



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

GURUCHARAN COLLEGE

- Name of the Head of the institution **Dr. Bibhas Deb**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03842267042**
- Mobile No: **9435173728**
- Registered e-mail **principal@gurucharancollege.ac.in**
- Alternate e-mail **iqacgcc@gmail.com**
- Address **College Road**
- City/Town **Silchar**
- State/UT **Assam**
- Pin Code **788004**

2. Institutional status

- Type of Institution **Co-education**
- Location **Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Assam University Silchar**
- Name of the IQAC Coordinator **Dr. Rajasree Paul**
- Phone No. **9435712650**
- Alternate phone No. **9435712650**
- Mobile **9435712650**
- IQAC e-mail address **iqacgcc@gmail.com**
- Alternate e-mail address **principal@gurucharancollege.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://gurucharancollege.ac.in/upload/GCC_AQAR_19-20.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://gurucharancollege.ac.in/upload/Gurucharan%20College%20academic%20Calender%202020-2021.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	80.65	2006	02/02/2006	01/02/2011
Cycle 2	A	3.11	2016	05/11/2015	04/11/2019

6. Date of Establishment of IQAC

21/09/2005

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
Dr. Baby Singha, Department of Zoology, Gurucharan College	DBT's Twinning Program for the NE	DBT	Year 2020 Duration 1095 days	438000
Dr. Debashish Sharma, Department of Mathematics, Gurucharan College	Teacher Associateship for research Excellence	SERB	Year 2021 Duration 1095 days	225000

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 **2**

- 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 **No File Uploaded**

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)

Formation of E-Academia for online classes

Conducting workshops for online classes and evaluations

Conducting 22 national and international webinars

Awareness programme for vocational training

Formation of GCC Cell of Value Education and Positive Thinking

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
Formation of E-Academia.	Arranging online classes
Formation of GCC Inoffline	Online classes and conducting online exams
Workshops and online classes	Organizing workshops on 10th Oct'21 on modes of online teaching and evaluations for faculty members.
Celebrations of 150th birth anniversary of Sri Aurobindo	Deliberation of lecture by Sri Diganta Biswa Sharma on
Formation of task forces for maintaining COVID protocol in the college campus.	Formation of committees to look after COVID protocols in four different blocks of the college.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Gurucharan College, Silchar	30/09/2022

14. Whether institutional data submitted to AISHE

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14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2021	21/03/2021

15.Multidisciplinary / interdisciplinary

Assam University, the affiliating University of Gurucharan College, has not yet introduced the New Education Policy 2020. As such, the Institution is still running the courses under the existing Choice Based Credit System (CBCS). So far as the basic tenets of the NEP is concerned, the College is already on the path of welcoming the approach undertaken by the Ministry of Human Resource Development (MHRD), which is reflected in certain measures which are in practice. The Environmental education, for instance, is being pursued mandatorily by students across all disciplines in their undergraduate level with the title "Foundation Course in Environmental Studies". The various Diploma/Certificate Courses offered by the Institution allow the students to take up such courses along with their regular Undergraduate Syllabus. Participation in these courses provide a multidisciplinary platform for the students alongwith value addition to their core discipline.

16.Academic bank of credits (ABC):

The Institution in terms of its faculty resource is capable enough to introduce Academic Bank of Credits (ABC), however, owing to the limitations as an affiliated college under Assam University, the Institution cannot take individual decisions in this regard. As and when the Assam University registers under the ABC to permit its learners to avail the benefit of multiple entries and exit during any programme, the students of the College will also be able to avail of the benefits of the Scheme. In view of the introduction of ABC, the College can develop the necessary infrastructural facilities as it is having sufficient space for development.

17.Skill development:

The existing CBCS syllabus gives the scope to enhance the skill of the students in their respective subject areas through the mandatory Skill Enhancement Course (SEC). Besides, the Institution on its own runs a number of self-financing Short Term, Skill Development and Professional Courses at a very affordable fee structure so that students can easily avail the benefits of such courses. Even though these courses are not run under the NSDC or any other such agencies, but the course

structure and the content are designed with the view of the contemporary professional fields. The courses are so flexible that students across the disciplines can opt for these courses without hampering their regular UG courses. The Institution and its various wings/departments on a regular basis organises various Short-Term Training programmes to enhance the life skills of the students. Moreover, as a part of the celebrations of various events/ festivals, the Institution initiates various programmes which inculcate and foster the values of universal brotherhood, national integration, communal harmony and personality development.

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

The Institution in terms of its cultural/ ethnic diversity of the students and faculty, perhaps represents a mini-India. Students from all over the Valley region and adjoining hill states enroll in Gurucharan College to pursue their academic careers and fulfil their aspirations. To nurture this diversity, the Institution promotes all academic and extra-curricular activities that may help to preserve our age-old traditions, customs and beliefs. Sanskrit, being the mother of all modern Indian languages and storehouse of rich Indian knowledge system, has been taught in the College from the date of its inception. The Department of Sanskrit in collaboration with Sanskrit Bharti (NGO) regularly organises Short Term Spoken Sanskrit Courses for anyone who is interested to be conversant in Spoken Sanskrit. The overwhelming participation of students and faculties even from Science and Commerce backgrounds shows the popularity of the particular Course. Teachers from other language subjects through participation in Spoken Sanskrit Course enrich their respective language of teaching. The Anthropology Department maintains a rich Anthropological Museum which showcases artefacts and attires of various ethnic groups of the region. The Museum is a centre of attraction for the general visitors as well as the research scholars who wish to learn the details of the folklore and folk culture of the region. The most distinctive feature of the College is the Manuscript Resource Centre (MRC) which comprises of two wings, namely the Manuscript Conservation Centre and the Manuscript Preservation Centre. Nearly 150 numbers of manuscripts are in the possession of the MRC. These are written in archaic Bengali font on *Sachi Patra* (bark of trees) and papers covering Sanskrit, Bengali and bilingual manuscripts. The manuscripts of the Centre represent the cultural and intellectual legacy of the Valley region. The Institution as a part of its

best practice promotes regular plantation in the College premise and takes necessary measures to preserve and protect the greenery. The Botany Department takes the initiative to engrave nameplates on the old trees mentioning their scientific names as well as the local names. The local names help to easily identify the medicinal values and other utilities of the trees. The Institution throughout the year celebrates national/international events and popular festivals with the active participation of the students and the teaching community. The programmes undertaken to celebrate such events give the appropriate platform to the students to showcase their talents and explore their hidden potentialities. The participation of students across various cultural/religious/ethnic backgrounds promote the preservation of traditional art and culture and give the opportunity for inter-cultural mingling and assimilation.

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

Gurucharan College, the oldest centre of higher learning in the Barak Valley, gives the right platform for pursuing higher education in various subjects under different disciplines of study under the affiliating Assam University. Originally the Institution was affiliated under Gauhati University and later after the establishment of Assam University in Silchar, the College underwent through change in affiliation. Throughout its journey, the various phases of the College reflect its eagerness and commitment to accept the inevitable changes in the academic scenario. All UG Courses offered by the College including the self-financing courses are under the ambit of Outcome Based Education (OBE). All the departments take the initiative to prepare the Programme Outcome, Programme Specific Outcome, and Course Outcome and submit it to the Principal for his approval prior to uploading the content in the College Website. The language of the Outcome is clear, precise and without any ambiguity so that the students can easily understand the relevance of the Course that they are willing to pursue. In the departmental notice boards, the Outcomes of the relevant subject are displayed for ready reference and student awareness. It is the responsibility of each teacher to teach the Course assigned in such a way that the method and content of the class is in consonance with the Outcome specified.

20.Distance education/online education:

Gurucharan College is the venue for two renowned centres of learning namely Indira Gandhi National Open University (IGNOU) and Krishna Kanta Handique State Open University (KKHSOU) . The College provides necessary infrastructural facilities, faculties and staff to these distance learning centres for smooth academic functioning. IGNOU and KKHSOU offer a number of UG, PG and Diploma/Certificate Courses for the students who are unable to pursue in-campus university courses due to family obligations and financial constraints. The College, however, does not run any distance learning UG course as the affiliating University is yet to launch education through distant mode. During the period of COVID-19 outburst, repeated lockdown severely affected the teaching-learning environment of the College. But this grey period has opened a new dimension to our conventional mode of teaching by introducing the technology and platform of online classes through Google Meet, Zoom, Cisco Webex, You Tube, Teachmint and such others. Imparting online classes resulted in the recovery of academic loss suffered by the students to some extent and gave them the opportunity to interact with the teachers in virtual mode in which they were earlier not accustomed with. Even after the partial withdrawal of lockdown, the astringent COVID restrictions and protocols did not allow huge assembly of students in the classroom and the attendance in the offline classes were also not mandatory. Keeping this in view, a blended teaching model was devised in which offline and online - both modes of imparting classes were simultaneously practised to reach out to all students. In order to facilitate the effective use of ICT, our college acquired a lifetime free version of Google Workspace for Education with unlimited user accounts and unlimited cloud storage space.

Extended Profile**1.Programme**

1.1

51

Number of courses offered by the institution across all programs during the year		
File Description		Documents
Data Template	View File	
2.Student		
2.1 Number of students during the year		3841
File Description		Documents
Data Template	View File	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		1716
File Description		Documents
Data Template	View File	
2.3 Number of outgoing/ final year students during the year		949
File Description		Documents
Data Template	View File	
3.Academic		
3.1 Number of full time teachers during the year		84
File Description		Documents
Data Template	View File	
3.2 Number of Sanctioned posts during the year		93

File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	36.82
4.3 Total number of computers on campus for academic purposes	192

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

Gurucharan College, Silchar was established in 1935 to fulfill the aspirations of the people of Barak Valley. There is a Centralized Routine by the Routine Committee. Individual Departmental routines are curated out of the Centralized Routine. Departmental Routine is created and syllabus distributed among all faculties. At the beginning of each Academic Semester, every department conducts meeting and draws out a Teaching Plan.

Science Departments are well equipped with laboratories for taking care of the practical part of the curriculum. The Humanity Departments taking various languages/literature makes ample use of the Language Lab for imparting quality education in that field. There exists a Central Instrumentation Lab which can be accessed by all departments. The departments undertake activities like Seminars, Workshops, Orientation Programs, Guest and Corporate Lectures, Field Trips, visit to Research Labs, Excursion Tours and Project Works in tune with the syllabus from time to time.

The college has a rich Central Library in the name of B.C. Gupta Memorial Library containing Text Books, Reference Materials, Journals, Newspapers and Magazines for giving support to the curriculum delivery system. Also the various departments offer

Certificate and Diploma Courses for the in-house students and also participants from outside.

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 College follows the University academic calendar and then makes an Academic calendar for the college accordingly. The academic calendar is made by a committee and included in the College Prospectus, so that it is available to all the students. The college routine and the departmental routines take due care of following the Academic Calendar, when creating their respective departmental lesson plans.

The Academic Calendar includes dates allocated for teaching days, observation days, holidays and total teaching days in a month. The Continuous Internal Evaluation (CIE) is fully incorporated in the Academic Calendar and is meticulously followed.

During the Session of 2020-21, the committee for Academic Calendar was also constituted which prepared the Academic Calendar, but in view of the outbreak of the COVID-19 pandemic, the departmental heads were given the liberty to make changes to the Calendar whenever they deemed necessary. This allowed for great flexibility and followed a decentralized outlook for proper syllabus completion. The HODs were given independence to formulate their own method for Continuous Internal Evaluation (CIE).

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

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

B. Any 3 of the above

**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**

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

51

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)

5

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

127

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

127

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

1.3 - Curriculum Enrichment

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

The CBCS syllabus of Assam University requires a student enrolled in the graduate program to mandatorily take up two papers viz. Ability Enhancement Compulsory Courses on English Communication and Environmental Studies cutting across all streams.

Apart from these Courses, topics on Professional Ethics, Gender, Human Values, Environment and Sustainability are included in the syllabi of various Courses like Ecology and Environmental Science, Economics, English, Business Administration, etc.

In addition Kiran Sashi Womens' Cell, Eco Club and Environment and Climate Change Cell supported by ASTEC hold innumerable programmes on Gender - its various aspects including Equality, Rights etc. from time to time. Some science departments also teach a paper on Intellectual Property Rights and Scientific Ethics.

A student studying any of the above courses gets a clear grasp of the knowledge regarding Gender, Human Values, Environment and Sustainability.

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

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

11

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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

340

File Description	Documents
Any additional information	View File
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)	No File Uploaded
Any additional information(Upload)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gurucharancollege.ac.in/upload/Fee%20dback%20Report%20of%20all%20Stake%20Holder%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

4086

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

1819

File Description	Documents
Any additional information	View File
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

Our institution has always believed in outcome-based learning processes. First of all we identify the slow learners and advanced learners based on the internal assessments, tests, interaction in the class and from other co-scholastic activities. Then we gave emphasis to the slow learners by arranging remedial classes which are generally conducted after the regular classes. Extra classes are taken for those students who have failed in the examinations. Faculty members also help to solve the previous years question paper for the slow learners. Apart from these the mentor mentee system supports the slow learners in every possible way to improve their performance in every sphere of life. Advanced learners are provided with special guidance. They are provided with a number of opportunities for developing their knowledge and skill in the particular subject. The advanced learners are motivated to read advanced reference books, journals, newsletters, e journals etc. by providing additional library facilities. They are asked to solve the model question papers. The students are allowed to participate in different workshops, seminars, conferences and are also encouraged to work on small scientific projects and write papers on their own. So they get exposure in their concerned subject. They are encouraged to take part in the various intra and inter college competitions to enhance their knowledge and skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
3841	84

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

Gurucharan College has adopted well planned students centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Specifically the student centric methodology includes experiential learning through Project work, which is assigned to a group of students by the particular faculty. Teachers encourage the students to participate in various competitions for real time exposure. Regular field visits, excursions and surveys are conducted by different faculties round the year for better understanding of the subject. Guest Lectures are organised at regular intervals where scholars of national and international repute deliver their speech. Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. In the Science departments students verify the facts and laws of the subject with the help of experiments. Student seminars are organized by different departments where papers are presented by students on contemporary topics to enrich their learning experience in the particular subject. Students are also trained in participatory learning through NSS, NCC and Red Ribbon club of the institution. The institution has ICT enabled teaching facilities which includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, etc.

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

Education is a lifelong process which involves a major role of teachers and students. The teaching-learning process goes through a continuous evolution as well. Thus, the teachers of our college keep themselves updated with the latest developments in information and communications technology (ICT) for effective use in the classroom. The teachers use various ICT tools to explain and illustrate concepts to the students. Apart from the common ICT tools like powerpoint presentations, spreadsheets and animations, the teachers also make use of various subject-specific tools, softwares and programming tools like E-bird application, Fishbase, FORTRAN, SCILAB, Geogebra, SageMath, Octave, C, C++, Python etc. for imparting quality education to the students. Students are made aware of using resources online from sources like INFLIBNET, MIT Open courseware, NPTEL etc. Teachers resorted to alternative teaching during the covid-19 pandemic imparting live classes in Zoom, Google Meet etc., lecture videos on YouTube and posting study materials in Whatsapp groups, Google Classroom etc. In order to facilitate the effective use of ICT, our college acquired a lifetime free version of Google Workspace for Education with unlimited user accounts and unlimited cloud storage space. Teachers now continue such online teaching blended with classroom teaching.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gurucharancollege.ac.in/ICT.html

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

84

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

69

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

55

File Description	Documents
Any additional information	View File
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

1297

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.

G. C. College follows the Examination Policy of Assam University for transparent internal evaluation. As per norms, the college follows the semester system. Every semester, the final assessment and grading of the students are done based on 30 per cent weightage to Continuous Internal Assessment (Unit Test and Attendance) and 70 per cent weightage to External Evaluation based on End Semester examinations conducted by Assam University. At the beginning of each semester, the students are informed about the schedule of the internal assessments. The exam cell of the college conducts the mid-semester sessional exams to assess the progress of the students. The Exam Cell formulates the guidelines and schedule for the internal examination in consultation with the Principal. Assignments and student seminars are held on the specific topics specified by the teacher. Students' seminars are held on relevant topics and they are awarded marks based on their performance in the assignment and the seminars. Students also undertake projects under the supervision of the teachers. Viva and practical evaluations are carried out for subjects with practical components for both General and Honours papers. Marks awarded by individual teachers are kept confidential until uploaded to the University Portal.

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

G.C. College has adopted a healthy Examination Policy as an ordinance of the affiliated university to conduct the internal and term-end examinations and evaluations. Under this policy, the students are allowed to seek redressal and clarification on their performance. On receipt of the application for redressal, the exam cell, in consultation with HoD(s), takes initiative to settle the grievance at the earliest. If the student is still unsatisfied, the matter is discussed with the Principal of the College to settle the same. If any students are not satisfied with their performances in any assessment, such students' answer sheets are re-evaluated by a teacher of that particular subject. Suppose any students cannot appear for the unit test examination and are informed within a specified time. In that case, a particular unit test is conducted for such students, and an assessment is done accordingly. In case students' grievances are not satisfactorily settled at the Department level, students can approach the Principal of the College, who gives his decision in consultation with the Exam Cell of the college. While deciding the student's grievances, the greater interest of the students are considered. The College teachers, Principal and Exam Cell maintain a cordial relationship with their students, and their problems are sorted out correctly.

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.

Gurucharan College has clearly stated the learning outcomes of the Programs and Courses offered by the institution. Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program. Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. The institution communicates the learning outcomes to

the teachers and students. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students and soft copy of the same is also made available to the college website. The students are also made aware about the learning outcomes of a particular subject at the beginning of the academic year by the head of the department and the teachers of the particular subject.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://gurucharancollege.ac.in/syllabus.html
Upload COs for all courses (exemplars from Glossary)	View File

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

Assessment of course outcomes and program outcomes is one of the most important parts of the core academic activity for any institute and it is very important to assess the learning ability of the students of that institution. In fact, it is one of the main mechanisms to monitor the effectiveness of the learning environment based on evidences that determine whether students have met the course outcomes and objectives of the learning process. Attendance of the students is given priority as it leads to punctuality. The students are expected to have a minimum of 75% attendance in all the subjects. Regular tests and assessments are held to enhance the student's knowledge of subjects. Continuous Internal Assessment and Semester End assessment are conducted. Practical skill assessments based on the laboratory works are also done for better understanding of the subject. Understanding levels of the students are also monitored by giving them subject related assignments and seminars. Regular field trips, institution visits and excursions within and outside the state are conducted by various departments for enhancing the experiential learning. Both lab based and field based dissertation and project work are also assigned to the students for the partial fulfilments of their degrees.

File Description	Documents
Upload any additional information	View File
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

1548

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	http://gurucharancollege.ac.in/upload/ResultSheet-20-21.pdf

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://gurucharancollege.ac.in/upload/SSS_20-21_GCC.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)

225000

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	https://www.serbonline.in/SERB/Tare

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

0

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

11

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

0

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

3.3 - Extension Activities

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

Extension activities are enrichment projects which instill value-based education and help to understand and confront real life situations. The benefits of such activities range from effective participation, project management and gathering life skills. Students work together, develop collaborative relationships and learn through team work and on field experiences, gaining insights for careers and beyond. Overall, participating in such activities help students to delve deeper into social issues and problems and weave dreams to serve the society and cultivate human values. Teachers on the other side act as facilitators and working with students help to lift the morale of students and assist them to internalize sets of principles, attitudes and values that will govern their future behavior. Investing in students' interest and

careers create a positive and encouraging atmosphere in the classroom as well as enable the students to integrate theory with practice, evaluate the social and economic disparity and sensitize themselves to gender needs and society.

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

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

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

0

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

9

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**

1816

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**

0

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**

0

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

For providing and supporting the educational environment in terms of teaching- learning , the college has adequate physical facilities for the students. There are twenty nine (29) classrooms used as lecture halls with small and large spaces. For practical classes students are using thirty two (32) laboratories . Smart classrooms are five (5) in number with LCD. Again, wi-fi with LAN connections are there in five (5) classrooms. The college has one Seminar Hall with ICT facility, which is used for seminar, workshop, and different programmes, where ICT is required. Across all twenty four (24) departments, there are 220 numbers of computers in total in different departments in the college. Commerce Department has two laboratories for the purpose of practical lessons. Computer Science, Mathematics , Zoology and Language laboratory each has one individual computer laboratory. College Library has eighteen (18) computers to support the students for searching online materials. The college has one Language lab with internet facility. A DST sponsored research laboratory is there in the department of Zoology.

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.

As far as cultural activity is concerned the college has a fully equipped auditorium to facilitate all types of cultural programs performed by the students. For outdoor games the college has a playground within the campus where football, cricket, hockey and athletics are played. A badminton court is there in front of the Department of Chemistry. A sports cell is there under the guidance of a teacher-in-charge. Materials of sports are available for playing games in both indoor and outdoor spaces. Table Tennis facility is there in the Girls' Common Room where girls use to play Table Tennis together with other indoor games. Celebration of International yoga day and yoga activities are carried out in college gymnasium. A teacher - in -charge is there for this activity. In college gymnasium both girls and boys practice gym activities. Gym equipments are available in the College gymnasium, where girls practice from 6.00am to 8.30am and boys from 4.30 pm to 7.00 pm under the guidance of a gym trainer who is a non-teaching staff of the college.

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.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

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

36.82

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)

The B. C. Gupta Memorial Central Library is automated using Software for University Libraries (SOUL). The software is integrated library management software designed and developed by the INFLIBNET Centre. The college library installed SOUL 2.0 in the year 2015 to enhance the efficiency and effectiveness of our library services to meet the expectations of users. Library is partially automated by SOUL 2.0 software with a database of 28000 collections. Through the catalogue module of the software, we catalogue the books purchased in the library. The Circulation module is used by the library to create a membership database of users and create transaction records of Issue/Return/Renew of documents. We have installed Barcode technology for the issue-return process in our library. We provide barcodes for the users and books. The software provides OPAC facility for the library users from which they can easily retrieve information and status about the books available in the library. The library has a LAN facility through which users can access the OPAC.

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

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)****9.4**

File Description	Documents
Any additional information	View File
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****2343**

File Description	Documents
Any additional information	View File
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**

Gurucharan College, Silchar boasts of a robust IT facility with about 220 computers. 24 Departments have their own computer with Internet connection and WiFi infrastructure, in most Departments.

Many Departments also have Printers and scanners. Multimedia projectors are available in many of the Departments. Most of the Departments have LAN connections. A few smart classrooms, a browsing centre and a number of Computer Laboratories is very helpful in imparting IT education and knowledge to the students. The students are given full access to the browsing centre and the Computer Laboratories. B. C. Gupta Central library of the college is IT enabled and accessible and has access to NLIST via remote/online access. It also has a browsing centre with 18 computers. OPAC facility is also available. The office of the G. C. College is also automated, having 33 computers in various branches. The college is presently using a BSNL Leased line of 34 MBPS, which is proving adequate for the need of the college. The session of 2020 - 21 saw a major upgradation in the college IT infrastructure, where 57 new computers were added in various facilities. 52 Computers were purchased and 05 Computers were donated by State Bank of India.

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

4.3.2 - Number of Computers

220

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

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

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

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)

72.81

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

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

G C College takes a participatory management approach in its overall upkeep and management, smooth functioning of its various organs in the interest of conducive teaching-learning environment. Several committee/subcommittee/cells are constituted with due process through the College management i.e., Governing Body (GB) which gives required inputs and support to the College authority for smooth functioning. Physical infrastructure being a key ingredient in smooth functioning of a college, efforts are made to streamline various works related to maintenance through a well laid out, institutionalized procedure so that optimum capacity utilization is achieved. Classrooms are maintained by the College Development Section attached to the Principal's Office. Students are also encouraged to get involved in overall upkeep of the laboratories. A system Analyst takes care of the computer related issues while the ICT subcommittee looks after the ICT facilities. Library Committee takes decisions regarding implementation of different projects. Books are procured in the library by taking recommendations from all the departments of the college. A faculty member is assigned as the Sports in Charge of the College who looks after the maintenance and utilisation of Sports facilities. A Gymnasium Subcommittee supervises activities and maintenance of the gymnasium facility.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gurucharancollege.ac.in/upload/DOC-20221010-WA0004_.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

3846

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

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

B. 3 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

11

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

11

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)	View File

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	View File
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

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

55

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

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	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 student members represent the College in planning and execution of various co-curricular and extracurricular activities in the college. The student members of the different Committees are represented on the following academic and administrative bodies/committees-

1. Project Monitoring Unit-RUSA (Rashtriya Uchhatar Siksha Abhiyan): It is formed as per the guidelines of the Department of Higher Education & MHRD for monitoring of the project at the institution to implement the governance reforms proposed under RUSA.
2. Electoral Literacy Club (ELC): The Club as per the direction from the office of the District Administration regarding main streaming of Electoral Literacy was formed with the Principal as the Chairman, Head of the Department of Political Science as the Convener and other teachers and students of the department and students from other departments as the members of the ELC.

The students representative and student members of various organizing committees participate and help in organization of all these programmes and they attend the meetings and take active part in the programmes like, Independence Day, Republic Day, Netaji Divas, Sharadiya Utsav, Annual Cultural Festival, Teachers' Day and Saraswati Puja. They contribute to the overall development of College by giving their constructive suggestions.

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

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 GCC Alumni society - "G C COLLEGE ALUMNI ASSOCIATION" is a non-profit making Registered National Level Society, under the Societies Registration Act XXI 1860, New Delhi bearing the Registration No: District East / Society/ 556/ 2013.

Gurucharan College, Silchar Alumni Association was started in 2005. The Association has 18 registered members along with more than 40 honorary members. The Alumni Association is an able-bodied team with a lot of enthusiasm, motivation and dedication to promote the Society. The Association aims at serving all former students, irrespective of whether they are registered or not.

The objectives of the Association are: to plan and organize successful reunions, publish- books, newsletters, to promote the culture of the north east and Barak Valley in particular.

During the Pandemic period of 2020-21, the Association could not conduct any meeting or programme. However the Association was actively involved in monitoring and assisting all the members facing any crisis. The Association also managed to assist and serve others in need.

The Association maintains a close contact with the Alma Mater by providing a feed-back to it and collaborating in its growth and development.

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

**5.4.2 - Alumni contribution during the year E. <1Lakhs
(INR in Lakhs)**

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision and Mission of the College is well articulated and imbibed in various documents of the College and as such known to the stakeholders of the institution. The members of the society are also aware of its Vision and Mission. Endorsing the Vision with pride is the prime objective of governance of the College. The Governing Body of the College is the apex body. Entire governance is done on the basis of the rule framed by the Government. The Principal acts as Secretary of the Governing Body. The governance strategies, to achieve the goals, include -

- Preparing a Master Plan for the College that focuses on the overall development
- Decentralization of various functions and encouraging participatory governance
- The participation of the stakeholders are ensured in the Governing Body, Committees and Cells
- The Principal acts as a link between the Governing Body and the members of the College.
- Teachers, non-teaching members and students participate in various committees to achieve its academic pursuit.

- NSS and Extension Cell organizes extension activities.
- College activities contribute to Nation building, society development and to the objective of the College
- The Teachers act as mentor for the overall development of the students

File Description	Documents
Paste link for additional information	https://gurucharancollege.ac.in/vision-mission.html
Upload any additional information	No File Uploaded

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

Decentralisation and participatory management is the core concept of College management. The Teachers', non-teaching members', guardians' and local University members' participation in the Governing Body proves the same. Further, the formation of various Committees and Cells for the smooth functioning of College activities depicts the decentralized nature of the College.

The Governing Body is the top most body for decision making. The Governing Body is headed by a President. The Executive Head of the College is the Principal, who is the administrative and academic head. Under the Principal there are Heads of the Departments, who are the academic heads of the Department. The Office is headed by Head Assistant. The academic and administrative structure forms the line organisation of the College. The various committees and cells act as staff organization and are mostly responsible for advisory functions.

The College is governed by the College Management Rule of Assam and certain provisions of Assam University, Silchar (affiliating University). The role of various bodies, cells and committees are -

Governing Body, Teachers' Council, IQAC, Examination Cell, Budget Committee, Purchase Committee, Construction Committee, Library Committee, Admission Committee, etc. are some of the important

Bodies, Committees and Cells in the College.

File Description	Documents
Paste link for additional information	https://gurucharancollege.ac.in/upload/GCC%20Organization%20Structure.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College performs on the basis of the strategic plan prepared and adopted by the Principal in consultation with the senior teachers. The plan is discussed in the Governing Body Meeting and then adopted for implementation.

The College Being established in 1935, has a strong legacy. The alumni comprises members from various fields. The achievement of the College is dependent on the strategic plan prepared every year. The Strategic Plan of the College is student oriented

The infrastructure development is looked after by the College Governing Body. It consists of extension of building, providing additional facilities, introduction of new courses, establishment of new faculty, employing visiting faculties, etc. The College Administration forms several committees for academic growth and infrastructure development. The members of these Committees consider several factors while preparing the strategic plan, which are stated below -

- The changing scenario in the field of education
- The needs of students and the society
- Time and Place
- The economic factors
- The relevance and usefulness of plan

These plans are, then, summarized and the Principal declares the strategic plan of the College. These plans are prepared on the basis of academic, extra academic and administrative matters.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gurucharancollege.ac.in/upload/Strategic%20Plan%20of%20the%20College%202020-21.pdf
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.

The academic matters are supervised by Assam University, Silchar. The matters related to course curriculum, examination and results are guided by Assam University, Silchar. The administrative matters are supervised by the Director, Higher Education, Government of Assam. The Governing Body of the College is the apex body, comprising of various members. The Principal's office has the general, accounts, and development sections. The functions of the office are guided by the Administrative and Financial Rules of the Government of Assam. The Academic Departments of the College is headed by the Head of the Department, who is responsible for the class distribution. The Head along with the other faculty members are responsible for the academic matters. Various Committees are formed, with the representatives of teaching, non-teaching and student members, to help the administration in different functional areas. The Teaching members are recruited as per the guidelines issued by the Director, Higher Education, Government of Assam. These rules are complying with the UGC rules. The career advancement of the teaching members are guided by the same rules. The non-teaching employees are recruited as per the rules framed by the Government of Assam. The promotion and other service rules are guided by the same rule.

File Description	Documents
Paste link for additional information	https://gurucharancollege.ac.in/service-rules.html
Link to Organogram of the Institution webpage	https://gurucharancollege.ac.in/upload/GCC%20Organogram.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	View File
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 welfare measures adopted by the College for teaching and non-teaching staff are as follows:-

1. GIS and GSLI are there for the employees of the College.
2. G.C.College Employees' Credit and Thrift Society is there to promote savings and cater the loan requirements of the employees.
3. 1% reservation for the wards of employees is provided at the time of admission.
4. Casual Leave is provided to both teaching and non-teaching employees of the College

5. Earned Leave is there for the teaching and non-teaching employees. However, the number of days for teaching and non-teaching employees differ
6. Child Care Leave is provided to the female employees of the College who are mothers and have to look after their child.
7. Maternity Leave is provided to the female employees of the College
8. Jobs are provided on compassionate ground to the family members of deceased employees.

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

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

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

0

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

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

0

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

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

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

21

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

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

The performance appraisal system is available in the CAS promotion. The reports from the various superiors in the institutional hierarchy issues appraisal report along with the IQAC Coordinator. The scrutiny committee scrutinizes the promotion

proposal of the incumbent. Then, IQAC Coordinator recommends the promotion proposal to the Principal. Then, with the recommendation from the University a DPC is formed for final scrutiny. The promotion for non-teaching members is done on the basis of seniority. The promotional activities are guided by the circular issued by the Director, Higher Education, Government of Assam complying with UGC rules. Further, The Principal records the annual performance in the service book of the employees.

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

6.4 - Financial Management and Resource Mobilization

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

The Internal Audit is conducted by hired Registered Chartered Accountant at the end of each financial year. Income and Expenditure Account, Receipts and Payments Account, and Balance Sheet are thoroughly audited as on 31/03/2021. The Internal Audit, being concurrent in nature, points out the various anomalies, if detected, throughout the year. The Internal audit verifies all the documents with the accounting records maintained by the College Office. The Audit Report is placed annually in the Governing Body meeting and the audit objections, if any, are discussed there. The Governing Body tries to meet the objections and recommends rectifications to the Principal, upon which the Principal acts.

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)

0

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

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

The Institution has its own mechanism for resource mobilisation to meet its predetermined goals. This is achieved by sending project proposals to various funding agencies like University Grants Commission, Department of Biotechnology, Rashtriya Uchhatar Shiksha Abhiyan, Maulana Abul Kalam Azad Institute of Asian Studies, public sector organisations and Assam Government. The funding agencies, in turn, approve the proposals and hence the Institution acquires resources. The funds received are utilised in a timely, cost-effective manner. Resources that are mobilised through various agencies are spent at the right time at the right price by making right use of the acquired resources. Different committees constituted by the Institution plan and supervise the optimum utilisation of the fund in creating various assets of the Institution. The procurement and utilisation of funds are subject to regular internal audits and external audits being managed by the Government of Assam. This helps in maintaining checks and balances of the aforesaid funds in the Institution.

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

6.5 - Internal Quality Assurance System

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

The initiatives undertaken by the Internal Quality Assurance Cell (IQAC) of the College was varied. Covid 19 pandemic, undoubtedly, obstructed the offline activities but online activities were

performed. The significant contributions are stated below -

- To improve quality of online teaching and evaluation a one day workshop was organised in the college campus where 57 faculty members participated.
- A two days awareness programme on vocational training was arranged in the college, in collaboration with MSME for the benefit of students.
- Along with the academic activities, IQAC took initiative to develop social awareness regarding Covid 19. It was made arrangement for survey of five nearby villages by faculty members following the guidelines of UGC
- To develop nationalism among students Parakram Divas, commemorating 125th birth anniversary of Netaji Subhas Chandra Bose was celebrated.
- National Voters Day and training was also arranged to develop awareness among students.
- An educational institution aims to develop the adjacent backward areas of the society. A proposal for adult education and vocational training in the tea garden area was made.
- Above all, to improve Emotional Quotient and Social Quotient of students GCC Cell of Value Education and Positive Thinking was formed

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

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

In 2020-21 the world faced pandemic due to Covid 19. There was a complete lock down and regular classes could not be provided to

students. To continue the teaching process, arrangements of online classes were provided to students through various media like live classes through Google meet, zoom meet, video classes through WhatsApp etc. To facilitate online examination of the university, arrangement was made through Google workspace for education under the supervision of online examination committee.

To continue academic and research activities in this global scenario of Covid 19, IQAC launched webinars in the name of GCC Academy through YouTube channel via stream yard. Altogether 27 (26 National and one international seminar lecture programs were arranged during 2020-21).

To improve quality of online teaching and evaluation a One-Day Workshop was organised in the College campus. Regular online classes were held. The examinations were held by the College. The internal examinations were held by way of submission of projects by email. The University Examination was also held online. It was managed by a special committee under the supervision of IQAC.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gurucharan College is a co-education college where awareness on gender equity and sensitivity has always been prioritised. The institution adopts the following measures to promote gender equity-

1. Curriculum: Irrespective of gender all students get equal opportunity to participate in various co-curricular activities like Annual sports & cultural week, Sharad Utsav, Milad-e-mehfil, etc.

2. Facilities:

a) Safety & Security- The entire college premises including girls' and boys' hostels, classrooms are under CCTV Surveillance System. Security guards are deployed at the entry and exit points 24X7.

b) Common Rooms: The college provides well-equipped separate common rooms for boy and girl students.

c) Women Cell Programmes: The Kiron Sashi Women Cell (KSWC) of the college regularly organises Gender sensitization awareness programmes and workshops such as "Sexual Harassment at Workplace", "Child education and Environment" and "Self Defence Programme" and celebrates annually International Women's Day to address the plight of women in the society and to recognise their role in the global context.

Counselling: The Career Guidance Cell of the institution provides

counselling and easy access to information regarding career opportunities for all students.

File Description	Documents
Annual gender sensitization action plan	https://gurucharancollege.ac.in/upload/7.1.1 Annual%20Gender%20Sensitization%20Action%20Plan.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://gurucharancollege.ac.in/upload/7.1.1 specific%20facility%20for%20women%20(1).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

To deal with the garbage generated, the college provides Blue and Green coloured dustbins for biodegradable and non-biodegradable waste and placed in convenient locations in the various blocks, Departments, Science Labs, Washrooms, Hostels and Cafeteria of the college campus. On an average 25-50 kg organic/ biodegradable waste is generated in the campus daily. The paper waste and plant residues are regularly collected by the sweepers from the campus and dumped in the compost pit. The kitchen wastes generated from the hostels are taken by the Municipality on alternate days. The natural landscape of the college campus allows easy drainage of waste water which gets accumulated in the waste water tank and the dissolved particulate matter settles there. The biological and biochemical wastes generated in the laboratories, even though

insignificant in amount, are first sterilised and then stored in a pit, isolated and protected from human and animal contamination. After regular intervals depending on the volume of the wastes, the Municipal authority collects and disposes the wastes safely. The empty bottles and jars left after use of chemicals are sold to the scrap dealers. E-waste is collected & stored in a separate store room in college campus and sent to authorised vendors for recycling/ disposal under buy-back policy.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://gurucharancollege.ac.in/upload/7.1.3_waste%20management.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 C. Any 2 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: A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	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

D. Any 1 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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all 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).

Gurucharan College as an institution endeavours to provide an inclusive atmosphere to the student and teaching fraternity by taking initiatives to create exposure to the diversity of human experience of the region.

1) The Anthropological Museum of the institution displays the crafts and artefacts representing the cultural/ethnic diversity of the region.

2) The college has adopted an urban slum and a village where students through educational excursion trips get real life experience of philanthropic activity through which they learn basic rules or codes of conduct for sharing and caring, and motivation for upliftment work of the marginalised.

3) Students learn the values of inter-faith peaceful co-existence through the celebrations of programmes like Milad-e-mehfil and Saraswati Puja. Cultural activities during Sharod Utsav help to preserve our traditional art and culture and foster cultural harmony among the students.

4) The annual college week provides the space and opportunity to the students individually and in groups through varied items ranging from sports, music, dance, drama, essay writing and other activities. The essence of dynamic team work, leadership qualities, coordination and organisational skills are thus inculcated.

5) The Gurucharan College NCC Unit gives exposure to the student cadets through participation in National Integration camps.

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 Electoral Literacy Club (ELC) of Gurucharan College undertakes various programmes for inculcating values and sensitising the students and the employees regarding the constitutional rights and obligations, duties and responsibilities of citizens. The ELC after its inception has organised the following events:

1. Intra college debate on 'Women Empowerment: Still a Far Cry in India' and a Poster competition on the theme 'Peace, Harmony and Humanity' on 30-08-2018.

2. Observation of National Voters' Day on 25 January since 2019 with an emphasis on the theme and slogan of that particular year is undertaken. Academic and social programmes are undertaken for awareness of first time voters.

3. On 5 April 2019 the ELC organised a quiz-cum-awareness programme on the campus and street corners of the town to sensitise the students and employees about the need for strengthening democracy.

4. On 30 September 2019 the District Election Cell with logistic support from the ELC, G C College organised an 'Electors' Verification Programme' in the campus.

5. The ELC selected the campus ambassador who as per direction from the Election Branch, Office of the DC, Cachar was appointed for implementation of the one-year long Systematic Voters' Education and Electoral Participation (SVEEP) Programme.

6. On 16 February 2021, a voting awareness camp was organised in the college premise in presence of Deputy Commissioner, Cachar.

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

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	View File
Any other relevant information	No File Uploaded

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

Students from diverse socio-cultural, ethnic and religious backgrounds from various parts of Barak Valley and adjoining regions pursue their academic career in Gurucharan College. This rich diversity is well reflected in the celebration of commemorative days, events and festivals. The college organises various functions to celebrate these important and auspicious events with the active participation of all students across various cultural-ethnic-religious affiliations. Through these celebrations, students get the opportunity to showcase their talents and develop organising skills. The celebration of National

and Observation Days in 2021 were conducted in a very modest manner due to pandemic situations and Covid restrictions. Repeated periods of complete lockdown did not allow the celebration of our regular events and festivals such as Viswa Sanskrit Diwas, Hindi Diwas, Milad-e-mehfil, Sharod Utsav, and National Science Day in 2020-21. The Teachers' Day and World Suicide Prevention Day were celebrated online. The Department of Mathematics in association with Assam Academy of Mathematics celebrated the National Mathematics Day on 22-12-2020. The Department of Political Science, Gurucharan College organised the National Voters Day, 2021 in which students of the college participated in quiz and cultural programs.

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

7.2 - Best Practices

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

Best Practices (02 nos.)

1. Title of the practice: Zero Garbage Campus and Green initiatives

2. Objectives of the practice: "Reduce, reuse, recycle and restrict" for a clean and green environment.

3. The Context: Constant motivation and training of all concerned; regular monitoring of the vast campus.

4. The Practice: Higher academic institutions have the responsibility to impart awareness and education to the new generation about the environmental challenges. Constraint: Fund and Technology.

5. Evidence of Success: Significant behavioural changes of the stakeholders, with increased awareness level and improvement of

quality of the ambience.

6. Problems Encountered and Resources Required: Collaboration with Govt./NGOs/Institutions for technology transfer and training.

7. Notes(Optional): Participatory environmental management practice shared with other Institutions through outreach programs.

1. Title of the practice: Providing self-financing, job oriented and skill-based courses.

2. Objectives of the Practice: Skill development through value-added courses.

3. The Context: Its relevance in present career scenario; arrangement of classroom/labs/staff; routine management.

4. The Practice: Present era of skill development and entrepreneurship, the courses are highly relevant, give value addition and diversity to regular UG courses.

5. Evidence of Success: Overwhelming response from the students. Rational fee structure, with campus recruitment facility as in BBA.

6. Problems Encountered and Resources Required: Availability of infrastructure facility and resource person with rational remuneration.

7. Notes(Optional): Searching agencies to bear financial liability of the courses and regularisation of services.

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

The college owns and maintains a Manuscripts Centre running in collaboration with the National Mission for Manuscript, (now under IGNC), Ministry of Culture, Govt. of India. It has two components viz. the Manuscript Resource Centre, recognised in 1995 by the National Mission for Manuscript and the Manuscript Conservation Centre, established in 2010 in collaboration with the Ministry of Culture, GOI. Fifteen donors out of generosity contributed a handsome number of manuscripts to the Centre. At present, the Centre is enriched with about 150 numbers of manuscripts, of which 92 manuscripts have been properly catalogued. These include 79 Sanskrit Manuscripts, 11 Bengali Manuscripts and 2 Bilingual (Sanskrit and Bengali) and the rest are in the process of documentation. The catalogued manuscripts contain both prose and poetry written in archaic Bengali script on paper material and Sachi Patra (bark of tree), the earliest dates back to 1873 AD. The manuscripts being important National Resources, portray the literary, cultural and historical heritage of a particular region. As such, the Manuscript Resource Centre of the institution has the potential to unveil the intellectual legacy of the region. Interested students, research scholars and amateur viewers have regular access to these valuable resources both for their academic requirements and also to cater to their individual hobbies and interests.

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

Gurucharan College, Silchar was established in 1935 to fulfill the aspirations of the people of Barak Valley. There is a Centralized Routine by the Routine Committee. Individual Departmental routines are curated out of the Centralized Routine. Departmental Routine is created and syllabus distributed among all faculties. At the beginning of each Academic Semester, every department conducts meeting and draws out a Teaching Plan.

Science Departments are well equipped with laboratories for taking care of the practical part of the curriculum. The Humanity Departments taking various languages/literature makes ample use of the Language Lab for imparting quality education in that field. There exists a Central Instrumentation Lab which can be accessed by all departments. The departments undertake activities like Seminars, Workshops, Orientation Programs, Guest and Corporate Lectures, Field Trips, visit to Research Labs, Excursion Tours and Project Works in tune with the syllabus from time to time.

The college has a rich Central Library in the name of B.C. Gupta Memorial Library containing Text Books, Reference Materials, Journals, Newspapers and Magazines for giving support to the curriculum delivery system. Also the various departments offer Certificate and Diploma Courses for the in-house students and also participants from outside.

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 College follows the University academic calendar and then

makes an Academic calendar for the college accordingly. The academic calendar is made by a committee and included in the College Prospectus, so that it is available to all the students. The college routine and the departmental routines take due care of following the Academic Calendar, when creating their respective departmental lesson plans.

The Academic Calendar includes dates allocated for teaching days, observation days, holidays and total teaching days in a month. The Continuous Internal Evaluation (CIE) is fully incorporated in the Academic Calendar and is meticulously followed.

During the Session of 2020-21, the committee for Academic Calendar was also constituted which prepared the Academic Calendar, but in view of the outbreak of the COVID-19 pandemic, the departmental heads were given the liberty to make changes to the Calendar whenever they deemed necessary. This allowed for great flexibility and followed a decentralized outlook for proper syllabus completion. The HODs were given independence to formulate their own method for Continuous Internal Evaluation (CIE).

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

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

51

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)

5

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

127

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

127	
File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File
1.3 - Curriculum Enrichment	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The CBCS syllabus of Assam University requires a student enrolled in the graduate program to mandatorily take up two papers viz. Ability Enhancement Compulsory Courses on English Communication and Environmental Studies cutting across all streams.</p> <p>Apart from these Courses, topics on Professional Ethics, Gender, Human Values, Environment and Sustainability are included in the syllabi of various Courses like Ecology and Environmental Science, Economics, English, Business Administration, etc.</p> <p>In addition Kiran Sashi Womens' Cell, Eco Club and Environment and Climate Change Cell supported by ASTEC hold innumerable programmes on Gender - its various aspects including Equality, Rights etc. from time to time. Some science departments also teach a paper on Intellectual Property Rights and Scientific Ethics.</p> <p>A student studying any of the above courses gets a clear grasp of the knowledge regarding Gender, Human Values, Environment and Sustainability.</p>	
File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**11**

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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**340**

File Description	Documents
Any additional information	View File
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)	No File Uploaded
Any additional information(Upload)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://gurucharancollege.ac.in/upload/Feedback%20Report%20of%20all%20Stake%20Holders%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

4086

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

1819

File Description	Documents
Any additional information	View File
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

Our institution has always believed in outcome-based learning processes. First of all we identify the slow learners and advanced learners based on the internal assessments, tests, interaction in the class and from other co-scholastic activities. Then we gave emphasis to the slow learners by arranging remedial classes which are generally conducted after the regular classes. Extra classes are taken for those students who have failed in the examinations. Faculty members also help to solve the previous years question paper for the slow learners. Apart from these the mentor mentee system supports the slow learners in every possible way to improve their performance in every sphere of life. Advanced learners are provided with special guidance. They are provided with a number of opportunities for developing their knowledge and skill in the particular subject. The advanced learners are motivated to read advanced reference books, journals, newsletters, e journals etc. by providing additional library facilities. They are asked to solve the model question papers. The students are allowed to participate in different workshops, seminars, conferences and are also encouraged to work on small scientific projects and write papers on their own. So they get exposure in their concerned subject. They are encouraged to take part in the various intra and inter college competitions to enhance their knowledge and skills.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
3841	84

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

Gurucharan College has adopted well planned students centric methods to enhance student involvement as a part of participative learning and problem solving methodology. Specifically the student centric methodology includes experiential learning through Project work, which is assigned to a group of students by the particular faculty. Teachers encourage the students to participate in various competitions for real time exposure. Regular field visits, excursions and surveys are conducted by different faculties round the year for better understanding of the subject. Guest Lectures are organised at regular intervals where scholars of national and international repute deliver their speech. Experimental/Laboratory method is used in science subjects to acquaint the students with the facts through direct experience individually. In the Science departments students verify the facts and laws of the subject with the help of experiments. Student seminars are organized by different departments where papers are presented by students on contemporary topics to enrich their learning experience in the particular subject. Students are also trained in participatory learning through NSS, NCC and Red Ribbon club of the institution. The institution has ICT enabled teaching facilities which includes Wi-Fi enabled class rooms with LCD, Language Lab, Smart Class rooms, etc.

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

Education is a lifelong process which involves a major role of teachers and students. The teaching-learning process goes through a continuous evolution as well. Thus, the teachers of our college keep themselves updated with the latest developments in information and communications technology (ICT) for effective use in the classroom. The teachers use various ICT tools to explain and illustrate concepts to the students. Apart from the common ICT tools like powerpoint presentations, spreadsheets and animations, the teachers also make use of various subject-specific tools, softwares and programming tools like E-bird application, Fishbase, FORTRAN, SCILAB, Geogebra, SageMath, Octave, C, C++, Python etc. for imparting quality education to the students. Students are made aware of using resources online from sources like INFLIBNET, MIT Open courseware, NPTEL etc. Teachers resorted to alternative teaching during the covid-19 pandemic imparting live classes in Zoom, Google Meet etc., lecture videos on YouTube and posting study materials in Whatsapp groups, Google Classroom etc. In order to facilitate the effective use of ICT, our college acquired a lifetime free version of Google Workspace for Education with unlimited user accounts and unlimited cloud storage space. Teachers now continue such online teaching blended with classroom teaching.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://gurucharancollege.ac.in/ICT.html

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

84

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

69

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
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

55

File Description	Documents
Any additional information	View File
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

1297

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.

G. C. College follows the Examination Policy of Assam University for transparent internal evaluation. As per norms, the college follows the semester system. Every semester, the final assessment and grading of the students are done based on 30 per cent weightage to Continuous Internal Assessment (Unit Test and Attendance) and 70 per cent weightage to External Evaluation based on End Semester examinations conducted by Assam University. At the beginning of each semester, the students are informed about the schedule of the internal assessments. The exam cell of the college conducts the mid-semester sessional exams to assess the progress of the students. The Exam Cell formulates the guidelines and schedule for the internal examination in consultation with the Principal. Assignments and student seminars are held on the specific topics specified by the teacher. Students' seminars are held on relevant topics and they are awarded marks based on their performance in the assignment and the seminars. Students also undertake projects under the supervision of the teachers. Viva and practical evaluations are carried out for subjects with practical components for both General and Honours papers. Marks awarded by individual teachers are kept confidential until uploaded to the University Portal.

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

G.C. College has adopted a healthy Examination Policy as an ordinance of the affiliated university to conduct the internal and term-end examinations and evaluations. Under this policy, the students are allowed to seek redressal and clarification on their performance. On receipt of the application for redressal, the exam cell, in consultation with HoD(s), takes initiative to settle the grievance at the earliest. If the student is still unsatisfied, the matter is discussed with the Principal of the College to settle the same. If any students are not satisfied with their performances in any assessment, such students' answer sheets are re-evaluated by a teacher of that particular subject. Suppose any students cannot appear for the unit test examination and are informed within a specified time. In that case, a particular unit test is conducted for such students, and an assessment is done accordingly. In case students' grievances are not satisfactorily settled at the Department level, students can approach the Principal of the College, who gives his decision in consultation with the Exam Cell of the college. While deciding the student's grievances, the greater interest of the students are considered. The College teachers, Principal and Exam Cell maintain a cordial relationship with their students, and their problems are sorted out correctly.

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.

Gurucharan College has clearly stated the learning outcomes of the Programs and Courses offered by the institution. Program Outcomes (POs) are broad statements that describe the professional accomplishments which the program aims at, and these are to be attained by the students by the time they complete the program. Program specific outcomes (PSOs) are the specific skill requirements and accomplishments to be fulfilled by the students at micro level and by the end of the program. Course outcomes (COs) are direct statements that describe the essential and enduring disciplinary knowledge, abilities that students should possess and the depth of learning that is expected upon completion of a course. The institution

communicates the learning outcomes to the teachers and students. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students and soft copy of the same is also made available to the college website. The students are also made aware about the learning outcomes of a particular subject at the beginning of the academic year by the head of the department and the teachers of the particular subject.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://gurucharancollege.ac.in/syllabus.html
Upload COs for all courses (exemplars from Glossary)	View File

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

Assessment of course outcomes and program outcomes is one of the most important parts of the core academic activity for any institute and it is very important to assess the learning ability of the students of that institution. In fact, it is one of the main mechanisms to monitor the effectiveness of the learning environment based on evidences that determine whether students have met the course outcomes and objectives of the learning process. Attendance of the students is given priority as it leads to punctuality. The students are expected to have a minimum of 75% attendance in all the subjects. Regular tests and assessments are held to enhance the student's knowledge of subjects. Continuous Internal Assessment and Semester End assessment are conducted. Practical skill assessments based on the laboratory works are also done for better understanding of the subject. Understanding levels of the students are also monitored by giving them subject related assignments and seminars. Regular field trips, institution visits and excursions within and outside the state are conducted by various departments for enhancing the experiential learning. Both lab based and field based dissertation and project work are also assigned to the students for the partial fulfilments of their degrees.

File Description	Documents
Upload any additional information	View File
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

1548

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	http://gurucharancollege.ac.in/upload/Res ultSheet-20-21.pdf

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://gurucharancollege.ac.in/upload/SSS_20-21_GCC.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)

225000

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	https://www.serbonline.in/SERB/Tare

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

0

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

11

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**

0

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

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

Extension activities are enrichment projects which instill value-based education and help to understand and confront real life situations. The benefits of such activities range from effective participation, project management and gathering life skills. Students work together, develop collaborative relationships and learn through team work and on field experiences, gaining insights for careers and beyond. Overall, participating in such activities help students to delve deeper into social issues and problems and weave dreams to serve the society and cultivate human values. Teachers on the other side act as facilitators and working with students help to lift the

morale of students and assist them to internalize sets of principles, attitudes and values that will govern their future behavior. Investing in students' interest and careers create a positive and encouraging atmosphere in the classroom as well as enable the students to integrate theory with practice, evaluate the social and economic disparity and sensitize themselves to gender needs and society.

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

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

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

0

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

9

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

1816

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

0

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

0

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

For providing and supporting the educational environment in terms of teaching- learning , the college has adequate physical facilities for the students. There are twenty nine (29) classrooms used as lecture halls with small and large spaces. For practical classes students are using thirty two (32) laboratories . Smart classrooms are five (5) in number with LCD. Again, wi-fi with LAN connections are there in five (5) classrooms. The college has one Seminar Hall with ICT facility, which is used for seminar, workshop, and different programmes, where ICT is required. Across all twenty four (24) departments, there are 220 numbers of computers in total in different departments in the college. Commerce Department has two laboratories for the purpose of practical lessons. Computer Science, Mathematics , Zoology and Language laboratory each has one individual computer laboratory. College Library has eighteen (18) computers to support the students for searching online materials. The college has one Language lab with internet facility. A DST sponsored research laboratory is there in the department of Zoology.

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.

As far as cultural activity is concerned the college has a fully equipped auditorium to facilitate all types of cultural programs performed by the students. For outdoor games the college has a playground within the campus where football, cricket, hockey and athletics are played. A badminton court is there in front of the Department of Chemistry. A sports cell is there under the guidance of a teacher-in-charge. Materials of sports are available for playing games in both indoor and outdoor spaces. Table Tennis facility is there in the Girls' Common Room where girls use to play Table Tennis together with other indoor games. Celebration of International yoga day and yoga activities are carried out in college gymnasium. A teacher - in -charge is there for this activity. In college gymnasium both girls and boys practice gym activities. Gym equipments are available in the College gymnasium, where girls practice from 6.00am to 8.30am and boys from 4.30 pm to 7.00 pm under the guidance of a gym trainer who is a non-teaching staff of the college.

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.

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

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

36.82

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)

The B. C. Gupta Memorial Central Library is automated using Software for University Libraries (SOUL). The software is integrated library management software designed and developed by the INFLIBNET Centre. The college library installed SOUL 2.0 in the year 2015 to enhance the efficiency and effectiveness of our library services to meet the expectations of users. Library is partially automated by SOUL 2.0 software with a database of 28000 collections. Through the catalogue module of the software, we catalogue the books purchased in the library. The Circulation module is used by the library to create a membership database of users and create transaction records of Issue/Return/Renew of documents. We have installed Barcode technology for the issue-return process in our library. We

provide barcodes for the users and books. The software provides OPAC facility for the library users from which they can easily retrieve information and status about the books available in the library. The library has a LAN facility through which users can access the OPAC.

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	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

9.4

File Description	Documents
Any additional information	View File
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

2343

File Description	Documents
Any additional information	View File
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**

Gurucharan College, Silchar boasts of a robust IT facility with about 220 computers. 24 Departments have their own computer with Internet connection and WiFi infrastructure, in most Departments. Many Departments also have Printers and scanners. Multimedia projectors are available in many of the Departments. Most of the Departments have LAN connections. A few smart classrooms, a browsing centre and a number of Computer Laboratories is very helpful in imparting IT education and knowledge to the students. The students are given full access to the browsing centre and the Computer Laboratories. B. C. Gupta Central library of the college is IT enabled and accessible and has access to NLIST via remote/online access. It also has a browsing centre with 18 computers. OPAC facility is also available. The office of the G. C. College is also automated, having 33 computers in various branches. The college is presently using a BSNL Leased line of 34 MBPS, which is proving adequate for the need of the college. The session of 2020 - 21 saw a major upgradation in the college IT infrastructure, where 57 new computers were added in various facilities. 52 Computers were purchased and 05 Computers were donated by State Bank of India.

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

4.3.2 - Number of Computers

220

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

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)**

72.81

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

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

G C College takes a participatory management approach in its overall upkeep and management, smooth functioning of its various organs in the interest of conducive teaching-learning environment. Several committee/subcommittee/cells are constituted with due process through the College management

i.e., Governing Body (GB) which gives required inputs and support to the College authority for smooth functioning. Physical infrastructure being a key ingredient in smooth functioning of a college, efforts are made to streamline various works related to maintenance through a well laid out, institutionalized procedure so that optimum capacity utilization is achieved. Classrooms are maintained by the College Development Section attached to the Principal's Office. Students are also encouraged to get involved in overall upkeep of the laboratories. A system Analyst takes care of the computer related issues while the ICT subcommittee looks after the ICT facilities. Library Committee takes decisions regarding implementation of different projects. Books are procured in the library by taking recommendations from all the departments of the college. A faculty member is assigned as the Sports in Charge of the College who looks after the maintenance and utilisation of Sports facilities. A Gymnasium Subcommittee supervises activities and maintenance of the gymnasium facility.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://gurucharancollege.ac.in/upload/DOC-20221010-WA0004_.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

3846

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

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

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

0

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

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

B. 3 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

11

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

11

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

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	View File
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**

7

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

55

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**

5

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	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 student members represent the College in planning and execution of various co-curricular and extracurricular activities in the college. The student members of the different Committees are represented on the following academic and administrative bodies/committees-

1. Project Monitoring Unit-RUSA (Rashtriya Uchhatar Siksha Abhiyan): It is formed as per the guidelines of the Department of Higher Education & MHRD for monitoring of the project at the institution to implement the governance reforms proposed under RUSA.
2. Electoral Literacy Club (ELC): The Club as per the direction from the office of the District Administration regarding main streaming of Electoral Literacy was formed with the Principal as the Chairman, Head of the Department of Political Science as the Convener and other teachers and students of the department and students from other departments as the members of the ELC.

The students representative and student members of various organizing committees participate and help in organization of all these programmes and they attend the meetings and take active part in the programmes like, Independence Day, Republic Day, Netaji Divas, Sharadiya Utsav, Annual Cultural Festival, Teachers' Day and Saraswati Puja. They contribute to the overall development of College by giving their constructive suggestions.

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

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

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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 GCC Alumni society - "G C COLLEGE ALUMNI ASSOCIATION" is a non-profit making Registered National Level Society, under the Societies Registration Act XXI 1860, New Delhi bearing the Registration No: District East / Society/ 556/ 2013.

Gurucharan College, Silchar Alumni Association was started in 2005. The Association has 18 registered members along with more than 40 honorary members. The Alumni Association is an able-bodied team with a lot of enthusiasm, motivation and dedication to promote the Society. The Association aims at serving all former students, irrespective of whether they are registered or not.

The objectives of the Association are: to plan and organize

successful reunions, publish- books, newsletters, to promote the culture of the north east and Barak Valley in particular.

During the Pandemic period of 2020-21, the Association could not conduct any meeting or programme. However the Association was actively involved in monitoring and assisting all the members facing any crisis. The Association also managed to assist and serve others in need.

The Association maintains a close contact with the Alma Mater by providing a feed-back to it and collaborating in its growth and development.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The Vision and Mission of the College is well articulated and imbibed in various documents of the College and as such known to the stakeholders of the institution. The members of the society are also aware of its Vision and Mission. Endorsing the Vision with pride is the prime objective of governance of the College. The Governing Body of the College is the apex body. Entire governance is done on the basis of the rule framed by the Government. The Principal acts as Secretary of the Governing Body. The governance strategies, to achieve the goals, include -

- Preparing a Master Plan for the College that focuses on the overall development
- Decentralization of various functions and encouraging participatory governance
- The participation of the stakeholders are ensured in the Governing Body, Committees and Cells
- The Principal acts as a link between the Governing Body and the members of the College.
- Teachers, non-teaching members and students participate in various committees to achieve its academic pursuit.
- NSS and Extension Cell organizes extension activities.
- College activities contribute to Nation building, society development and to the objective of the College
- The Teachers act as mentor for the overall development of the students

File Description	Documents
Paste link for additional information	https://gurucharancollege.ac.in/vision-mission.html
Upload any additional information	No File Uploaded

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

Decentralisation and participatory management is the core concept of College management. The Teachers', non-teaching members', guardians' and local University members' participation in the Governing Body proves the same. Further, the formation of various Committees and Cells for the smooth functioning of College activities depicts the decentralized nature of the College.

The Governing Body is the top most body for decision making. The Governing Body is headed by a President. The Executive Head

of the College is the Principal, who is the administrative and academic head. Under the Principal there are Heads of the Departments, who are the academic heads of the Department. The Office is headed by Head Assistant. The academic and administrative structure forms the line organisation of the College. The various committees and cells act as staff organization and are mostly responsible for advisory functions.

The College is governed by the College Management Rule of Assam and certain provisions of Assam University, Silchar (affiliating University). The role of various bodies, cells and committees are -

Governing Body, Teachers' Council, IQAC, Examination Cell, Budget Committee, Purchase Committee, Construction Committee, Library Committee, Admission Committee, etc. are some of the important Bodies, Committees and Cells in the College.

File Description	Documents
Paste link for additional information	https://gurucharancollege.ac.in/upload/GC%20Organization%20Structure.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College performs on the basis of the strategic plan prepared and adopted by the Principal in consultation with the senior teachers. The plan is discussed in the Governing Body Meeting and then adopted for implementation.

The College Being established in 1935, has a strong legacy. The alumni comprises members from various fields. The achievement of the College is dependent on the strategic plan prepared every year. The Strategic Plan of the College is student oriented

The infrastructure development is looked after by the College Governing Body. It consists of extension of building, providing additional facilities, introduction of new courses, establishment of new faculty, employing visiting faculties, etc. The College Administration forms several committees for academic growth and infrastructure development. The members of

these Committees consider several factors while preparing the strategic plan, which are stated below -

- The changing scenario in the field of education
- The needs of students and the society
- Time and Place
- The economic factors
- The relevance and usefulness of plan

These plans are, then, summarized and the Principal declares the strategic plan of the College. These plans are prepared on the basis of academic, extra academic and administrative matters.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://gurucharancollege.ac.in/upload/Strategic%20Plan%20of%20the%20College%202020-21.pdf
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.

The academic matters are supervised by Assam University, Silchar. The matters related to course curriculum, examination and results are guided by Assam University, Silchar. The administrative matters are supervised by the Director, Higher Education, Government of Assam. The Governing Body of the College is the apex body, comprising of various members. The Principal's office has the general, accounts, and development sections. The functions of the office are guided by the Administrative and Financial Rules of the Government of Assam. The Academic Departments of the College is headed by the Head of the Department, who is responsible for the class distribution. The Head along with the other faculty members are responsible for the academic matters. Various Committees are

formed, with the representatives of teaching, non-teaching and student members, to help the administration in different functional areas. The Teaching members are recruited as per the guidelines issued by the Director, Higher Education, Government of Assam. These rules are complying with the UGC rules. The career advancement of the teaching members are guided by the same rules. The non-teaching employees are recruited as per the rules framed by the Government of Assam. The promotion and other service rules are guided by the same rule.

File Description	Documents
Paste link for additional information	https://gurucharancollege.ac.in/service-rules.html
Link to Organogram of the Institution webpage	https://gurucharancollege.ac.in/upload/GC%20Organogram.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	View File
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 welfare measures adopted by the College for teaching and non-teaching staff are as follows:-

1. GIS and GSLI are there for the employees of the College.

2. G.C.College Employees' Credit and Thrift Society is there to promote savings and cater the loan requirements of the employees.
3. 1% reservation for the wards of employees is provided at the time of admission.
4. Casual Leave is provided to both teaching and non-teaching employees of the College
5. Earned Leave is there for the teaching and non-teaching employees. However, the number of days for teaching and non-teaching employees differ
6. Child Care Leave is provided to the female employees of the College who are mothers and have to look after their child.
7. Maternity Leave is provided to the female employees of the College
8. Jobs are provided on compassionate ground to the family members of deceased employees.

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

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

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

0

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

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

0

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

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

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

21

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

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

The performance appraisal system is available in the CAS promotion. The reports from the various superiors in the institutional hierarchy issues appraisal report along with the IQAC Coordinator. The scrutiny committee scrutinizes the promotion proposal of the incumbent. Then, IQAC Coordinator recommends the promotion proposal to the Principal. Then, with the recommendation from the University a DPC is formed for final scrutiny. The promotion for non-teaching members is done on the basis of seniority. The promotional activities are guided by the circular issued by the Director, Higher Education, Government of Assam complying with UGC rules. Further, The Principal records the annual performance in the service book of the employees.

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

6.4 - Financial Management and Resource Mobilization

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

The Internal Audit is conducted by hired Registered Chartered Accountant at the end of each financial year. Income and Expenditure Account, Receipts and Payments Account, and Balance

Sheet are thoroughly audited as on 31/03/2021. The Internal Audit, being concurrent in nature, points out the various anomalies, if detected, throughout the year. The Internal audit verifies all the documents with the accounting records maintained by the College Office. The Audit Report is placed annually in the Governing Body meeting and the audit objections, if any, are discussed there. The Governing Body tries to meet the objections and recommends rectifications to the Principal, upon which the Principal acts.

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)

0

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

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

The Institution has its own mechanism for resource mobilisation to meet its predetermined goals. This is achieved by sending project proposals to various funding agencies like University Grants Commission, Department of Biotechnology, Rashtriya Uchhatar Shiksha Abhiyan, Maulana Abul Kalam Azad Institute of Asian Studies, public sector organisations and Assam Government. The funding agencies, in turn, approve the proposals and hence the Institution acquires resources. The funds received are utilised in a timely, cost-effective manner.

Resources that are mobilised through various agencies are spent at the right time at the right price by making right use of the acquired resources. Different committees constituted by the Institution plan and supervise the optimum utilisation of the fund in creating various assets of the Institution. The procurement and utilisation of funds are subject to regular internal audits and external audits being managed by the Government of Assam. This helps in maintaining checks and balances of the aforesaid funds in the Institution.

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

6.5 - Internal Quality Assurance System

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

The initiatives undertaken by the Internal Quality Assurance Cell (IQAC) of the College was varied. Covid 19 pandemic, undoubtedly, obstructed the offline activities but online activities were performed. The significant contributions are stated below -

- To improve quality of online teaching and evaluation a one day workshop was organised in the college campus where 57 faculty members participated.
- A two days awareness programme on vocational training was arranged in the college, in collaboration with MSME for the benefit of students.
- Along with the academic activities, IQAC took initiative to develop social awareness regarding Covid 19. It was made arrangement for survey of five nearby villages by faculty members following the guidelines of UGC
- To develop nationalism among students Parakram Divas, commemorating 125th birth anniversary of Netaji Subhas Chandra Bose was celebrated.
- National Voters Day and training was also arranged to develop awareness among students.

- An educational institution aims to develop the adjacent backward areas of the society. A proposal for adult education and vocational training in the tea garden area was made.
- Above all, to improve Emotional Quotient and Social Quotient of students GCC Cell of Value Education and Positive Thinking was formed

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

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

In 2020-21 the world faced pandemic due to Covid 19. There was a complete lock down and regular classes could not be provided to students. To continue the teaching process, arrangements of online classes were provided to students through various media like live classes through Google meet, zoom meet, video classes through WhatsApp etc. To facilitate online examination of the university, arrangement was made through Google workspace for education under the supervision of online examination committee.

To continue academic and research activities in this global scenario of Covid 19, IQAC launched webinars in the name of GCC Academy through YouTube channel via stream yard. Altogether 27 (26 National and one international seminar lecture programs were arranged during 2020-21).

To improve quality of online teaching and evaluation a One-Day Workshop was organised in the College campus. Regular online classes were held. The examinations were held by the College. The internal examinations were held by way of submission of projects by email. The University Examination was also held online. It was managed by a special committee under the supervision of IQAC.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gurucharan College is a co-education college where awareness on gender equity and sensitivity has always been prioritised. The institution adopts the following measures to promote gender equity-

1. Curriculum: Irrespective of gender all students get equal opportunity to participate in various co-curricular activities like Annual sports & cultural week, Sharad Utsav, Milad-e-mehfil, etc.

2. Facilities:

a) **Safety & Security-** The entire college premises including girls' and boys' hostels, classrooms are under CCTV Surveillance System. Security guards are deployed at the entry and exit points 24X7.

b) **Common Rooms:** The college provides well-equipped separate common rooms for boy and girl students.

c) **Women Cell Programmes:** The Kiron Sashi Women Cell (KSWC) of the college regularly organises Gender sensitization awareness programmes and workshops such as "Sexual Harassment at Workplace", "Child education and Environment" and "Self Defence Programme" and celebrates annually International Women's Day to address the plight of women in the society and to recognise their role in the global context.

Counselling: The Career Guidance Cell of the institution provides counselling and easy access to information regarding career opportunities for all students.

File Description	Documents
Annual gender sensitization action plan	https://gurucharancollege.ac.in/upload/7.1.1_Annual%20Gender%20Sensitization%20Action%20Plan.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://gurucharancollege.ac.in/upload/7.1.1_specific%20facility%20for%20women%20(1).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

To deal with the garbage generated, the college provides Blue and Green coloured dustbins for biodegradable and non-biodegradable waste and placed in convenient locations in the various blocks, Departments, Science Labs, Washrooms, Hostels and Cafeteria of the college campus. On an average 25-50 kg organic/ biodegradable waste is generated in the campus daily. The paper waste and plant residues are regularly collected by the sweepers from the campus and dumped in the compost pit. The kitchen wastes generated from the hostels are taken by the Municipality on alternate days. The natural landscape of the college campus allows easy drainage of waste water which gets accumulated in the waste water tank and the dissolved particulate matter settles there. The biological and biochemical wastes generated in the laboratories, even though insignificant in amount, are first sterilised and then stored in a pit, isolated and protected from human and animal contamination. After regular intervals depending on the volume of the wastes, the Municipal authority collects and disposes the wastes safely. The empty bottles and jars left after use of chemicals are sold to the scrap dealers. E-waste is collected & stored in a separate store room in college campus and sent to authorised vendors for recycling/ disposal under buy-back policy.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://gurucharancollege.ac.in/upload/7.1.3_waste%20management.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	C. Any 2 of the above
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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:	A. Any 4 or All of the above
<ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	

File Description	Documents
Geo tagged photos / videos of the facilities	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	D. Any 1 of the above
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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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

A. Any 4 or all 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).

Gurucharan College as an institution endeavours to provide an inclusive atmosphere to the student and teaching fraternity by taking initiatives to create exposure to the diversity of human experience of the region.

1) The Anthropological Museum of the institution displays the crafts and artefacts representing the cultural/ethnic diversity of the region.

2) The college has adopted an urban slum and a village where students through educational excursion trips get real life experience of philanthropic activity through which they learn basic rules or codes of conduct for sharing and caring, and motivation for upliftment work of the marginalised.

3) Students learn the values of inter-faith peaceful co-existence through the celebrations of programmes like Milad-e-mehfil and Saraswati Puja. Cultural activities during Sharod Utsav help to preserve our traditional art and culture and foster cultural harmony among the students.

4) The annual college week provides the space and opportunity to the students individually and in groups through varied items ranging from sports, music, dance, drama, essay writing and other activities. The essence of dynamic team work, leadership qualities, coordination and organisational skills are thus inculcated.

5) The Gurucharan College NCC Unit gives exposure to the student cadets through participation in National Integration camps.

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 Electoral Literacy Club (ELC) of Gurucharan College undertakes various programmes for inculcating values and sensitising the students and the employees regarding the constitutional rights and obligations, duties and responsibilities of citizens. The ELC after its inception has organised the following events:

1. Intra college debate on 'Women Empowerment: Still a Far Cry

in India' and a Poster competition on the theme 'Peace, Harmony and Humanity' on 30-08-2018.

2. Observation of National Voters' Day on 25 January since 2019 with an emphasis on the theme and slogan of that particular year is undertaken. Academic and social programmes are undertaken for awareness of first time voters.

3. On 5 April 2019 the ELC organised a quiz-cum-awareness programme on the campus and street corners of the town to sensitise the students and employees about the need for strengthening democracy.

4. On 30 September 2019 the District Election Cell with logistic support from the ELC, G C College organised an 'Electors' Verification Programme' in the campus.

5. The ELC selected the campus ambassador who as per direction from the Election Branch, Office of the DC, Cachar was appointed for implementation of the one-year long Systematic Voters' Education and Electoral Participation (SVEEP) Programme.

6. On 16 February 2021, a voting awareness camp was organised in the college premise in presence of Deputy Commissioner, Cachar.

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

C. Any 2 of the above

of Conduct are organized	
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	View File
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>Students from diverse socio-cultural, ethnic and religious backgrounds from various parts of Barak Valley and adjoining regions pursue their academic career in Gurucharan College. This rich diversity is well reflected in the celebration of commemorative days, events and festivals. The college organises various functions to celebrate these important and auspicious events with the active participation of all students across various cultural-ethnic-religious affiliations. Through these celebrations, students get the opportunity to showcase their talents and develop organising skills. The celebration of National and Observation Days in 2021 were conducted in a very modest manner due to pandemic situations and Covid restrictions. Repeated periods of complete lockdown did not allow the celebration of our regular events and festivals such as Viswa Sanskrit Diwas, Hindi Diwas, Milad-e-mehfil, Sharod Utsav, and National Science Day in 2020-21. The Teachers' Day and World Suicide Prevention Day were celebrated online. The Department of Mathematics in association with Assam Academy of Mathematics celebrated the National Mathematics Day on 22-12-2020. The Department of Political Science, Gurucharan College organised the National Voters Day, 2021 in which students of the college participated in quiz and cultural programs.</p>	

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

7.2 - Best Practices

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

Best Practices (02 nos.)

1. Title of the practice: Zero Garbage Campus and Green initiatives

2. Objectives of the practice: "Reduce, reuse, recycle and restrict" for a clean and green environment.

3. The Context: Constant motivation and training of all concerned; regular monitoring of the vast campus.

4. The Practice: Higher academic institutions have the responsibility to impart awareness and education to the new generation about the environmental challenges. Constraint: Fund and Technology.

5. Evidence of Success: Significant behavioural changes of the stakeholders, with increased awareness level and improvement of quality of the ambience.

6. Problems Encountered and Resources Required: Collaboration with Govt./NGOs/Institutions for technology transfer and training.

7. Notes(Optional): Participatory environmental management practice shared with other Institutions through outreach programs.

1. Title of the practice: Providing self-financing, job oriented and skill-based courses.

2. Objectives of the Practice: Skill development through value-added courses.

3. The Context: Its relevance in present career scenario; arrangement of classroom/labs/staff; routine management.

4. The Practice: Present era of skill development and entrepreneurship, the courses are highly relevant, give value addition and diversity to regular UG courses.

5. Evidence of Success: Overwhelming response from the students. Rational fee structure, with campus recruitment facility as in BBA.

6. Problems Encountered and Resources Required: Availability of infrastructure facility and resource person with rational remuneration.

7. Notes(Optional): Searching agencies to bear financial liability of the courses and regularisation of services.

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

The college owns and maintains a Manuscripts Centre running in collaboration with the National Mission for Manuscript, (now under IGNCA), Ministry of Culture, Govt. of India. It has two components viz. the Manuscript Resource Centre, recognised in 1995 by the National Mission for Manuscript and the Manuscript Conservation Centre, established in 2010 in collaboration with the Ministry of Culture, GOI. Fifteen donors out of generosity contributed a handsome number of manuscripts to the Centre. At present, the Centre is enriched with about 150 numbers of manuscripts, of which 92 manuscripts have been properly catalogued. These include 79 Sanskrit Manuscripts, 11 Bengali Manuscripts and 2 Bilingual (Sanskrit and Bengali) and the rest

are in the process of documentation. The catalogued manuscripts contain both prose and poetry written in archaic Bengali script on paper material and Sachi Patra (bark of tree), the earliest dates back to 1873 AD. The manuscripts being important National Resources, portray the literary, cultural and historical heritage of a particular region. As such, the Manuscript Resource Centre of the institution has the potential to unveil the intellectual legacy of the region. Interested students, research scholars and amateur viewers have regular access to these valuable resources both for their academic requirements and also to cater to their individual hobbies and interests.

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

In line with Government initiatives, the college will focus on introduction of value added courses related to skill development to ensure self-employment opportunities. Starting Post graduate courses in different subjects with approval from competent authority is a priority area of the college. Digitalisation of the college office to ensure better services will be a vital area of focus. The college is planning to digitise all important old files and documents for safe preservation. This will ease in retrieval and copying at the click of the mouse. Harnessing solar power for day to day requirements, at least for the laboratories and computer section is an initiative that the college will endeavour to fulfil. Another future plan is to ensure proper harvesting of rain water to reduce dependence on Municipal water supply and to mitigate the water shortage in dry months. The college will also endeavour to offer Open and Distance Learning courses in consultation with the affiliating university such that education reaches the door steps of the disadvantaged and the underprivileged. Extension of hostel seats for both boys and girls through construction of new buildings is a major area of focus in the future which will ensure admission and education of students from far flung areas and also neighbouring states.