and Gandhian Educational Philosophy' from 25th February to 3rd March 2021

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

7.2 - Best Practices

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

Best Practice 1. Lesson Plan

Goal: To motivate students for their study the teachers prepared lesson plans of their respective subjects.

Context: A lesson plan helps a teacher to ensure about the goals of a lesson that he is going to teach. It serves as a guide that a teacher uses every day to determine what the students will learn.

The Practice: The Institutional Values and Best Practices cells of the college organized workshops on lesson plans time to time. Prominent resource persons were invited to give talk on preparation of lesson plans.

Best Practice 2: Online Awareness Programme

Goal: To make students aware regarding the protection of environment degradation and to introduce with social system of western countries.

Context: Students during covid period could not take their classes physically. In addition to the online classes, students are also made busy to aware the environmental protection and the western social system through the online awareness programmes.

The Practice: The online awareness programmes are organized in the college time to time. Prominent resource persons from universities and college are invited to speak about environmental protection and social system especially for the students.

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

7.3 - Institutional Distinctiveness

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

Jhanji Hemnath Sarma College is one of the premier centres of Higher Education situated in Sivasagar district of Assam. The college has been imparting quality education to the students since its establishment on 25th July, 1964. Many students from different corners of various communities come to this college to take higher education. Among these students now-a-days students from tea-garden communities are also coming to take higher education. The people belonging to the tea tribe communities are economically quite

backward and literacy level is extremely low. Though government has taken some initiatives for improving their condition, but all people are not aware. But since the last five years, a lot of students from tea-tribe community come to this college like swarms of flies. They come from different distance remote and tea-garden areas. Some Social welfare organization from their community are coming forward to help these students in their learning. It is observed that the organizations help the students in transport communication to come and going back from the college. This activity of the organizations and the student's intention to learn coming to this favored the college authority to give more priority to them. These students are motivated to learn and go forward by arranging some awareness meetings and programmes.

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

The IQAC of the college in consultation with all the stakeholders of the college:-

- a) A proposal to be sent to the Sports Board of Dibrugarh University for the purpose of holding Inter College Volleyball Competition 2021 in the college.
- b) To go for understandings with various Academic and Non-Academic Institution/Organisation in order to work together in the field of Environment, Yoga and Socio-cultural aspects.
- c) Proposed to publish research oriented books and journals to contribute to the existing body of knowledge.
- d) To Organise career counselling programmes.
- e) A proposal has been taken for introduction of various self-financing certificate courses.
- f) proposed to establish a Teaching Learning Centre for the college to organise various academic activities for the stakeholders.