YEARLY STATUS REPORT - 2021-2022

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	Near NH37, Jamuguri, Jhanji
• City/Town	Sibsagar
• State/UT	Assam
• Pin Code	785683
2.Institutional status	
• Affiliated / Constitution Colleges	
• 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%202020-21.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/21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**68.40**	**2004**	**08/01/2004**	**07/01/2009**
Cycle 2	**B**	**2.5**	**2016**	**19/02/2016**	**18/02/2021**

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
NIL	**NIL**	**NIL**	**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	8	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• 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	
• If yes, mention the amount		

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

1) Academic Audit of the College Dated 8th June 2022 2) Weeklong Blended Faculty Development Programme on "Effective Teaching in Blended Learning Era" on 9th to 15th June 2022 3) Online Workshop on "Preparation for Competitive Examination" on 15th December 2021 4) NRL Sponsored One Day Workshop titled "Entrepreneurship Development" Dated 5th March, 2022 5) Online Seminar Programme on "Career Counselling and Development" dated 30th April 2022

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
Academic Audit	Conducted Academic Audit to emphasize on continuous improvement of quality in academics.
Student Centric Programmes	Workshops, Online Seminars, Sports activities have been conducted for personality development of students
Community Related Programmes	NSS, NCC, Women Cell along with other Wings conducted programmes in nearby areas to bridge the college with the Community. More than 15 Programmes Conducted.
Faculty Development Programme and Workshop	Faculty Development Programme outcomes were keeping faculty abreast with the latest in academics, conducive learning environment through team building, Providing an avenue for improvement. Two FDP were conducted.
Promotion of Universal Values and beliefs in Campus	Activities like Yoga, Special Lecture Programmes, International Mother Language Day etc were conducted for holistic development of Students, Teachers and stakeholders
Research and Development	Faculty and students are encouraged to engage in research activities for contribution to the existing body of knowledge. Scholarships are provided to the faculty members and students. A Peer Reviewed Journal is published annually.

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
2020-21	25/02/2022

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 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 a 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 Rajiv 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. To develop writing skill in local language and other regional languages all the Departments of College publish wall magazine and other magazine by the students. The college has also formed a language Research Cell for guiding students to write Research paper. Some departments 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 taught as core subject in the college in UG programme since the establishment time. Sanskrit mantra is also chanted among the students in the prayer time. Department of Sanskrit 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 the student community, whereas the subject sociology is taken by the students reflects the socio-culture setup of Indian society. Teaching these courses through online mode during COVID pandemic was offered smoothly by the college. Infrastructure is available in the college to offer these courses through online mode when need arises.

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:

Jhanji Hemnath Sarma College has been offering UG and PG Courses in ODL (Open Distance Learning) mode. Two Study Centres for distance education under Dibrugarh University Open and Distance Learning and Krishna Kanta Handique State Open University have been offering the courses for the students of any age by providing self-learning materials, learning e-resources etc. During the pandemic period, an academic environment combining both offline and online system has been developed in the college which can be helpful for achieving the goal of NEP 2020. The college has been taking initiatives for development of e-learning resources through which students can learn from their homes. The faculty members have been developing videos, presentations and materials for creation of a Digital Library.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	5

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	496

File Description	Documents
Data Template	View File

2.2	133

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	**77**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**34**
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	**31**
Total number of Classrooms and Seminar halls	

4.2	**34.98**
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	**85**
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 is functioning under the affiliation of Dibrugarh University. The curriculum is prepared and planned by the affiliating University. The University through its academic calendar prepares and set the tentative dates, time and duration for delivery and implementation of the curriculum. Therefore, the college enjoys limited autonomy concerning the implementation of the curriculum. Curriculum implementation includes lectures, practical classes, group discussions, seminars etc. The academic committee of the college prepares the class routine and schedule of internal examination. The departments of the college systematically documented the activities of curriculum delivery such as displaying of class routine, schedule for sessional examination, records of marks of sessional examination, absentee list etc. Apart from the department, the college itself also centrally maintains the record of mark sheets of the students and routine of examinations.

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)

The academic session of the college begins with form fill up (online and offline) The admission process is started with the inaugural address of the principal. The Career Counselling Cell of the college provides a career counselling session in order to familiarize the newly admitted students with the courses offered by the college. The new academic session of the college and classes is started by following the academic calendar of the affiliating university i.e., Dibrugarh University. The class routine is displayed in department notice board in specific and in college notice board in general. The first sessional examination for the odd semester has been conducted on time. The second sessional examination of undergraduate courses and terminal examination of H.S. classes were also conducted as per the university academic calendar. The marks of the internal examination were displayed in the departmental notice board. All the departments of the college evaluated assignments, as it is a part of the continuous evaluation process. Seminars and group discussion

were also organized on time. The end semester examinations were conducted as per the schedule set by the university.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://jhanjihnscollege.edu.in/academic/21.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	**A. All of the above**

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

1.2 - Academic Flexibility

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

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

2

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

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

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

2

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

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

55

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

55

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

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

4

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

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

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	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://jhanjihnscollege.edu.in/all_feedback_analysis.php

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

390

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

54

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

Each department regularly assesses the learning levels of the students and organizes special programmes for advanced and slow learners. The students differ from one another in terms of cognitive development and therefore the capacity to grasp domain knowledge is bound to be different. However, the teachers make a close observation of their learning styles. The teachers evaluate the learning levels of the students based on the marks obtained in their past examination, classroom activity, questioning session, class test and performance in the Continuous and Comprehensive Evaluation (CCE). Special care has been taken for the slow learners through extra and remedial classes. The slow learners are communicated with regarding their performance to take necessary measures for their improvement. They are endorsed 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.

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 and resources.

File Description	Documents
Link for additional Information	https://jhanjihnscollege.edu.in/aqar_file/29.pdf
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
496	**32**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Each department of the collegeexercises various student centric methods for holistic development of students rather than teacher centric methods. The departments exercise various student-centric methods such as participatory learning, project and practical work, group discussions and seminars for holistic development of the 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 interpretations.Audio-Visual methodology, Online Platforms like Google Classroom, Microsoft Teams, Field Work and Projects etc are some of the means used to provide experiential and participative learning. Topics or problems are chosen from societal, economic, political, geographical, cultural, health related issues. Departments adopt participative learning for the learner like group discussion, report preparation on the basis of field study, seminar etc. Team/group work is assigned to the students in connection withextra-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. Students are motivated 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	[View File]()
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

Jhanji Hemnath Sarma College has always been focusing on ICT tools for the teaching- learning as well for allied activities. The departments of the college are consistently trying to develop a sound infrastructure for effective teaching-learning process. 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, Digital room 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 .Faculty members use video clippings, shows films relating to their course curriculum to enhance learning process

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 was released on YouTube.

File Description	Documents
Upload any additional information	[View File]()
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	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

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	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

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

542

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 under Dibrugarh University, the college follows the guidelines prepared by the University for Examinations and evaluation. The college prepares an academic calendar based on the academic calendar designed by Dibrugarh University for the General Degree Colleges/Institutes affiliated to/permitted by Dibrugarh University in each of academic session. The institution adheres to this academic calendar for the smooth and timely completion of all activities and events. Following the calendar, notification for the sessional examination is issued by the 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 skills. Obtained marks of the students in internal assessments, seminars, and group discussions are notified on the notice board of the respective departments. The records of internal assessment, students' attendance sheets, question papers, and answer scripts are recorded in the department and all are preserved by the Head of the Departments.

In order to make the mechanism of internal assessment more transparent, internal marks are displayed in the department notices. Internal assessment marks are provided to the University for the declaration of End-Semester results.

File Description	Documents
Any additional information	View File
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 has adopted the following mechanisms to deal with 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 of their department so that they can easily approach their respective teacher if there is any grievance on their part.

4) If a student has any grievance relating to internal examination, the answer scripts 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 the 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.

Academic counseling based on the progression of the students is provided by the respective departments. If the grievances are not solved within the respective departments, the same is referred to the Vice-Principal or the Principal through the Head of the Department.

File Description	Documents
Any additional information	[View File](#)
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.

The college always keeps in mind the vision and mission of the institution. Programme and course outcomes offered by the institution are treated as key objectives. The college displays the outcomes of all programmes provided by the college on 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 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 courses are stated in the respective syllabus and uploaded on the college website. Before introducing any new course or programme, a general discussion is 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	https://jhanjihnscollege.edu.in/pdf/Programme%20Outcome,%20Programme%20Specific%20outcome%20and%20Course%20Outcome.pdf
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.

As the college is affiliated under Dibrugarh University, the college follows the guidelines prepared by the University for Examinations and evaluation. All activities related to the examination follow the criteria prescribed by the affiliating University. Conducting examinations 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. The end-semester examination is scheduled by the affiliating University and Jhanji Hemnath Sarma College makes physical arrangements for conducting the examination on the college campus. The college collects the question papers, and answer scripts from the University in order to complete the examination and the answer scripts are submitted to the Examination Zones which are set by the University for Evaluation. The college is responsible for the internal assessment and the criterion of distribution of 20% marks for internal assessment is as

follows:

SL No

Internal assessment Activities

Marks Distribution

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%

TOTAL

20%

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

77

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**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/16.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

.20

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

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

13

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

20

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

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 Institution has been continuously focusing on creating a holistic and noble mindset among the students to develop their leadership quality through participation in various extension activities. NSS and NCC Volunteers are involved in activities to increase Health & Education awareness. The institute serves as a bridge between the local people and the college. It runs a programme named "Maitri Ek Jnan Yatra" among the neighbouring educational institutions to establish a strong relationship with them. These activities sensitise social issues of students and people of adopted villages like Sihkirchuk, Moranchiga, Bailung Gaon etc for their holistic pride. By observing World Environment Day to signing up an MOU with Aranyam Kshetram, Geleki organisations agree to promote environmental awareness among the people. It has been organising plantation programmes with the help of the Aranyam Kshetra. It serves as a helpful centre for the local people through activities like 'Health and Hygiene', Covid Vaccination Camp, Cleanliness programme, Blood Grouping Camp, Awareness camp on Yoga etc. Under Unnat Bharat Abhiyan, sanitation facilities have been installed by the institute at the adopted villages.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
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

21

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

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

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

916

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

3.4 - Collaboration

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

51

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.

One of the key factors to ensure quality in Higher Education is the quality infrastructure. Jhanji Hemnath Sarma College has well defined infrastructure facilities for academic excellence. Established in 1964, the old buildings of the college have been replaced with new RCC buildings with the funds received from different schemes and agencies. The college has now 33 classrooms including1 seminar hall, 1 conference Hall, 1 auditorium hall, 3 computer labs, 8 ICT classrooms, 1 digital classroom with video conferencing facility, 10 departmental rooms, 1 canteen and1 museum. There are four study centers viz. DODL, KKHSOU, Gandhi Study centre and Sankardev Study centre. Many classrooms of the college are pleasant with good painting and modern facilities. The new classrooms have good ventilation along with facilities like fans, lights, benches, desks, chairs and blackboards. The classrooms having ICT facilities have the significant role in improving the quality of education. Every department of the college is well equipped with the best position of teaching faculty and departmental books. Every department has its own classroom for taking honors class. For practical classes there are also the laboratory rooms which are well equipped.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

The Auditorium Hall of the college is used for cultural activities and other programmes. Moreover, there is an open stage attached to the auditorium hall, is also used for cultural and other activities for the students.

The college provides sports facilities for the students. In the Indoor stadium which is under construction, the events like badminton, chess, carom etc. are played. The outdoor events like football, Kabaddi, Volleyball, Tug of War, Cricket and the athletic events are played in the public playground which is attached to the college boundary. The interested students are trained by the experts from time to time to participate in the Inter-college tournament and

the national games also.

There is a gymnasium where new quality fitness equipments are available for the students and the teachers as well. The students and some teachers regularly take their physical training from the expert.

The college observes International Yoga day every year on 21st June. Moreover, there is a certificate course of Yoga available for students. After completion of the course, students are awarded certificates. Regular practice of Yoga is also carried out by the students and teachers with proper instruction to ensure physical, mental and spiritual well being.

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

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

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://jhanjihnscollege.edu.in/aqar_file/31.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)

7.15

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

Lalit Chandra Rajkhowa Memorial Library (Central Library) of Jhanji Hemnath Sarma College occupies a prominent position and is a vital part of the institute. It was established right from the inception of the college with an aim of having an interrelated relationship between college education and the college library. The library is the heart of every educational institution and will represent the culture and activity of that educational institution and measure up the standards for the same. Hence, it naturally becomes a matter of concern and responsibility of the library to collect, preserve; organize different kinds of reading materials for profound use by the readers of an educational institution.

The College library has a rich collection of books, periodicals, newspapers, e-resources, and other non-book materials to cater to the information needs of the academic community of the institution. Apart from the print resources, the library facilitates access to e-resources for the users through an annual subscription to National Library and Information Services Infrastructure for scholarly content (N-LIST). Moreover, students are encouraged to make optimum use of the e-resources available through platforms like the National Digital Library of India (NDLI), SWAYAM, Shodh Ganga, youtube channels of UGC-CEC, Vidya-Mitra, NPTEL, IGNOUSOSS, etc. The library is automated with the SOUL 2.0 software developed by the INFLIBNET center.

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 | **A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

2.1231

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

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

4.2.4.1 - Number of teachers and students using library per day over last one year

30

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

Due to increase in strength of students studying in Photoshop, web-designed, frequent changes in the curriculum and rapid development in the field of IT sector, the college has also enhanced the IT facilities with Wi-Fi. At present, there are 85 computers in the college. For maintenance of the computers and other IT facilities, the college has an attendant who manages the networking and troublesome of computer systems and other accessories.

The IT facilities of the college includes computers, laptops, printers, scanners, projectors, Interactive teaching box, pen drives, Android mobile phones for capturing photos, make videos etc. During COVID-19 period without interruption of regular classes, students were monitored and involved through online classes using different platforms viz. Microsoft Teams, Google classroom, WhatsApp, Google Meet etc. Moreover, the college tries to improve the slow learners and the intended students through digital learning in the digital classroom. In addition to this, NSDC provides three months computer skill to all the students of the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

85

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the

B. 30 - 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)

13.95

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

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

The College provides facilities like library, laboratory, sports, computer, and digital classroom to the students. The students can enjoy reading books like novels, short stories, reference books, journals etc. sitting in the reading rooms of the library. Even there is a mobile book bank facility for the aged old people of the surrounding of the college. The facilities of the library are maintained by library committee of the college.

Regarding sports, all are maintained by the Sports Board Committee which is approved by the college authority. Moreover, there is a gym, well equipped for the physical fitness of students. The sports events are generally played in the indoor and in the open field which is attached to the college.

There are a total number of 33 classroom and these are maintained these are maintained by the academic coordinator of the college.

Every student has the facility to use computer of the college. At present, there are 85 computer sets in the college. Regarding laboratories for practical classes are maintained by the concerned departments.

File Description	Documents
Upload any additional information	View File
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

73

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

3

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

58

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

58

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All 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	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	View File
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

11

File Description	Documents
Upload supporting data for student/alumni	View File
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

9

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

5.3 - Student Participation and Activities

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

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

8

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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

The Students' Council gives students the chance to grow as leaders by planning and carrying out college events and community service projects. It is the representative body of the students which provides the student's opportunities to develop their skills in various academic, co-curricular, and extra-curricular activities.

The college has a student council made up of students who are excelling academically as well as in various other ways. It handles the activities involving the students with a sense of responsibility. The institute also promotes students' representatives' participation in various decision-making committees including academic and administrative ones. In addition to the aforementioned, the students organize cultural festivals, and sports programs in collaboration with another wing of the college. All the members of the council actively participate in organizing their respective activities.

During the session 2021-22, the students' council organized and participated in the following ways-

1. Held college week

2. Celebration of Saraswati Puja

3. Celebration of Tithi of Sankardev

4. Participated in Inter-College youth festival of D.U. at D.K.D. College, Dergaon

5. Celebration of Independence Day

6. Participated in Inter-college quiz competition in Dikhoumukh College

7. Celebration of Freshmen social and unveiling of college wall magazine.

File Description	Documents
Paste link for additional information	https://jhanjihnscollege.edu.in/all_student_zone.php?r=6
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

6

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

5.4 - Alumni Engagement

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

The college has an alumni association that contributes considerably to the institution's overall growth. The association was established on May 18th, 2013 with the following executive members-

- **President- Dr Anupama Mahanta**

- **Working President- Dr Birinchi Kr Borah**

- **Secretary- Dr Rajiv Gogoi**

- **Office Secretary- Debajit Neog**

- **Treasurer- Mr Indra Das**

The committee has been working on numerous projects to advance the institute ever since it was founded. This association is like a bridge between the alumni and existing students of the college. The association offers a forum for communication between former students, current students, faculty from the institute, and the administration of the institute. With the support of the alumni's active participation, it has made a huge contribution for publishing the following books-

1. Kobitar Kuhipatot Shristir Plabon

2. Porbantaror Kothokota- a collection of short stories

Alumni Association meetings are held regularly where they acknowledge gratitude to the Alma Mater. The contribution of the alumni association is mostly non-financial such as contribution to publication of books or infrastructural development of the college.

The Registration process of the Association was completed on 14/11/2022 and was provided Certificate of Registration of Societies Act XXI of 1860 bearing a registration no as- RS/SIVA/256/G/23 of 2022-2023.

File Description	Documents
Paste link for additional information	https://jhanjihnscollege.edu.in/activites.php?r=80
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

In order to achieve the mission and goals of the college, the following initiatives have been undertaken:-

1. The Internal Quality Assurance Cell takes care of Academic and Administrative policies by preparing and planning in consultation with Governing Body, Principal, Vice Principal and HoDs of the college.
2. The Academic Committee of the college plans all the schedule of academic affairs by following the academic colander of the affiliating University and the college. A transparent policy is followed by the college for internal evaluation of students.
3. The college has appointed Controller of Examinations for smooth conduct of all examinations.
4. For enrichment of teaching learning process, the ICT enabled Virtual Classrooms cum Seminar Halls are used by teachers with quality contents and materials for better understanding and knowledge enhancement.
5. Collaborations have been made with Universities, Colleges and NGOs in order to inculcate professional and entrepreneurial skills among the students and stakeholders.
6. Programmes like Plantation, Health awareness Camp, Yoga, Special talk on Ethics and moral values of students are conducted by the college for holistic development of the College.
7. For promotion of research culture among the teachers and students, a Peer Reviewed journal is published annually. In addition, fund is provided from the research cell of the college to undertake research projects and activities for valuable contribution to the existing body of knowledge.

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

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

For smooth conduct of various institutional practices of the college, different committees and Cells have been formed for both academic, administrative and research related matters.

Academic:

Academic Committee, Examination Committee, Library Committee, Career Counselling Cell have been formed to ensure effective functioning of academic affairs as per Academic Calendar of the college. These Committees have been formed with the representatives of HoDs, Teacher Members, Librarian, Office Staff as holistic approach for quality enhancement and enrichment of academic atmosphere.

Administrative:

Budget Committee, Purchase Committee, Construction Committee, Admission Committee, Anti- Ragging Cell, Grievance Redressal Cell, Campus Development Committee, Disciplinary Action Committee, Sports Committee, Hostel Committee etc have been formed in order to handle different aspects of Management. These committees ensure proper planning, financing and management of administrative plans of the college.

Research:

Language Research Cell and Social Science Research Cell, Publication Cell, Seminar and Workshop Committee have been formed to focus and develop research activities in the college campus among students and teachers. Administration provides funds to the faculty members and students to engage in research activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

With the demand of Dynamic Academic world, the faculty members deliver their lectures using ICT Tools by developing e-contents and videos to the students community in addition to the traditional classes. Teachers have trained to develop MOOCs through professional development programmes in order to create a digital hub for the students community at large. Teachers are encouraged for innovative practices in the teaching learning process for the benefit of the students.

The college has conducted in-semester and end-semester examinations in both online and offline mode through Google Classroom, Google

Form and Microsoft Team as per the guidelines of affiliating University abiding the Academic Calendar. The evaluation process of answer scripts is executed by following the guideline of the affiliating 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.

The college has made six collaborations with different institutions for exchange of human resources providing exposures to stakeholders in different fields such as entrepreneurship, Yoga, distance education, development of forest as green initiative towards community.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://jhanjihnscollege.edu.in/all_collaboration.php
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.

Jhanji Hemnath Sarma College has been established in a systematic way to execute and deliver its duties and responsibilities in an organised manner. A hierarchical set up is established from top management to lower the level visibly demarking the duties, responsibilities, accountability and authorities at every stage.

It has a Governing body to monitor and fulfilment of the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution.

According to the Assam College Employees (Provincialisation) Act 2005, "The appointments of both teaching and non-teaching post in the college shall be made by the Director of Higher Education, Assam on the basis of selection and recommendation of the Governing Body in accordance with the rules and procedure of the Government in

force."

The teaching and non-teaching staff of the college abides by the rules and regulations of the Assam College Employees (Provincialisation) Rules, 2010

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	**B. Any 3 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)	View File

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:-

- **Faculty Members are eligible for Earned leave, maternity leave, child care leave, study leave, medical leave as per the Assam College Employees (Provincialisation) Rules, 2010.**
- **Duty Leave is allowed to Faculty Members for attending orientation, refresher course, research methodology workshop,**

conferences, seminars etc.
- **Day Care Facility is provided to Staff**
- **Deposit and Lending facility is available under Employees Co-operative Society**
- **Gym Facility also for Staff**
- **Faculty Development Programme and Workshops are organised regularly for teaching staff for continuous upgradation of knowledge**
- **Printing Facility for the Staff**
- **Funding Facility for Research Project**
- **Motivation through counselling is also available for staff members to create a healthy working environment. This not only increases the work life balance of the employee it also helps us in increasing the productivity and allows our staff to work effectively with complete satisfaction.**
- **Providing basic health support to staff**
- **Sports facility is provided to staff.**
- **Women Cell to raise awareness among both men and women to use women's strength as a key resource for national development.**
- **Canteen facility**

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

NIL

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

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

23

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 college follows the performance appraisal system laid down by

the UGC and implemented by the DHE, Government of Assam in the form of Performance Based Appraisal System. The performance of each employee is assessed annually after completion of one year of service.

The salient features of the performance appraisal system for teaching staff are as follows:

a) The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS).

b) Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.

c) The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.

d) The faculty members are informed well in advance of their due promotion.

e) The PBAS proforma filled by the Faculty Member is checked and verified by the IQAC Coordinator and Principal.

f) Faculty members whose promotions are due are recommended based on their API score and are required to appear before Departmental Promotion committee.

The non-teaching staff of the college are promoted as per the service rule of Assam State Government which usually takes place on yearly experience. As per rule, there must have vacancy to promote from a junior stage to senior stage.

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

6.4 - Financial Management and Resource Mobilization

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

The institution regularly conducts internal and external financial audits. The Audit is conducted in the following manner:

Internal Audit: An internal auditor is appointed by the college for internal audit of books of accounts of specific funds.

Receipts and Payments of Examination Centre Fund, End Semester Examination Zone Fund, Cooperative Society Fund, Funds of Seminar, Workshop, FDP are examined and verified by the internal auditor.

External Audit: The Chartered Accountant is appointed by the College for conducting the audit.

The college conducts statutory audit covering all financial and accounting activities of the college. This includes scrutiny of the following:

(a) all receipts from fee, grants, contributions, interest earned and returns on investments;

(b) all payments to staff, vendors, contractors, students and other service providers.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

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

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

The institution has a sound policy for generation and mobilisation of funds considering its optimum utilisation in the process. The college focus on certain areas in order to mobilise financial resources.

Major Sources for generation of funds are:

- **Fees from APL Students**
- **Fees of BPL Students provided by State Government**
- **Funds received from RUSA for infrastructure development**
- **Fees of Hostel Boarders**
- **Examination Centre Fund**
- **Contribution from stakeholders**
- **Rental earning from Canteen**
- **Proceeds from Tea and Sachi (Agaru)**

The college authority prepares a budget at the beginning of a financial year with an estimation of mobilisation of funds and prospective expenditures to made during the year. Tentative amounts are allocated for meeting academic and teaching learning activities such as organisation of workshops, FDPs, purchase of books, journals, maintenance of academic infrastructure etc.

For students related sports, literary, cultural and other activities, the students Council submits budgets to the authority which are approved and allotted in the meeting of Students Council and Advisors along with Principal for effective and optimum utilisation of resources.

File Description	Documents
Paste link for additional information	https://jhanjihnscollege.edu.in/aqar_file/36.pdf
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 such as seminars, workshops, FDPs, webinars, Special Talks, health camps, socio-economic surveys etc. 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 are 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 subcommittee.

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. The IQAC of the college ensures proper execution of the plan according to the academic calendar. The Vice Principal maintains a Class Monitoring Register for direct vigilance of daily classes of each department. In addition to that each faculty members record their daily classes in the personal class diary provided by the authority of the college. The IQAC of the college also recommend the faculty members to undergo the innovative pedagogical methodologies like team teaching, use of PPT, creation of e-contents, use of e-classroom for effective curriculum delivery.

The IQAC invites expert personalities and academicians for conducting Academic Audit for quality enhancement and enrichment of the academic environment. Based on the recommendations of the experts, the IQAC suggests the concerned authority to take necessary steps for better academic atmosphere of the college.

The learning outcomes of students are regularly reviewed by IQAC with the mechanism of collecting feedback from students, teachers and parents. The faculty members continuously assess the learning level of the students through internal assessment. All scholastic and co-scholastic perspectives of the regular students are directly monitored by the faculty members of each department under "Mentoring System".

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)	B. Any 3 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender equity is not only a fundamental human right but a necessary foundation for a peaceful, prosperous and sustainable world. To promote gender equity for balanced development and a sustainable society our institution initiated the following measures.

1. We celebrate International Women's Day on 8th March every year. This year our institution organized a special talk on women's health in our adopted village to make people aware of health and hygiene on this day.
2. On the eve of International Students' Day on 17th November, organized a special talk on 'Gender Discrimination in Indian Society' to address the gender equity aspect. Our students actively participated and raise their views on the topic.
3. As an educational institution, efforts extended to make a gender equity environment within our campus. Our Students Council is constituted by the girls' students in the major portfolios.
4. We installed CCTV cameras in some particular places, like, campus, classrooms, hostel, etc. for safety and security.
5. An Anti-ragging committee, Grievance and Redressal cell, and Women cell and all these committees are working effectively as per the guidelines of UGC to promote gender equity.
6. A sanitary vending machine has been installed in the girls' common room.

File Description	Documents
Annual gender sensitization action plan	https://jhanjihnscollege.edu.in/aqar_file/33.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://jhanjihnscollege.edu.in/aqar_file/32.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 management is an important aspect to save our environment from the toxic effects of the inorganic and biodegradable elements present in the waste. Theinstitution takes some special measures to manage waste produced daily in the college. Solid waste and liquid waste are separated daily in different bags and also dispose of separately. Solid waste includes paper, cardboard, paper glass, peds, cans, etc. On the other hand, degradable refers to organic waste such as vegetables, leftover food, etc. Separation of waste is essential as the amount of waste being generated today causes various problems. The materials were composted and evaluated as a fertilizing material e.g., Vermicompost. Disposal of this waste results in the production of good quality organic manure that can be used as soil amendments and a source of plant nutrients. By reusing and recycling we are contributing to the conservation of natural resources, saving energy, to protect the environment. Our institution adopts environment-friendly practices and takes necessary steps like energy conservation, waste recycles ling,

carbon neutrality, etc. The biological reusable waste is processed as organic manure for the plants available on the college campus. The other solid waste generated on the college campus is taken to the community bin of Jhanji damp for recycling and disposal.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://jhanjihnscollege.edu.in/aqar_file/34.pdf
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

B. Any 3 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**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
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	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	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).

From its inception the institution has sought to create opportunities for students both in academic and non-academic spheres. Being situated in a rural place the institution puts immense impetus on enabling the students to showcase their rural culture by administering cultural and artistic programme time to time. The institution organizes College week, freshman social, Alumni Meet, Tithi of Srimanta Sankardeva, Swarswati puja and other programmes that help students to participate in different socio-cultural and literary events. The cultural rally competition held in college week reflects the beauty of Assam and the ethnic diversity of north east region. Moreover, the morning assembly organizes by the institution every day before commencement of classes and selection of student of the day provide scope for intellectual, moral and spiritual development. Students take pledge in every morning regarding their duties and responsibilities towards the institution. On the eve of Teachers' Day every year the institution organizes wall magazine competition where all departments take part. By observing other different commemorate days the institution provides an environment to the students to take path for their future life. Beside these considering the socio-economic background of the students the institution offered scholarships to the needy students so that no students suffer due to lake of finance.

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

The institution organizes a special orientation programme for the students at the beginning of the new academic year. This programme provides an opportunity to the new students to cope up the new environment and to learn about their rights and responsibilities.

Gandhi Jayanti on 2nd October was celebrated by the institution organized a speech competition among students on 'Significance of Gandhian philosophy in present day society'.

National Voters Day was organized on 25th January to make students aware regarding their duties and responsibilities as a citizen of the country.

The institution has organized a weeklong faculty development programme on 'Effecting Teaching in Blended Learning Era' from 9th -15th June. To enrich the skills of faculty members for effective teaching in this blended learning era.

On the occasion of Azadi Ka Amrit Mahotsav the college organized an inter-college quiz competition on 22nd of June to introduce students the glorious history of our country.

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

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

The institution celebrates different kinds of national and international commemorative days, events, and festivals to promote the holistic development of students throughout the year. The events are celebrated asan integral part of learning and building a strong cultural belief among students and other stakeholders. In the year 2021-22, the following events were celebrated and organised:

1. Independence Day on 15/08/2021

2. Gandhi Jayanti on 02/10/2021

3. National Voters Day on 25/01/2022

4. Republic Day on 26/01/2022

5. National Mother Language Day on 21/02/2022

6. International Women's Day on 08/03/2022

7. World Environment Day on 05/06/2022

8. International Yoga Day on 21/06/2022

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

7.2 - Best Practices

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

Practice 1 - Mobile Library

As a storehouse of knowledge, libraries play a great role in the life of a person. Libraries provide everyone access to information and education regardless of socio-economic status or location. Keeping in mind the importance of the library in general and reading books in particular the Library Extension Cell of Jhanji Hemnath Sarma College started the mobile library program to provide a reading facility to local people and to keep a bond between the

college and the community. Therefore, members of the Library Extension Cell accumulated some selected books from the college library and distributed the books among local people.

Practice 2 - Environment Protection

Environment plays an important role in healthy living and the existence of life on planet earth. All living species are dependent on the environment for food, air, water, and other needs. Therefore, it is important for every individual to save and protect our environment. As a part of society, educational institutions should play a pivotal role in the protection of the environment. Jhanji Hemnath Sarma College takes some initiatives towards the protection of the environment along with its regular academic activities.

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

As a premier institution of higher learning, we always try to impart quality education to our students. But the institution is located in a rural area where majority stakeholders are not aware of their children's education because of their poor socio-economic back grounds. Therefore, we are facing different problems time to time, but with our continuous efforts we are able to overcome it. Our institution offers scholarships to the meritorious and economically weaker sections students so that they are able to fulfill their dreams. Authority, teachers, and eminent local persons offer various awards and scholarships in academic sphere every year to encourage our students. Moreover, along with the Govt. policy our institution adopted some specific welfare measures to our students. This ensures that no students suffer due to lake of finance.

It is important to mention here that a few students of our institution are able to receive National and International award in sport events. Institution encourages them by offering free admission in the semesters and hostels. Our faculty members always take responsibilities and provide financial help towards the institution when it required. This enthusiasm of our stakeholders encourages everyone to work dedicatedly for the upliftment of the institution.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

For the next Academic year 2022-2023 the college has chalked out the following plan of action:

1. **To complete the process of the 3rd cycle of NAAC Assessment and Accreditation.**
2. **To organize workshop, seminar for the faculty members.**
3. **Career counseling programme for students.**
4. **Awareness programme on gender issues.**
5. **Publication of books from each department of the college.**
6. **Every department should involve in plantation programmes for environmental sustainability**
7. **Strengthening of the placement cell for providing better career opportunities.**
8. **Setting up of a trust fund to support the differently abled students and needy girl child.**