



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution	
	PANIGAON OMPRAKASH DINODIA COLLEGE
• Name of the Head of the institution	DR. SURESH DUTTA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03752267323
• Mobile No:	9435185038
• Registered e-mail	opdcollege52@yahoo.com
• Alternate e-mail	opdcollege52@gmail.com
• Address	Panigaon
• City/Town	North Lakhimpur
• State/UT	Assam
• Pin Code	787052
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Dr. Runjun Saikia				
• Phone No.	03752267323				
• Alternate phone No.	03752267323				
• Mobile	7002162925				
• IQAC e-mail address	opdiqac@gmail.com				
• Alternate e-mail address	iqacopdc@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLogin/OPDCLG_AQAR_AQAR%202020-21%20OPDC.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.opdcollege.edu.in/academic-calendar-2/				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	60.50	2004	05/11/2004	04/11/2009
Cycle 2	B	2.37	2016	05/11/2016	04/11/2021
6. Date of Establishment of IQAC			01/01/2005		
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	
Panigaon OPD College	NSS	Dibrugarh University NSS Cell	2021-22	93,000/-	
8. Whether composition of IQAC as per latest			Yes		

NAAC guidelines	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	2
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Formation of Green Club	
Different programmes in Adopted Village are started.	
NSS and Green Club executed the beautification activities of the college	
Formation of Research and Development Cell	
Updated IQAC Room	
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
Coordinate extension initiatives with NSS and Legal Literacy club.	A seven Day Programme at the Adopted village of the college is arranged by NSS
Plan seminar/workshop	executed*
Set up online classes using Google Meet or Zoom Platform	executed*
A field work programme for students	executed*
Organise talk on spirituality/Non-violence /Voter Awerness among the students	executed*
Encourage the teachers to participate in FDP and national/International seminars and to publish their works in UGC Care or other reputed journals	executed*
Green and Clean Campus awareness initiative	executed* *to be filled later on

13. Whether the AQAR was placed before statutory body?	No
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	18/04/2022

15. Multidisciplinary / interdisciplinary

a) The Institution has a vision of its own to transform it into a holistic multidisciplinary institution. The college has set up several cells and wings from 2004 onwards to this end. it has

presently a multi-gymnastic Hall (set up in the year 2019), an up to date indoor stadium ((set up in the year 2011), a yoga centre (set up in the year 2022), an NSS Unit (set up in the year 2000), a Handloom and Textile Centre (set up in the year 2005), a Legal Literacy Club (set up in the year 2018), a Career Counseling Cell (set up in the year 2010), a Yuva Tourism Club (set up in the year 2022) an Red Ribbon Club (set up in the year 2011) and a Human Rights Education Centre (set up in the year 2015) to cater the needs of the holistic development and career opportunities of the students. Moreover a the college has a large playground attached to the college campus for games and sports facilities of the students. The college has a well formed students' union body adequately guided by the teaching staff which organizes the College Week yearly. Students are taught and encouraged to participate in various cultural, literary, sports, dramatic, competitions regularly. the college class routine has also included ample provision for teaching such extra-curricular and co-curricular activities. Students of the institution have been participating in various inter-college competitions and have been awarded several prizes. recently, the college has taken definite steps to include several Skill Enhancement Courses (SEC) and Add-On Courses for the students.

b) Although the college is yet a single stream (Arts Stream) Institution, attempts for starting the Science Stream has been done since 2005 because the students, the guardians and the local organizations have demanding the same since the inception of the college. The NAAC Peer Teams who visited the institution in the year 2004 and 2016 have also been recommending the same for us. The Govt. officials are also aware of the same and they are on the way to provide us with the Science Stream since NEP, 2020 considers it essential for the students.

c) The Institution offers flexible and innovative curricula and includes credit based courses in the areas of community engagements, environmental education etc.

d) These are already planned by the affiliating University (Dibrugarh Univ.) and will be implemented soon.

e) The institution has been planning several such programmes for the society's pressing issues and challenges for several years. The the present year's plan chalked out by the IQAC has ben included in Part -A Section 12 of this AQAR.

f) No Best Practices are done yet on this matter.

16. Academic bank of credits (ABC):

- a) The institution has taken initiatives to fulfill the requirements of Academic Bank of Credits as proposed in NEP, 2020. It has to wait to complete the process until the affiliating University takes the final decisions and sends guidelines to the college.
- b) The institution has not yet been registered under the ABC to permit the teachers to avail the benefit of multiple entries and exit during the chosen programme. It has been waiting for the affiliating university for its directions.
- c) Efforts for seamless collaboration, internationalization of education, joint degrees between Indian and foreign Institution and to enable to credit transfer are also being done.
- d) Being an affiliated college, we have limited scope of curricular designing and pedagogical approaches within the approved framework, including textbook, reading material selections etc. we have the authority to do them only in the Add-on courses.
- e) No Best Practices are done yet on this matter.

17. Skill development:

1. The institution has already taken several steps to strengthen the vocational education of the students. It has been running a Handloom and textile centre since 2005. Several SECs and Add-on courses on vocational education are chalked out for the year 2022-23. These facilities along with soft-skills for students will be implemented in alignment with National Skills Qualification framework.
2. The institution has been running a Handloom and Textile Centre as an add-on course since 2005.
3. The institution has been providing Value-based education to inculcate positivity among the learners that include the development of humanistic, ethical, constitutional, and universal values of truth, righteous conduct, peace, love, non-violence, scientific temper, citizenship values life skills etc. through special talks, lectures from eminent persons specialized in these sections, and through workshops, seminars etc. Efforts to inculcate them through NEP, 2020 are also devised.
4. The institution's efforts to:

i	Design a credit structure to ensure that	Done
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	all students take at least one vocational course before graduating		
ii	Engaging the services of Industry veterans and Master Crafts persons to provide vocational skills and overcome gaps vis-à-vis trained faculty provisions	Done	
iii	Offer vocational education in ODL/blended/on-campus modular modes to Learners	Done	
iv	NSDC association to facilitate all this by creating a unified platform to manage learner enrolment (students and workers), skill mapping, and certification.	Efforts have been done	
v	Skilling courses are planned to be offered to students through online and/or distance mode	Efforts have been done	

1. No Best Practices are done yet on this matter.

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

1. The Institution have been imparting its teaching and learning activities in the vernacular languages. Especially in Assamese. The English courses including the major are taught in English. However, translations are done to the vernacular language and interpretations, explanations are also given in the Assamese language to the slow learners and in the remedial classes also. It is done in both online and offline courses. Moreover, writings in the regional languages, singing, reciting, dancing and acting in regional languages are also encouraged to the students.
2. The faculties are providing classroom delivery in the bio-lingual mode where necessary. It has been being done in the college.
3. Details of the degree courses taught in Indian languages and bilingually in the institution.

Name of the Course	Medium	
•	•	
•	Bio-Lingual (English-Assamese)	
Political Science	Assamese	
•	Assamese	
○	Assamese	
○	Assamese	

o	Assamese	
Philosophy	Assamese	
1. Describe the efforts of the institution to preserve and promote the following:		
i)	Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.)	Tribal students are encouraged to write, sing, recite and act their vernacular languages.
ii)	Indian ancient traditional knowledge	Efforts have been made
iii)	Indian Arts	Efforts have been made
iv)	Indian Culture and traditions.	Many of them are taught in the college in as extra-curricular activities, workshops etc. Festivals on Indian culture are also held the college.
1. No Best Practices are done yet on this matter.		
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):		
i)	The institution has taken initiatives to transform the curriculum towards outcome-based education. But it has limited power to do so because it is an affiliated college, not an autonomous college or university.	
ii)	The institution makes efforts to capture the Outcome-based education in its teaching and learning processes. Teachers are advised to teach the students focusing on the outcomes of the courses.	
iii)	No Best Practices are done yet on this matter.	
20.Distance education/online education:		
a)	It has the possibility to offer the vocational courses through ODL mode. Course materials, handouts, assignments, theoretical knowledge assessments can be conducted by ODL mode. But the courses, where there are practical, surveys, fieldworks etc. are to be done in offline mode.	
b)	Efforts are being made for the same.	
c)	No Best Practices are done yet on this matter.	

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	8
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	578
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	175
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	80
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	19
File Description	Documents
Data Template	View File

3.2	19
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	22
Total number of Classrooms and Seminar halls	
4.2	4.8
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	39
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution has its own academic calendar, prepared in accordance with the academic calendar provided by the affiliating university, i.e., Dibrugarh University. The college has an Academic Advisory Committee, headed by the Principal who develops and supervises all curricular planning and documentation activities in such a way that they embrace diverse activities relevant to the Dibrugarh University's planned curriculum. The institution's Daily Class Routine (DCR) is designed by the Academic Advisory Committee. It decides the number of classes to be allotted and their duration. The DCR is then sent to the Heads of Departments. Each department has their separate Departmental Management Committee for distribution of workload and assigning number of classes to the faculty members. The college has a documentation process in place to make sure that the course is divided among the faculty members fairly and to maintain records of it. An Academic Activities Register (AAR) is given to each department to keep track of the daily classes. They must document the lessons they give to the student in the AAR and write a note in the designated space

explaining any reasons if the class is not held within the designated time.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6IjnpPR0x4VlM0a1JRTDJCNuXldkIyYmc9PSIsInZhbnVlIjoiwUZhOU94cDdWUy8wRWxCV05KK1ZxeUJ3ckJGTDgwOWlFaGRaeW9MWndCnThCZ1BtbXFNZisxR2pOVk5tTlO5NSIsImlhYyI6Ijk3NDcxOTg3ZDhlMjcwNzNkZWw1MDk2MjMzZTE0Zjo2MTJiOWUzN2I5ZTNiZTFjOTU3NGRjMTc3NGIwOTkxM2MiLCJ0YWciOiIifQ==

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

To provide the best program delivery, the Institution has its own academic calendar that is based on the Dibrugarh University's Academic Calendar. An Academic Advisory Committee, led by the institution's head, plans and oversees all curricular planning and documentation procedures to make sure that they cover a variety of activities relevant to the intended curriculum of Dibrugarh University. The curriculum is made relevant for students through a series of interactive activities, such as in-class teaching, group discussions, power point presentations, surveys, home assignments, academic assessments, and more. The competency of the students is assessed on occasions through tutorials, class quizzes, unit tests, and multiple-choice questions (MCQs). Exam scores are scrutinized, and special education classes are conducted to assist disadvantaged students. Teachers work really hard to assure that students obtain best education and progress academically.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLogin/OPDCLG_academiccalendar_Academic%20Calendar%202021-22%20(2).pdf

1.1.3 - Teachers of the Institution participate in D. Any 1 of the above 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

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

1.2 - Academic Flexibility

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

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

1

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The courses at the college include a variety of topics, including professional ethics, gender, environment, sustainability, and human values. Human values are taught in a variety of courses, including those in Education, Political Science, Sociology, and several others. Courses in education include professional ethics. N.S.S. organizes several environmental initiatives, such as planting trees, campaign to eliminate plastic, poster contests, and more. International Women's Day, World Environment Day, N.S.S. Day, and other occasions are all observed by the college annually.

The college takes part in the government's Swachha Bharat Abhijan actively. The college also includes extracurricular activities in the College Class Routine to aid in integrating moral and human values. Independence Day and Republic Day are two examples of national holidays that adheres to inculcate moral and patriotic values. The college regularly organises social activities including

the Voter's Awareness Campaign, COVID-19 awareness, and others. Significant gender concerns are emphasized and highlighted in many of the events of the college.

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

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

1

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

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

1

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

1.4 - Feedback System

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

D. Any 1 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

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_Download_Student%20feedback%20form%20Panigaon%20OPD%20College%202021-22.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

400

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

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

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

175

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

2.2 - Catering to Student Diversity

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

Assessing the learning levels of the students:

The institution assesses learning level of the students at the very starting of the teaching and learning session. To do so they are tested with an Advance Test:

a) Before teaching anything to the students , their learning level is tested by question paper containing:

- 1) MCQs
- 2) Very short answer questions and
- 3) Essay type questions

b) Questions range from very easy to very difficult one.

iii) After the evaluation, students are divided into three groups:

- a) Advanced learners (scoring more than 80%)
- b) Normal learners (scoring 30% - 80%)
- c) Slow learners (scoring less than 30%)

Special Programmes for advanced learners and slow learners:

Advanced learners:

- i) Supplying them with books on advanced knowledge
- ii) Aiding them to read books in the library for advanced knowledge
- iii) Aiding them with Google classes
- iv) Personal guidance through mentors

Slow learners

- i) Arranging remedial classes
- ii) Personal guidance
- iii) Aiding through mentors
- iv) Providing mental support, encouragement etc.

Personalized and individual evaluation methods are occasionally developed in response to the specific requirements of students. Teachers are allowed the freedom to construct their own evaluation techniques.

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

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

Number of Students	Number of Teachers
578	19

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The College adopts these student centric methods in its teaching-learning processes for effective teaching and learning.

The following methodologies adopted by the college help students to acquire experiential learning:

- i) Field tours to universities, prestigious institutions, biodiversity parks, historical places etc.
- ii) Field works, surveys etc. conducted by the various departments from time to time

The following methodologies adopted by the college help students to acquire participative learning:

- i) Group discussions, seminars, and oral group presentations
- ii) Field works, surveys etc.

The following methodologies adopted by the college help students to acquire problem solving methodologies and leadership building:

- i) Formation of students' union and entrusting on them the responsibilities of organizing festivals, seminars, meetings, competitions excursions etc.

Moreover, the college adopts the following methods for effective teaching and learning:

- i) Teaching and using ICT and E-resources.
- ii) Writing for Departmental and Students' Union magazines to foster creativity and other abilities.
- iii) Special lectures/seminars/conferences planned to inspire and motivate students to become active agents of information.

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

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

Teachers at the College strive to use technology to its full potential in their classrooms. Teachers have the expertise and abilities to assist all students to meet high academic requirements by utilizing new digital technologies. In the classroom, teachers create and present PowerPoint presentations that allow them to engage students in an interactive discourse. Teachers are now using Google Meet, Zoom, Microsoft Teams, and other similar platforms to deliver lectures online. Google Meet, Zoom, Microsoft Teams, WhatsApp, and other apps are also used to transect reading materials, brief notes e-books etc. There is a smart classroom with a smart-board to do classes using the modern of the up-to-date modes of teaching and learning. Three other large class rooms room no. 15, 16 and 17 also have the facilities of LCD, projectors, Wi-Fi, microphone, hands-free, and sound system where the classes are regularly done using these facilities.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

19

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

2.4 - Teacher Profile and Quality

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

19

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

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

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

2

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	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

400

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.

Panigaon OPD College, as a constituent college of Dibrugarh University, is governed by the university's internal assessment

policies. The college gives a 20% weighting to the students of their overall evaluation. The Internal Assessment Marks, as per the instruction of the University is distributed as follows:

- i) Class Attendance : 5%
- ii) Sessional Examination I : 5%
- iii) Sessional Examination II : 5% and
- iv) Seminar/ Group Discussion : 5%

Internal Assessment is a component of a continuous assessment system which is carried out in a well-planned and organized manner. To handle examination-related complaints, the institution has a well-defined mechanism in place.

Internal Assessment Evaluation Criteria are communicated to students by teachers. Students are provided several opportunities to enhance their performance. The Departments assess the final Internal Assessment scores before sending them to the University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	0

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

Panigaon OPD College is college affiliated to Dibrugarh University, and as such, it follows the University's examination criteria. At the end of each semester, a final test is administered to the students to all of Dibrugarh University's constituent institutions. The final test for each paper accounts for 80% of the overall evaluation, with the remaining 20% being internal assessment marks.

The mechanism of the Internal Assessment is robust in terms of frequency and mode. The sessional examinations are held regularly by following the college's Academic Calendar strictly. The evaluation sheets are returned to the students before the declaration of the results and any complaint/grievance relating to awarding marks to the students in the sessional examinations and the group discussions are redressed in time. They are thoroughly discussed with them in order to improve transparency and discipline.

The faculty answers students' legitimate complaints about their grades in the internal assessment. The assessed papers for the internal examination are shown to students, along with thorough comments and suggestions for development. Any questions students have about feedback and evaluation are properly answered by the teachers in charge.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	0

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In compliance with "Dibrugarh University" requirements, the Program Outcomes (PO) and Course Outcomes (CO) are being used for all programmes provided by the institution. The Learning Outcomes-based Curriculum Framework (LOCF) is designed to meet students' current requirements in terms of ensuring a path to higher education or a terminal degree, as well as directing them towards career options. The college's vision, mission, and objectives all include learning outcomes. The learning goals are presented in a variety of ways, including college prospectus, teachers' addresses to students and parents, Alumni events, and classroom dissemination. These are also widely displayed on departmental wall magazines, college magazines, and other printed materials distributed during conferences and seminars. Through classroom discussion and professional lectures, students are made aware of the course specific outcomes. Successful alumni students are also invited to interact with both students and teachers at special events and meetings where they share how their specific courses influence their career, thereby assisting current students in connecting better with the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The Institution reviews students' performance on a regular basis using various techniques for assessing achievement of each of the Program Outcomes and Course Outcomes. Through a direct assessment procedure, the programme results are examined using the Course Outcomes of the relevant programmes. It is offered through University Examinations, sessional examinations, internal and home assignments, unit tests, and so on. Throughout the year, the instructors records each student's performance on the programme results. Students performances are assessed for 80% of total marks in university examinations, while the institution evaluates for 20% of total marks. External Assessment is conducted for Practical Examinations by external experts selected by the University through Viva-Voce and practical files. Students are tested and evaluated at the institutional level throughout the year through unit tests and sessional examinations, and their performance is examined to determine their level of achievement of Programme Outcomes and Programme Specific Outcomes. The institution gathers student feedback, which is an essential means of assessing achievement, with the goal of determining students' attainment levels in terms of programme, topic, course, and syllabus outcomes, as well as understanding the teaching -learning process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_COURSEOUTCOME_Course%20Outcome%202021-22.pdf

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

59

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_Download_SSS%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

0

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

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

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

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)	No File Uploaded

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

04

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

The College organizes several extension activities yearly. These programmes are organized by sensitizing students to the social issues and for their holistic development. The institution is well aware about its Institutional Social Responsibilities and, therefore, the college sets up different wings and cells like N.S.S., RRB, Legal Literacy Club, Women Cell, Career Counseling Cell, Yuba Tourism Club etc. for the development of the neighbourhood area. These cells and wings organizes programmes like legal awareness, sanitation, hygiene, Blood Donation Camps, Medical Camps, Flood Relief Camps, AIDS Awareness Camps, Women Empowerment etc.

These programmes have a great positive impact on the college. The people as well as the parents and guardians are found highly grateful to our extension activities.

The Extension activities conducted in this year are as attached herewith.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqar_parta?token=T4PPN9rqCwyAFrbFC4M0Ga3tSuw2zb1Iw8XBuS8t&institution_type=3&aqar_id=12082&academic_year=2019-2020
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government /

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

02

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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**

50

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)	No File Uploaded
Any additional information	No File Uploaded

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

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

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	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has adequate infrastructure and physical facilities for teaching and learning. There are a total of 22 classrooms in the institution. It is ensured by the college authority that no class is hampered to any department during the periods of examinations. There is only one department which require practical and laboratory activities. These facilities are supplied adequately to the department. It is the Department of Education. TLMs like blackboards, chalks, LCDs, projectors, microphones, hands-frees, sound systems, smart-boards etc. are also provided adequately to several large classrooms. The departments are provided with departmental computer (Desk-Top) to facilitate with the required soft-copies of teaching and learning. There is also a separate Computer Centre for the students with browsing facilities.

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

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

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc. It has presently a Multi-Gymnastic Hall (set up in the year 2019), an up to date indoor stadium (set up in the year 2011), a Yoga Centre (set up in the year 2022). Moreover the college has a large playground attached to the college campus for games and sports facilities of the students. The college has a well formed students' union body adequately guided by the teaching staff which organizes the College Week yearly. Students are taught and encouraged to participate in various cultural, literary, sports, and dramatic competitions regularly. The college class routine has also included ample provision for teaching such extra-curricular and co-curricular activities. Students of the institution have been participating in various inter-college competitions and have been awarded several prizes.

File Description	Documents
Upload any additional information	No File Uploaded
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

5

File Description	Documents
Upload any additional information	View File
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)

4.8

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

4.2 - Library as a Learning Resource

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

Name of the ILMS Software

Nature of Automation

Version

Year of automation

SOUL

Partially

2.0

2014

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

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

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

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

2.08

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

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

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

25

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

4.3 - IT Infrastructure

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

The Institution frequently updates its IT facilities including Wi-Fi's that regular works of internet facilities are not hampered. The personnel related to these duties are asked to visit the Institution whenever required. IT facilities are available in several classrooms and departments, College Library, College office, Principal's office, Computer Centre, and IQAC office of the college. All of these are timely updated.

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

4.3.2 - Number of Computers

39

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

4.3.3 - Bandwidth of internet connection in the Institution D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4.8

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

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

The institution has established systems and procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms etc. The Governing body is the Apex body of the Institution. The Governing Body maintains the overall activities of the Institution. The Grade-IV staff of the college is in the duty of maintenance and cleanliness of the physical facilities. The duty of maintenance of

academic activities is entrusted upon the Academic Advisory Committee headed by the Vice-Principal of the College. The AAC prepares the class routine, distributes it in the departments, maintains the teaching-learning and evaluation activities of the college. The maintenance of the college library is entrusted upon the Librarian of the college. There are also such adequate systems and procedures for maintenance and utilization of the other support facilities viz. laboratory, sports complex, computers etc.

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

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

74

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 benefited 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

7

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_NewsEvents_Report_on_International_Yoga_day%201.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

2

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

7

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 college engages student representatives in order to obtain active collaboration and direct responses from the students. The students are engaged in the various activities of the college by forming the following committees:

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

2. **Students' Aid Fund:** the General Secretary of the college's students union is one of the members of this committee.

3. **National Social Service (NSS) Unit:** It comprises of 100 student volunteers and a college Programme Officer from the teaching staff.

4. **Scout and Guide:** A Rover and a Ranger Officer from teaching staff of the college leads a group of 100 student volunteers in this Unit.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	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 Alumni Association has been formed in the college but its not under Govt.registration. The registration is under process.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/1XApu kIcJ-gLKmBsUxcNl-Im Oy0y8VTSOxMEcqTq8wc/edit ?resourcekey#gid=1423220041
Upload any additional information	No File Uploaded

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision statement:

The vision of the institution is:

1. To achieve excellence in higher education,
2. Empowerment through knowledge, inclusive growth for socio-economic change and
3. Sustainable Development.

Mission statement:

- To equip an empower students with relevant knowledge, competence and creativity to face global challenges.
- To achieve innovation in teaching learning, research and extension activities and to realize national goals.
- To facilitate optimum use of human and natural recourses for sustainable development.
- To promote participation of all the stake-holders in the development of the college.
- To adopt and promote the knowledge output for human development.
- To create awareness on human rights value system, culture, heritage, scientific temper and environment

The governance of the institution is reflective of the vision and mission statements of the institution. The 39 years of the history of the college has born a remarkable achievement in attaining the same. But it has yet much to do and endeavour more tediously to achieve its final ends. The Governing Body, the Departments, the IQAC and the Coordinators, Conveners, Programme Officers of the different Cells and Wings are trying in tune with achieving the same.

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

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

The system of effective leadership is operative in the institution through a process of decentralization and participative management supported by a committee system that is in place in the college and includes different stakeholders. The Governing Body which is the apex body in college administration includes the teachers, community representatives, guardians of students and member of the affiliating University, and thereby the Body itself is highly representative in

character.

The other committees can be divided into four broad sections: Academic Committees, Administrative Committees, Extension Committees and Internal Discipline Maintenance Committees.

ACADEMIC COMMITTEES:

1. Academic Advisory committee (AAC):
2. Examination Committee:
3. Departmental Management Committee:
4. Library Committee:
5. Students' Union:

ADMINISTRATIVE COMMITTEES

1. The IQAC:
2. Planning Committee:
3. Construction Committee:
4. The Admission Committee:

EXTENSION COMMITTEES:

These committees execute the activities of Institutional Social Responsibilities in and outside the college campus.

INTERNAL DISCIPLINE MAINTENANCE COMMITTEES.

The college has also formed some other committees from time to time for maintenance of internal discipline amongst the college family.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1: The institutional static/ perspective plan is effectively deployed.

The Institution has prepared a Perspective Plan in the year 2016 for 5 years. It has completed in the year 2021. The plan has not been so

successful due to the disasters of the COVID 19 pandemic. The new Perspective Plan of the College has been under preparation and will be operative from the year 2022-23.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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 college has been governed and disciplined under the following rules:

- Assam Provincialized Colleges Management Rule
- Dibrugarh University's Rules and Regulations
- UGC's and NAAC Rules and Regulations
- RUSA Guidelines
- NEP, 2020

Moreover, under these rules laid down by these rules the college has formed some other rules, regulations, policies etc. in order to ensure effective and efficient functioning of the institutional bodies and the internal activities of college management. These rules and regulations are circulated through Notice Boards, Mobile Whats-app, College website, college Prospectus, Order Book etc. Whats-app groups has recently been found most effective in circulation of notices, information, distribution of govt. and other notifications etc. amongst the stakeholders and the students. All the departments of the college, cells, wings, units, committees, and even the classes of the students have formed their Whats-app groups and any information, notices etc. are circulated immediately and effectively.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
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

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non-teaching staff. The college has formed a mutual Fund names Sanchoy Nidhi in which any one of the employees of the college can participate and invest money monthly. Any one of the employees can avail loan from the Nidhi up to three times of their investment. Emergency loan is also sanctioned up to Rs. 50,000. The profit (that is, bank interest and loan interest) is distributed once in a year. This Nidhi has proved immensely helpful as a welfare measure to all the employees (teaching and non-teaching) of the college.

Moreover, the teaching staff has formed a Teachers' Unit (Under ACTA) to which every teacher Rs. 200/- monthly for several welfare schemes of the teachers.

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

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

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

0

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

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

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

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)	No File Uploaded

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

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

2

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

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

The Institutions has a well planned Performance Appraisal System for teaching and non- teaching staff.

The teachers have to submit yearly reports of their all teaching, academic, research, FIPs, publications, participation in seminars, webinars, conferences, and ISR activities to the IQAC through a report named Personal Profile. Each department also has to submit Departmental Profile yearly comprising of all such activities of the Department. The Principal also collects such a summary report (called Performance Appraisal Report) yearly from both the teaching and non-teaching staff for monitoring and promotion of the employees of the college.

Feedback from the students, Alumni, Guardians and Employees are taken yearly in order to assess performances of the college and collect information, suggestions etc. for preparation of the Perspective Plans of the college.

Student Satisfactory Survey (SSS) is another tool for appraisal of the performances of the institution.

The Grievance Redressal Cell is also playing a major role in this

matter.

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

All the financial grants and the other monetary resources generated by the college are regularly audited by the Institution. The internal audit of the college is done by a Chartered Accountant, Mr. Prik, North Lakhimpur. The financial data, ledgers, registers, vouchers, invoices, cash-book etc. are always kept neat and clean by the related officials and are updated daily. The Chartered Accountant checks all these documents and prepares the Annual Audit Report himself. The U/Cs, Audit Reports of Income and Expenditure, Assets and Liabilities, Balance Sheet etc. are also prepared by the Chartered Accountant. These are sent timely and regularly to the sponsoring agencies.

The external audit is conducted by Government auditors. They visit the college whenever required. They checks not only the reports of the internal auditor, but also all the relevant primary financial data for verification of all the financial transactions conducted by the Institution.

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

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

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

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)	View File

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

- The Institution mobilizes its fund from:
 - Salary for the staff from the Government of Assam.
 - Special infrastructure grant from the Govt. of Assam
 - Grants from UGC and RUSA
 - Grants from Dibrugarh University.
 - Revenue from the examinees as examination centre fees.
 - Seat rent of the College Hostel.

The fund is optimally utilized on the following heads:

1. Academic facilities like examination, TLM, electricity, e-resources, books, record keeping of academic activities, remuneration to part-time/contractual teachers, salary to staff, library, excursion etc.
2. Physical facilities like construction of buildings, renovation, beautification of the college etc.
3. Other facilities like research, publication, extension activities, seminars, conferences, meetings etc.

To ensure optimal utilization of funds:

- i) The college has a purchasing committee to allocate budget for any scheme.
- ii) The utilizer has to submit complete ink signed vouchers along with a list of total expenditure incurred for any activity.

iii) All financial applications, documents are either signed/counter-singed by the Principal.

iv) Separate pass books, cask book etc. are facilitates maintained for each heads of account.

iv)All financial transactions are performed only through cheques.

v) Annual internal audit and are regularly done. They are again checked by external auditor.

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

In the year, 2021-22, the IQAC of the college has contributed the following activities for institutionalizing the quality assurance strategies of the Insitution:

1. Formation of Green Club: The Green Club of the college is newly formed in this year convened by Dr. Rujun Saikia. It has been actively operative in creating a green and clean campus in the college since its inception.

2. Different programmes in Adopted Village are started: The institution has selected a village named Na-Ali Adharsha Gaon, situated at Telahi Mouza, Lakhimpur District at a distance of about 4 k.m. from the college as its Adopted Village for this year and conducted several programmes there. These activities are led by Mr. Joyprakash Bhuyan, Programme Officer, N.S.S Unit of the College.

3. Updated IQAC Room: The IQAC Room of the Institution has been shifted to a newly constructed building exclusively prepared for the Coordinator, IQAC. It is facilitated with all the requirements of holding meetings, keeping files, browsing net, LCD, Projectors, Computers, Lap-top etc.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college gives primary importance quality assurance of the college, i.e. the quality of education provided to the students. It accomplishes this primarily through two methods:

1. Conducting Annual Academic Audits, in which departments are required to conduct analysis of their performance based on results, research projects, effective curriculum implementation, and the use of ICT-related pedagogical methodologies.

2. In order to ensure improvement of the teaching-learning activities, input from stakeholders such as students is collected. Teachers receive regular input from their students which allows them to improve their teaching abilities and relationships with their students.

The IQAC recommends innovative pedagogical methodologies such as Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos, and others to the teachers. In addition to completing the curriculum through Assignments, Class Tests, and Tutorials, departments are encouraged to hold conferences and seminars on topics that are relevant to students' educational needs and future growth.

The IQAC provides constructive recommendations to the departments based on the audit and suggests ways for improving internal quality. It gives suggestions for departments to do self-evaluations and set higher goals in order to meet new challenges.

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	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender sensitization is the teaching of Gender sensitivity and encouragement of behaviour modification through raising awareness of gender equality concern. The main objective of gender sensitization is to address issues in gender equality and encourage participants to find out solutions of gender inequality.

Gender sensitization pedagogy at POPDC is not confined to the classroom. The Women's Cell is an important part in fostering gender awareness on campus. POPDC has an active Internal Complaints Committee, which is a statutory entity charged with registering harassment/ complaints and pursuing official action to rectify them.

The college provides special facilities for women and girls in its best possible ways. They are attached in the web link.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	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

Solid waste management:

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

Liquid Waste Management:

- Liquid wastes from sources such as the canteen, toilets, and hostels are discharged as effluent into suitable drainage facilities to minimise stagnation. .
- Every building on campus has a drinking water facility.
- Drinking water wastage is minimized through careful monitoring.

E -waste management:

- E-wastes are gathered from each department and office and transferred to a secure location for disposal.

Hazardous chemicals and radioactive waste management:

- The College no such problems.

Biomedical waste management:

- The College no such problems.

Waste recycling system:

- The Vermi-compost production unit recycles solid wastes to fertilizers.

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

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	No File Uploaded
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	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The students of Panigaon OPD College come from many religious, ethnic and socioeconomic identities. The Student Union Body, under the capable supervision of the Professor in Charge, serves as a channel for the new incoming batch of students to learn and practice involvement of all students without any priority of any one group. The institution believes that classroom homogeneity and student engagement are significantly beneficial for good inclusive environment, for tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. While in the class, teachers ensure that all students are treated with respect and that all are encouraged to engage in class discussions. In their first days on campus, POPDC's senior teachers provide unique interactive sessions for entering students of each batch about the principles of an inclusive environment and the importance of cross-cultural communication. Teachers provide lectures on the value of tolerance and harmony in order to educate students on the need of retaining these values throughout their careers. POPDC is committed to encouraging student diversity and its admission policy distinctly indicates that all candidates will be given equal

consideration in accordance with Indian government guideline.

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

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

Panigaon OPD College fraternity sensitizes the students and the employee of the Institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which permits them to conduct as a responsible citizen. The college celebrates Independence Day, Republic Day, Gandhi Jayanti, Constitution Day to make the students and the stakeholders to realize the importance of freedom and the glory of Indian freedom struggle. These programmes highlight the constitutional spirit of liberty, equality, justice and fraternity. Furthermore, the college celebrates International Environment Day to ensure the realization of the importance of environmental protection, bio-diversity conservation and sustainable development.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

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

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

The institution celebrates the national and international commemorative days events and festivals annually and regularly. In this year also, the Institution celebrated the following commemorative days:

1. World Environment Day on 5th June, 2021
2. International Yoga day on 21st June, 2021
3. Tobacco Awareness Programme on 22nd August, 2021
4. NSS Day with plantation Programme on 24th September, 2021
5. Constitution Day on 26th November, 2021
6. World Aids Day on 1st December, 2021
7. National Girl Child Day on 24th January, 2022
8. International Women's Day on 8th March, 2022.

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

7.2 - Best Practices

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

Best Practice I

Title: 7 Days NSS Special Camp at Na-Ali Koibarta Gaon

Objectives:

1. Socio-Economic Survey of the under-developed areas.
2. Awareness camps on Health issues at the neighbourhood areas.
3. Awareness programme on harmful effects of drugs.
4. Awareness camp on AIDS.
5. Awareness programme for rural people about environmental consciousness
6. Life-Skill Education Programme for rural people.

The Context: Visit website

https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLogin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf

The Practice

The detailed report is attached as file:///C:/Users/Lenovo/Desktop/OPDCLG_NewsEvents_NSS%20SPECIAL%20CAMP%20REPORTv-converted.pdf

Evidence of Success: Link for Details

https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLogin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf

Problems encountered and Resources required:

Link for details

<https://profilelogin.admissiononline.com/UploadFiles/Documents/Profile>

Lgoin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf.

Best Practice 2

Title: Green and Clean Campus

Objectives:

Link for details

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf

The Context:

Link for details

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf

The Practice:

The Green Club of the college is formed in the year 2021-22. Dr. Runjun Saikia, Assistant Professor, Department of Education is selected as the Coordinator of the Club. The Details of the practice may be found in the college website under the link.

<https://www.opdcollege.edu.in/green-and-clean-campus-policy/>

Evidence of Success:

The Evidence of success is also linked at.

<https://www.opdcollege.edu.in/green-and-clean-campus-policy/>

Problems encountered and Resources Required:

1. Adequate financial source
2. Skilled manpower

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

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

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution has its own academic calendar, prepared in accordance with the academic calendar provided by the affiliating university, i.e., Dibrugarh University. The college has an Academic Advisory Committee, headed by the Principal who develops and supervises all curricular planning and documentation activities in such a way that they embrace diverse activities relevant to the Dibrugarh University's planned curriculum. The institution's Daily Class Routine (DCR) is designed by the Academic Advisory Committee. It decides the number of classes to be allotted and their duration. The DCR is then sent to the Heads of Departments. Each department has their separate Departmental Management Committee for distribution of workload and assigning number of classes to the faculty members. The college has a documentation process in place to make sure that the course is divided among the faculty members fairly and to maintain records of it. An Academic Activities Register (AAR) is given to each department to keep track of the daily classes. They must document the lessons they give to the student in the AAR and write a note in the designated space explaining any reasons if the class is not held within the designated time.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpd iI6InpPR0x4VlM0a1JRTDJCNuXldkIyYmc9PSIsInZ hbHVlIjoiWUZhOU94cDdWUy8wRWxCV05KK1ZxeUJ3c kJGTDgwOW1FaGRaeW9MwndCNThCZ1BtbXFNZisxR2p QVk5tTlQ5NSIsIm1hYyI6Ijk3NDcxOTg3ZDhlMjcW NkZWNlMDk2MjMzZTE0ZjQ2MTJiOWUzN2I5ZTNiZTF jOTU3NGRjMTc3NGIwOTkxM2MiLCJ0YWciOiIifQ==

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

To provide the best program delivery, the Institution has its own academic calendar that is based on the Dibrugarh University's Academic Calendar. An Academic Advisory Committee, led by the institution's head, plans and oversees all curricular planning and documentation procedures to make sure that they cover a variety of activities relevant to the intended curriculum of Dibrugarh University. The curriculum is made relevant for students through a series of interactive activities, such as in-class teaching, group discussions, power point presentations, surveys, home assignments, academic assessments, and more. The competency of the students is assessed on occasions through tutorials, class quizzes, unit tests, and multiple-choice questions (MCQs). Exam scores are scrutinized, and special education classes are conducted to assist disadvantaged students. Teachers work really hard to assure that students obtain best education and progress academically.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_academiccalendar_Academic%20Calendar%202021-22%20(2).pdf

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

D. Any 1 of the above

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

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
1	
File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File
1.2.2 - Number of Add on /Certificate programs offered during the year	
1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)	
0	
File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
0	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
0	

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

1.3 - Curriculum Enrichment

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

The courses at the college include a variety of topics, including professional ethics, gender, environment, sustainability, and human values. Human values are taught in a variety of courses, including those in Education, Political Science, Sociology, and several others. Courses in education include professional ethics. N.S.S. organizes several environmental initiatives, such as planting trees, campaign to eliminate plastic, poster contests, and more. International Women's Day, World Environment Day, N.S.S. Day, and other occasions are all observed by the college annually.

The college takes part in the government's Swachha Bharat Abhijan actively. The college also includes extracurricular activities in the College Class Routine to aid in integrating moral and human values. Independence Day and Republic Day are two examples of national holidays that adheres to inculcate moral and patriotic values. The college regularly organises social activities including the Voter's Awareness Campaign, COVID-19 awareness, and others. Significant gender concerns are emphasized and highlighted in many of the events of the college.

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

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

1

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

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

1

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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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

D. Feedback collected

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_Download_Student%20feedback%20form%20Panigaon%20OPD%20College%202021-22.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

400

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

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

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

175

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

2.2 - Catering to Student Diversity

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

Assessing the learning levels of the students:

The institution assesses learning level of the students at the very starting of the teaching and learning session. To do so they are tested with an Advance Test:

a) Before teaching anything to the students , their learning level is tested by question paper containing:

- 1) MCQs
- 2) Very short answer questions and
- 3) Essay type questions

b) Questions range from very easy to very difficult one.

iii) After the evaluation, students are divided into three groups:

- a) Advanced learners (scoring more than 80%)
- b) Normal learners (scoring 30% - 80%)
- c) Slow learners (scoring less than 30%)

Special Programmes for advanced learners and slow learners:

Advanced learners:

- i) Supplying them with books on advanced knowledge
- ii) Aiding them to read books in the library for advanced knowledge

iii) Aiding them with Google classes

iv) Personal guidance through mentors

Slow learners

i) Arranging remedial classes

ii) Personal guidance

iii) Aiding through mentors

iv) Providing mental support, encouragement etc.

Personalized and individual evaluation methods are occasionally developed in response to the specific requirements of students. Teachers are allowed the freedom to construct their own evaluation techniques.

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

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

Number of Students	Number of Teachers
578	19

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The College adopts these student centric methods in its teaching-learning processes for effective teaching and learning.

The following methodologies adopted by the college help students to acquire experiential learning:

i) Field tours to universities, prestigious institutions, biodiversity parks, historical places etc.

ii) Field works, surveys etc. conducted by the various departments from time to time

The following methodologies adopted by the college help students to acquire participative learning:

i) Group discussions, seminars, and oral group presentations

ii) Field works, surveys etc.

The following methodologies adopted by the college help students to acquire problem solving methodologies and leadership building:

i) Formation of students' union and entrusting on them the responsibilities of organizing festivals, seminars, meetings, competitions excursions etc.

Moreover, the college adopts the following methods for effective teaching and learning:

i) Teaching and using ICT and E-resources.

ii) Writing for Departmental and Students' Union magazines to foster creativity and other abilities.

iii) Special lectures/seminars/conferences planned to inspire and motivate students to become active agents of information.

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

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

Teachers at the College strive to use technology to its full potential in their classrooms. Teachers have the expertise and abilities to assist all students to meet high academic requirements by utilizing new digital technologies. In the classroom, teachers create and present PowerPoint presentations

that allow them to engage students in an interactive discourse. Teachers are now using Google Meet, Zoom, Microsoft Teams, and other similar platforms to deliver lectures online. Google Meet, Zoom, Microsoft Teams, Whats-App, and other apps are also used to transect reading materials, brief notes e-books etc. There is a smart classroom with a smart-board to do classes using the modern of the up-to-date modes of teaching and learning. Three other large class rooms room no. 15, 16 and 17 also have the facilities of LCD, projectors, Wi-Fi, microphone, hands-free, and sound system where the classes are regularly done using these facilities.

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

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

19

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

2.4 - Teacher Profile and Quality

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

19

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

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

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

2

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	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

400

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.

Panigaon OPD College, as a constituent college of Dibrugarh University, is governed by the university's internal assessment policies. The college gives a 20% weighting to the students of their overall evaluation. The Internal Assessment Marks, as per the instruction of the University is distributed as follows:

- i) Class Attendance : 5%
- ii) Sessional Examination I : 5%
- iii) Sessional Examination II : 5% and
- iv) Seminar/ Group Discussion : 5%

Internal Assessment is a component of a continuous assessment system which is carried out in a well-planned and organized manner. To handle examination-related complaints, the institution has a well-defined mechanism in place.

Internal Assessment Evaluation Criteria are communicated to students by teachers. Students are provided several opportunities to enhance their performance. The Departments assess the final Internal Assessment scores before sending them to the University.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	0

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

Panigaon OPD College is college affiliated to Dibrugarh University, and as such, it follows the University's examination criteria. At the end of each semester, a final test is administered to the students to all of Dibrugarh University's constituent institutions. The final test for each paper accounts for 80% of the overall evaluation, with the remaining 20% being internal assessment marks.

The mechanism of the Internal Assessment is robust in terms of frequency and mode. The sessional examinations are held regularly by following the college's Academic Calendar strictly. The evaluation sheets are returned to the students before the declaration of the results and any complaint/grievance relating

to awarding marks to the students in the sessional examinations and the group discussions are redressed in time. They are thoroughly discussed with them in order to improve transparency and discipline.

The faculty answers students' legitimate complaints about their grades in the internal assessment. The assessed papers for the internal examination are shown to students, along with thorough comments and suggestions for development. Any questions students have about feedback and evaluation are properly answered by the teachers in charge.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	0

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In compliance with "Dibrugarh University" requirements, the Program Outcomes (PO) and Course Outcomes (CO) are being used for all programmes provided by the institution. The Learning Outcomes-based Curriculum Framework (LOCF) is designed to meet students' current requirements in terms of ensuring a path to higher education or a terminal degree, as well as directing them towards career options. The college's vision, mission, and objectives all include learning outcomes. The learning goals are presented in a variety of ways, including college prospectus, teachers' addresses to students and parents, Alumni events, and classroom dissemination. These are also widely displayed on departmental wall magazines, college magazines, and other printed materials distributed during conferences and seminars. Through classroom discussion and professional lectures, students are made aware of the course specific outcomes. Successful alumni students are also invited to interact with both students and teachers at special events and meetings where they share how their specific courses influence their career, thereby assisting current students in connecting better with the course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The Institution reviews students' performance on a regular basis using various techniques for assessing achievement of each of the Program Outcomes and Course Outcomes. Through a direct assessment procedure, the programme results are examined using the Course Outcomes of the relevant programmes. It is offered through University Examinations, sessional examinations, internal and home assignments, unit tests, and so on. Throughout the year, the instructors records each student's performance on the programme results. Students performances are assessed for 80% of total marks in university examinations, while the institution evaluates for 20% of total marks. External Assessment is conducted for Practical Examinations by external experts selected by the University through Viva-Voce and practical files. Students are tested and evaluated at the institutional level throughout the year through unit tests and sessional examinations, and their performance is examined to determine their level of achievement of Programme Outcomes and Programme Specific Outcomes. The institution gathers student feedback, which is an essential means of assessing achievement, with the goal of determining students' attainment levels in terms of programme, topic, course, and syllabus outcomes, as well as understanding the teaching-learning process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG COURSEOUTCOME Course%20Outcome%202021-22.pdf

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

59

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

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_Download_SSS%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

3.1.2.1 - Number of departments having Research projects funded by government and non-

government agencies during the year

0

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

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

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)	No File Uploaded

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**

04

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

The College organizes several extension activities yearly. These programmes are organized by sensitizing students to the social issues and for their holistic development. The institution is well aware about its Institutional Social Responsibilities and, therefore, the college sets up different wings and cells like N.S.S., RRB, Legal Literacy Club, Women Cell, Career Counseling Cell, Yuba Tourism Club etc. for the development of the neighbourhood area. These cells and wings organizes programmes like legal awareness, sanitation, hygiene, Blood Donation Camps, Medical Camps, Flood Relief Camps, AIDS Awareness Camps, Women Empowerment etc.

These programmes have a great positive impact on the college. The people as well as the parents and guardians are found highly grateful to our extension activities.

The Extension activities conducted in this year are as attached herewith.

File Description	Documents
Paste link for additional information	https://assessmentonline.naac.gov.in/public/index.php/postaccreditation/aqar_parta?token=T4PPN9rqCwyAFrbFC4M0Ga3tSuw2zb1Iw8XBuS8t&institution_type=3&aqar_id=12082&academic_year=2019-2020
Upload any additional information	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

02

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
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

50

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)	No File Uploaded
Any additional information	No File Uploaded

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

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

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	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The institution has adequate infrastructure and physical facilities for teaching and learning. There are a total of 22 classrooms in the institution. It is ensured by the college authority that no class is hampered to any department during the periods of examinations. There is only one department which require practical and laboratory activities. These facilities are supplied adequately to the department. It is the Department of Education. TLMs like blackboards, chalks, LCDs, projectors, microphones, hands-frees, sound systems, smart-boards etc. are also provided adequately to several large classrooms. The departments are provided with departmental computer (Desk-Top) to facilitate with the required soft-copies of teaching and learning. There is also a separate Computer Centre for the students with browsing facilities.

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

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

The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc. It has presently a Multi-Gymnastic Hall (set up in the year 2019), an up to date indoor stadium (set up in the year 2011), a Yoga Centre (set up in the year 2022). Moreover the college has a large playground attached to the college campus for games and sports facilities of the students. The college has a well formed students' union body adequately guided by the teaching staff which organizes the College Week yearly. Students are taught and encouraged to participate in various cultural, literary, sports, and dramatic competitions regularly. The college class routine has also included ample provision for teaching such extra-curricular and co-curricular activities. Students of the institution have been participating in various inter-college competitions and have been awarded several prizes.

File Description	Documents
Upload any additional information	No File Uploaded
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

5

File Description	Documents
Upload any additional information	View File
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)

4.8

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

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

Name of the ILMS Software

Nature of Automation

Version

Year of automation

SOUL

Partially

2.0

2014

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

4.2.2 - The institution has subscription for

C. Any 2 of the above

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)

2.08

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

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

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

25

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

4.3 - IT Infrastructure

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

The Institution frequently updates its IT facilities including Wi-Fi's that regular works of internet facilities are not hampered. The personnel related to these duties are asked to visit the Institution whenever required. IT facilities are available in several classrooms and departments, College Library, College office, Principal's office, Computer Centre, and IQAC office of the college. All of these are timely updated.

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

4.3.2 - Number of Computers

39

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

4.3.3 - Bandwidth of internet connection in the Institution

D. 10 - 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4.8

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

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

The institution has established systems and procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports complex, computers, classrooms etc. The Governing body is the Apex body of the Institution. The Governing Body maintains the overall activities of the Institution. The Grade-IV staff of the college is in the duty of maintenance and cleanliness of the physical facilities. The duty of maintenance of academic activities is entrusted upon the Academic Advisory Committee headed by the Vice-Principal of the College. The AAC prepares the class routine, distributes it in the departments, maintains the teaching-learning and evaluation activities of the college. The maintenance of the college library is entrusted up on the Librarian of the college. There is also such adequate systems and procedures for maintenance and utilization of the other support facilities viz. laboratory, sports complex, computers etc.

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

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

74	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

7	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

D. 1 of the above

File Description	Documents
Link to institutional website	https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_NewsEvents_Report_on_International_Yoga_day%201.pdf
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

2

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

government examinations) during the year

0

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

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

7

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 college engages student representatives in order to obtain active collaboration and direct responses from the students. The students are engaged in the various activities of the college by forming the following committees:

1. Students' Union: A general election is held each year amongst and it elects a General Secretary, an Assistant Secretary, and additional divisional secretaries such as magazine, literary, cultural, indoor and outdoor games, and boy's and girl's common room secretaries. Secretaries are allocated to their separate

responsibilities for the entire year in order to mentor students in their assigned responsibilities.

2. **Students' Aid Fund:** the General Secretary of the college's students union is one of the members of this committee.

3. **National Social Service (NSS) Unit:** It comprises of 100 student volunteers and a college Programme Officer from the teaching staff.

4. **Scout and Guide:** A Rover and a Ranger Officer from teaching staff of the college leads a group of 100 student volunteers in this Unit.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

13

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	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 Alumni Association has been formed in the college but its not under Govt.registration. The registration is under process.

File Description	Documents
Paste link for additional information	https://docs.google.com/spreadsheets/d/1XApukIcJ-gLkMbsUxcNl-Im_Oy0y8VTSOxMEcqTq8wc/edit?resourcekey#gid=1423220041
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision statement:

The vision of the institution is:

1. To achieve excellence in higher education,
2. Empowerment through knowledge, inclusive growth for socio-economic change and
3. Sustainable Development.

Mission statement:

- To equip an empower students with relevant knowledge, competence and creativity to face global challenges.
- To achieve innovation in teaching learning, research and extension activities and to realize national goals.
- To facilitate optimum use of human and natural recourses for sustainable development.
- To promote participation of all the stake-holders in the development of the college.
- To adopt and promote the knowledge output for human

development.

- To create awareness on human rights value system, culture, heritage, scientific temper and environment

The governance of the institution is reflective of the vision and mission statements of the institution. The 39 years of the history of the college has born a remarkable achievement in attaining the same. But it has yet much to do and endeavour more tediously to achieve its final ends. The Governing Body, the Departments, the IQAC and the Coordinators, Conveners, Programme Officers of the different Cells and Wings are trying in tune with achieving the same.

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

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

The system of effective leadership is operative in the institution through a process of decentralization and participative management supported by a committee system that is in place in the college and includes different stakeholders. The Governing Body which is the apex body in college administration includes the teachers, community representatives, guardians of students and member of the affiliating University, and thereby the Body itself is highly representative in character.

The other committees can be divided into four broad sections: Academic Committees, Administrative Committees, Extension Committees and Internal Discipline Maintenance Committees.

ACADEMIC COMMITTEES:

1. Academic Advisory committee (AAC):
2. Examination Committee:
3. Departmental Management Committee:
4. Library Committee:
5. Students' Union:

ADMINISTRATIVE COMMITTEES

1. The IQAC:
2. Planning Committee:
3. Construction Committee:
4. The Admission Committee:

EXTENSION COMMITTEES:

These committees execute the activities of Institutional Social Responsibilities in and outside the college campus.

INTERNAL DISCIPLINE MAINTENANCE COMMITTEES.

The college has also formed some other committees from time to time for maintenance of internal discipline amongst the college family.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

6.2.1: The institutional static/ perspective plan is effectively deployed.

The Institution has prepared a Perspective Plan in the year 2016 for 5 years. It has completed in the year 2021. The plan has not been so successful due to the disasters of the COVID 19 pandemic. The new Perspective Plan of the College has been under preparation and will be operative from the year 2022-23.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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 college has been governed and disciplined under the following rules:

- Assam Provincialized Colleges Management Rule
- Dibrugarh University's Rules and Regulations
- UGC's and NAAC Rules and Regulations
- RUSA Guidelines
- NEP, 2020

Moreover, under these rules laid down by these rules the college has formed some other rules, regulations, policies etc. in order to ensure effective and efficient functioning of the institutional bodies and the internal activities of college management. These rules and regulations are circulated through Notice Boards, Mobile Whats-app, College website, college Prospectus, Order Book etc. Whats-app groups has recently been found most effective in circulation of notices, information, distribution of govt. and other notifications etc. amongst the stakeholders and the students. All the departments of the college, cells, wings, units, committees, and even the classes of the students have formed their Whats-app groups and any information, notices etc. are circulated immediately and effectively.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
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

E. None of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

The institution has effective welfare measures for teaching and non- teaching staff. The college has formed a mutual Fund names Sanchoy Nidhi in which any one of the employees of the college can participate and invest money monthly. Any one of the employees can avail loan from the Nidhi up to three times of their investment. Emergency loan is also sanctioned up to Rs. 50,000. The profit (that is, bank interest and loan interest) is distributed once in a year. This Nidhi has proved immensely helpful as a welfare measure to all the employees (teaching and non-teaching) of the college.

Moreover, the teaching staff has formed a Teachers' Unit (Under ACTA) to which every teacher Rs. 200/- monthly for several welfare schemes of the teachers.

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

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

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

0

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

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

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

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)	No File Uploaded

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

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

2

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

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

The Institutions has a well planned Performance Appraisal System for teaching and non- teaching staff.

The teachers have to submit yearly reports of their all teaching, academic, research, FIPs, publications, participation in seminars, webinars, conferences, and ISR activities to the IQAC through a report named Personal Profile. Each department also has to submit Departmental Profile yearly comprising of all such activities of the Department. The Principal also collects such a summary report (called Performance Appraisal Report) yearly from both the teaching and non-teaching staff for monitoring and promotion of the employees of the college.

Feedback from the students, Alumni, Guardians and Employees are taken yearly in order to assess performances of the college and collect information, suggestions etc. for preparation of the Perspective Plans of the college.

Student Satisfactory Survey (SSS) is another tool for appraisal of the performances of the institution.

The Grievance Redressal Cell is also playing a major role in this matter.

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

All the financial grants and the other monetary resources generated by the college are regularly audited by the Institution. The internal audit of the college is done by a Chartered Accountant, Mr. Prik, North Lakhimpur. The financial data, ledgers, registers, vouchers, invoices, cash-book etc. are always kept neat and clean by the related officials and are updated daily. The Chartered Accountant checks all these documents and prepares the Annual Audit Report himself. The U/Cs, Audit Reports of Income and Expenditure, Assets and Liabilities, Balance Sheet etc. are also prepared by the Chartered Accountant. These are sent timely and regularly to the sponsoring agencies.

The external audit is conducted by Government auditors. They visit the college whenever required. They checks not only the reports of the internal auditor, but also all the relevant primary financial data for verification of all the financial transactions conducted by the Institution.

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

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

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

23

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)	View File

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

- The Institution mobilizes its fund from:
- Salary for the staff from the Government of Assam.
- Special infrastructure grant from the Govt. of Assam
- Grants from UGC and RUSA
- Grants from Dibrugarh University.
- Revenue from the examinees as examination centre fees.
- Seat rent of the College Hostel.

The fund is optimally utilized on the following heads:

1. Academic facilities like examination, TLM, electricity, e-resources, books, record keeping of academic activities, remuneration to part-time/contractual teachers, salary to staff, library, excursion etc.

2. Physical facilities like construction of buildings, renovation, beautification of the college etc.

3. Other facilities like research, publication, extension activities, seminars, conferences, meetings etc.

To ensure optimal utilization of funds:

i) The college has a purchasing committee to allocate budget for any scheme.

ii) The utilizer has to submit complete ink signed vouchers along with a list of total expenditure incurred for any activity.

iii) All financial applications, documents are either

signed/counter-singed by the Principal.

iv) Separate pass books, cask book etc. are facilitates maintained for each heads of account.

iv)All financial transactions are performed only through cheques.

v) Annual internal audit and are regularly done. They are again checked by external auditor.

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

In the year, 2021-22, the IQAC of the college has contributed the following activities for institutionalizing the quality assurance strategies of the Insitution:

1. Formation of Green Club: The Green Club of the college is newly formed in this year convened by Dr. Rujun Saikia. It has been actively operative in creating a green and clean campus in the college since its inception.

2. Different programmes in Adopted Village are started: The institution has selected a village named Na-Ali Adharsha Gaon, situated at Telahi Mouza, Lakhimpur District at a distance of about 4 k.m. from the college as its Adopted Village for this year and conducted several programmes there. These activities are led by Mr. Joyprakash Bhuyan, Programme Officer, N.S.S Unit of the College.

3. Updated IQAC Room: The IQAC Room of the Institution has been shifted to a newly constructed building exclusively prepared for the Coordinator, IQAC. It is facilitated with all the requirements of holding meetings, keeping files, browsing net, LCD, Projectors, Computers, Lap-top etc.

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC of the college gives primary importance quality assurance of the college, i.e. the quality of education provided to the students. It accomplishes this primarily through two methods:

1. Conducting Annual Academic Audits, in which departments are required to conduct analysis of their performance based on results, research projects, effective curriculum implementation, and the use of ICT-related pedagogical methodologies.
2. In order to ensure improvement of the teaching-learning activities, input from stakeholders such as students is collected. Teachers receive regular input from their students which allows them to improve their teaching abilities and relationships with their students.

The IQAC recommends innovative pedagogical methodologies such as Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos, and others to the teachers. In addition to completing the curriculum through Assignments, Class Tests, and Tutorials, departments are encouraged to hold conferences and seminars on topics that are relevant to students' educational needs and future growth.

The IQAC provides constructive recommendations to the departments based on the audit and suggests ways for improving internal quality. It gives suggestions for departments to do self-evaluations and set higher goals in order to meet new challenges.

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
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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	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Gender sensitization is the teaching of Gender sensitivity and encouragement of behaviour modification through raising awareness of gender equality concern. The main objective of gender sensitization is to address issues in gender equality and encourage participants to find out solutions of gender inequality.

Gender sensitization pedagogy at POPDC is not confined to the classroom. The Women's Cell is an important part in fostering gender awareness on campus. POPDC has an active Internal Complaints Committee, which is a statutory entity charged with registering harassment/ complaints and pursuing official action to rectify them.

The college provides special facilities for women and girls in its best possible ways. They are attached in the web link.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	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

Solid waste management:

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

Liquid Waste Management:

- Liquid wastes from sources such as the canteen, toilets, and hostels are discharged as effluent into suitable drainage facilities to minimise stagnation. .
- Every building on campus has a drinking water facility.
- Drinking water wastage is minimized through careful monitoring.

E -waste management:

- E-wastes are gathered from each department and office and transferred to a secure location for disposal.

Hazardous chemicals and radioactive waste management:

- The College no such problems.

Biomedical waste management:

- The College no such problems.

Waste recycling system:

- The Vermi-compost production unit recycles solid wastes to fertilizers.

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

**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	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

The students of Panigaon OPD College come from many religious, ethnic and socioeconomic identities. The Student Union Body, under the capable supervision of the Professor in Charge, serves as a channel for the new incoming batch of students to learn and practice involvement of all students without any priority of any one group. The institution believes that classroom homogeneity and student engagement are significantly beneficial for good inclusive environment, for tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. While in the class, teachers ensure that all students are treated with respect and that all are encouraged to engage in class discussions. In their first days on campus, POPDC's senior teachers provide unique interactive sessions for entering students of each batch about the principles of an inclusive environment and the importance of cross-cultural communication. Teachers provide lectures on the value of tolerance and harmony in order to educate students on the need of retaining these values throughout their careers. POPDC is committed to encouraging student diversity and its admission

policy distinctly indicates that all candidates will be given equal consideration in accordance with Indian government guideline.

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

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

Panigaon OPD College fraternity sensitizes the students and the employee of the Institution to the constitutional obligations about values, rights, duties and responsibilities of citizens which permits them to conduct as a responsible citizen. The college celebrates Independence Day, Republic Day, Gandhi Jayanti, Constitution Day to make the students and the stakeholders to realize the importance of freedom and the glory of Indian freedom struggle. These programmes highlight the constitutional spirit of liberty, equality, justice and fraternity. Furthermore, the college celebrates International Environment Day to ensure the realization of the importance of environmental protection, bio-diversity conservation and sustainable development.

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

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

C. Any 2 of the above

professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

The institution celebrates the national and international commemorative days events and festivals annually and regularly. In this year also, the Institution celebrated the following commemorative days:

1. World Environment Day on 5th June, 2021
2. International Yoga day on 21st June, 2021
3. Tobacco Awareness Programme on 22nd August, 2021
4. NSS Day with plantation Programme on 24th September, 2021
5. Constitution Day on 26th November, 2021
6. World Aids Day on 1st December, 2021
7. National Girl Child Day on 24th January, 2022
8. International Women's Day on 8th March, 2022.

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

7.2 - Best Practices

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

Best Practice I

Title: 7 Days NSS Special Camp at Na-Ali Koibarta Gaon

Objectives:

1. Socio-Economic Survey of the under-developed areas.
2. Awareness camps on Health issues at the neighbourhood areas.
3. Awareness programme on harmful effects of drugs.
4. Awareness camp on AIDS.
5. Awareness programme for rural people about environmental consciousness
6. Life-Skill Education Programme for rural people.

The Context: Visit website

https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLogin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf

The Practice

The detailed report is attached as file:///C:/Users/Lenovo/Desktop/OPDCLG_NewsEvents_NSS%20SPECIAL%20CAMP%20REPORTv-converted.pdf

Evidence of Success: Link for Details

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf

Problems encountered and Resources required:

Link for details

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf.

Best Practice 2

Title: Green and Clean Campus

Objectives:

Link for details

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf

The Context:

Link for details

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_BESTPRACTICE_Best%20Practice%20%202021-22.pdf

The Practice:

The Green Club of the college is formed in the year 2021-22. Dr. Runjun Saikia, Assistant Professor, Department of Education is selected as the Coordinator of the Club. The Details of the practice may be found in the college website under the link. <https://www.opdcollege.edu.in/green-and-clean-campus-policy/>

Evidence of Success:

The Evidence of success is also linked at. <https://www.opdcollege.edu.in/green-and-clean-campus-policy/>

Problems encountered and Resources Required:

1. Adequate financial source**2. Skilled manpower**

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

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

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

7.3.2 - Plan of action for the next academic year

- To form an ECO Club
- Rain Water Harvesting plant for and adequate liquid waste management system
- One day workshop on soft skills to be organized in collaboration with VVK, NLP
- SEC to be started on Floriculture, Vermicompost Production, Computer Literacy and Spoken English.

- Add-on Courses to be initiated on Yoga and Naturopathy, Handloom and Textile, Nursery, Piggery and Poultry farming, Vegetable Farm, Horticulture Farm etc.
- Collaboration and MOU to started with Prominent colleges universities and Social organizations
- Institutional Perspective Plan to be prepared.
- Institutional Performance Appraisal Report (format) to be prepared. (for teaching and non-teaching staff.
- Preparation of Academic Audit, Green Audit and Social Audit.
- Preparation and dissemination of Code of Conduct of the Institution.