



YEARLY STATUS REPORT - 2023-2024

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.		03752267552
• Mobile No:		9435185038
• Registered e-mail		opdcollege52@yahoo.com
• Alternate e-mail		opdcollege52@gmail.com
• Address		Vill. & P.O. Panigaon, Dist. Lakhimpur
• City/Town		North Lakhimpur
• State/UT		Assam
• Pin Code		787052
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• 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. Babul Barhoi				
• Phone No.	9101064701				
• Alternate phone No.	6026555626				
• Mobile	9101064701				
• IQAC e-mail address	opdiqac@gmail.com				
• Alternate e-mail address	opdcollege52@yahoo.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://opdcollege.edu.in/aqar/				
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 3	B	2.46	2024	12/09/2024	11/09/2029
Cycle 1	C+	60.50	2004	05/11/2004	04/11/2004
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 Omprakash Dinodia College	Infrastructure Grants to College	RUSA	2024	50,00,000	

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	3	
<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 	No File Uploaded	
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)		
Peer Team Visit for third cycle completed		
AQAR 2022-2023 submitted		
Infrastructure Development		
Beautification of the College		
College NCC Coy unit opened		
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	
Peer Team Visit for third cycle	Completed	
Infrastructure Development	Completed	
Beautification of the College	Running	
College NCC Coy unit opened	Completed	

13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body	07/11/2024
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2024	23/01/2025
15. Multidisciplinary / interdisciplinary	
<p>As far as the main criterion of NEP 2020 is concerned, the higher educational institutions should ensure implementation of multidisciplinary as well as interdisciplinary educational systems for better academic prospects of students. Panigaon Om Prakash Dinodia College has always strived for a multidisciplinary and interdisciplinary approach in its academic and co-curricular activities to achieve the goals as per the mission and vision of the institution. In its academic activities, students have to learn multidisciplinary courses such as Environmental studies Gender Studies, Human Rights etc. As the College comprises only of Arts stream, it is challenging for the college to deal with the multidisciplinary as well as interdisciplinary provisions of NEP 2020. In spite of these challenges, the college has been trying its best to make the course multidisciplinary in nature through various collaborations with several institutions and agencies. In the CBCS system, various multidisciplinary topics of Environmental Science are taught in the Ability Enhancement Compulsory Course [AECC]. Moreover, the course contents of Skill Enhancement Courses (SEC) are also multidisciplinary in nature. The present CBCS system also allows students to choose subjects from different disciplines and submit projects in interdisciplinary and multidisciplinary modes. The college ensures a multidisciplinary approach in its cocurricular activities too. The Women's Cell consistently conducts different activities such as awareness programmes on gender equity, women empowerment and education, health and hygiene etc. in the nearby schools and villages. Students also actively participate in different programmes such as Swachha Bharat Abhiyan, Blood donation camp, etc. Moreover, as an affiliated college to Dibrugarh</p>	

University, it has already started the implementation of NEP,2020 from the academic session 203-24 as per Notification No.DU/DRA/DU(Regulation-FYUGP)/23/385 Dtd.19/05/2023.)

16.Academic bank of credits (ABC):

Panigaon OPD College operates in compliance with the rules and regulations of Dibrugarh University as it is affiliated to the latter. The institution has taken initiatives to fulfil the requirements of the Academic Bank of Credits as proposed in NEP, 2020. Dibrugarh University has already approved the college to allow its students to upload their data in the ABC portal.

17.Skill development:

One of the NEP 2020 goals is to enable students to be self-reliant in all spheres of life. Therefore, skill development courses have been added in the syllabus as part of experiential learning. DTP in Assamese, Handloom and Textile course, Cutting and Knitting, Communicative and Creative English, ICT based knowledge through computer education are the five skill development courses offered by the college. An agreement has already been signed with AMTRON, Guwahati and TEAMLEASE EDTECH LTD, Mumbai for implementation of NEP through internship.

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

To promote the values of the rich composite culture of India, three courses on value education (1. Understanding India and 2. Health and Wellness3. Yoga Education) have already been implemented by the college. Prior to the classes, a meditation programme is conducted every day. In addition to this, special talks on spirituality as well as yoga classes are also held regularly for the purpose of promoting spirituality. Visits to places of spiritual importance are also undertaken regularly. To promote Assamese culture and tradition, a dedicated museum on Assamese culture has been started in the college. The Department of Assamese of the college imparts its teaching learning process in the vernacular (Assamese) language and its comprises of only IKS courses.

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

Aligning with the OBE principles, the college has developed several courses on its own. The college emphasizes that the learners will not only acquire sufficient knowledge of the course contents but also will be able to transform their knowledge into action and get employed/self-employed. These courses are: 1) Handloom and Textile 2) Certificate Course in Computer Application 3) Cutting and

Knitting and 4) Spoken English. The College has developed an assessment framework in order to assess the learning outcomes of the students. It includes class tests/interactions, unit tests, sessional examinations, group discussions/seminars, feedback from the students, end-semester examinations etc. The whole process of teaching-learning is mainly student-centered. The teachers give more importance on outcome-based learning than lectures. Experiential learning, participative learning, and problem-solving methodologies are always given more importance. The teachers are apt and equipped with the knowledge and skills required to implement OBE effectively in their teaching practices. Moreover, training on the use of ICT facilities is also held

20.Distance education/online education:

Panigaon Om Prakash Dinodia College has introduced a number of Distance Education Centers as part of its academic extension services. Among these, KKHSOU and DODL under Dibrugarh University currently offer both Graduation and Post Graduation courses. During the COVID-19 pandemic, the college switched to online mode as per the situational demand/need of the hour. To cater to the academic needs, all the faculty members resorted to a robust online education system through a variety of online mediums such as Zoom and Google Meet to name a few. Examinations during this period were also conducted through the online means. Along with the curriculum, teachers also conducted online sessions for the mental well-being of the students. Additionally, an official YouTube channel of the college has also started for the dissemination of knowledge to a wider audience. In order to promote the principle of equity, the college library has been successfully digitized to enable the students to access the resources online. All the students as well as the faculty members are registered under N-LIST. Recently, a new initiative has been undertaken by the college to enrol the students in various courses offered by SWAYAM.

Extended Profile

1.Programme

1.1

8

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

File Description	Documents
Data Template	View File

2.Student2.1 369

Number of students during the year

File Description	Documents
Data Template	View File

2.2 168Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 101

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 24

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 24

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	8
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	369
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	168
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	101
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	24
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	24
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	43.61 lakh
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
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

Panigaon OPD College follows its own academic calendar, aligned with the calendar of Dibrugarh University, to ensure the smooth execution of academic programs. The institution's Academic Advisory Committee, led by the Principal, oversees and manages all aspects of curricular planning and documentation. This committee is responsible for formulating the Daily Class Routine (DCR) for each semester, specifying the number of classes, their duration, and other course-related details. Once finalized, the DCR is distributed to the Heads of Departments (HoDs), who then allocate the teaching workload among faculty members.

Each department operates under a Departmental Management Committee, which reports to the respective HoD. This committee is responsible for preparing the class schedule and distributing the syllabus as per the Departmental Class Routine set by the Academic Advisory Committee. To ensure an equitable distribution of coursework and maintain proper records, the institution has

implemented a structured documentation system. Every department is provided with an Academic Activities Register (AAR) and teachers's diary to log daily classes conducted by faculty members.

To enhance student engagement and learning, a variety of interactive teaching methods are employed, such as classroom lectures, group discussions, PowerPoint presentations, surveys, home assignments, and academic assessments. Additionally, tutorials, class quizzes, unit tests, and multiple-choice questions (MCQs) are used periodically to assess student progress. Examination outcomes are thoroughly analyzed, and remedial sessions are arranged to support students who require additional academic assistance.

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

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

Panigaon OPD College strictly follows the academic calendar to ensure the smooth execution of academic activities, including the Continuous Internal Evaluation (CIE). The evaluation process is systematically planned and integrated into the academic schedule, aligning with the guidelines set by Dibrugarh University.

The institution conducts CIE through various assessment methods such as class tests, unit tests, assignments, group discussions, presentations, and multiple-choice questions (MCQs). These evaluations are designed to assess students' understanding and track their academic progress throughout the semester. Faculty members ensure that CIE is conducted as per the predetermined schedule, and students receive timely feedback on their performance.

To maintain transparency and consistency, records of internal assessments are meticulously documented in departmental registers. The results of CIE are analyzed to identify students who require additional academic support, and remedial sessions are organized accordingly. By adhering to a structured evaluation process, the institution fosters continuous learning and academic excellence among students.

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

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

A. All of the above

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

1.2 - Academic Flexibility

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

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

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)	View File

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	View File

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

The curriculum at Panigaon OPD College encompasses a wide range of subjects and programs that integrate key issues related to professional ethics, gender, human values, environmental awareness, and sustainability.

Professional Ethics: The college incorporates professional ethics into various academic courses to instill a sense of responsibility and integrity among students. Additionally, initiatives by the National Service Scheme (NSS), Legal Literacy Club (LLC), and Electoral Literacy Club (ELC) play a vital role in promoting ethical conduct through awareness programs and interactive sessions.

Gender: Panigaon OPD College actively promotes gender equity and women's empowerment through its dedicated Women's Cell. The cell works toward the holistic development of female students and strives for the overall empowerment of women. It organizes various initiatives and programs to foster gender sensitivity and encourage equal opportunities.

Human Values: The importance of human values is emphasized through subjects such as Education, Political Science, and Sociology. The institution nurtures moral and patriotic values by observing significant national and international days, fostering a sense of responsibility and respect among students.

Environment & Sustainability: The college is committed to environmental conservation through its Green & Clean Campus policy. The NSS Unit and Green Club regularly organize activities such as cleanliness drives, tree plantation campaigns, and environmental awareness programs to promote sustainability and ecological responsibility.

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

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
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

17

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

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	View File
Institutional data in prescribed format	View File

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

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

168

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Evaluating Student Learning Levels: At the beginning of each academic session, the institution conducts an assessment to determine the learning levels of its students. This is done through an Advance Test, administered before any formal teaching begins. The test comprises:

1. Multiple Choice Questions (MCQs)
2. Very Short Answer Questions
3. Essay-Type Questions

The questions are designed to cover a wide range of difficulty levels, from very easy to very challenging. Based on the test results, students are categorized into three groups:

1. Advanced Learners(scoring above 80%)
2. Normal Learners(scoring between 30% and 80%)
3. Slow Learners(scoring below 30%)

Fitted Programs for Advanced and Slow Learners:

- For Advanced Learners:
 1. Access to advanced-level books and resources
 2. Encouragement to explore advanced materials in the library
 3. Enrollment in Google classes for additional learning

4. One-on-one mentorship for personalized guidance

- For Slow Learners:

1. Organization of remedial classes to address learning gaps
2. Individualized mentorship and support
3. Emotional and mental encouragement to boost confidence
4. Customized assistance to meet their unique needs

The institution also emphasizes personalized evaluation methods, allowing teachers the flexibility to design assessment techniques tailored to the specific needs of their students. This approach ensures that each student receives the support and guidance necessary for their academic growth.

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

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

Number of Students	Number of Teachers
369	23

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college employs a range of student-centric approaches to enhance the effectiveness of its teaching-learning processes.

To facilitate experiential learning, the college implements the following methods:

- Organizing field tours to universities, reputed institutions, biodiversity parks, and historical sites.
- Conducting fieldwork and surveys through various departments at regular intervals.

To promote participative learning, the college adopts:

- Group discussions, seminars, and oral presentations to encourage student engagement.
- Fieldwork and surveys that provide hands-on experience in research and data collection.

To develop problem-solving skills and leadership qualities, the college follows these strategies:

- Establishing a Students' Union and entrusting them with responsibilities such as organizing festivals, seminars, meetings, competitions, and excursions.

Additionally, for effective teaching and learning, the college incorporates:

- The use of ICT tools and E-resources to enhance classroom instruction.
- Encouraging students to write for departmental and Students' Union magazines to nurture creativity and communication skills.
- Hosting special lectures, seminars, and conferences to inspire and motivate students, fostering an active learning environment.

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

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

The faculty at the college actively integrate technology into their teaching to maximize its potential in the classroom. With expertise in digital tools, they support students in achieving high academic standards through innovative teaching methods.

To enhance interactive learning, teachers incorporate PowerPoint presentations into their lectures, fostering engaging discussions. Online teaching platforms such as Google Meet, Zoom, and Microsoft Teams are utilized for virtual lectures, while apps like WhatsApp and e-learning platforms are used to share reading materials, notes, and e-books.

The college also boasts a smart classroom equipped with a smartboard, enabling modern teaching and learning experiences. Additionally, three spacious classrooms (Room No. 17, 18, and 19) are equipped with LCD projectors, Wi-Fi, microphones, hands-free devices, and an advanced sound system, ensuring an effective and technologically enhanced learning environment.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

24

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

5

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

329

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 an affiliated institution of Dibrugarh University, follows the university's internal assessment guidelines. The internal assessment contributes 20% to the students' overall evaluation and is structured as follows:

- Class Attendance: 5%
- Sessional Examination I: 5%
- Sessional Examination II: 5%
- Seminar/Group Discussion: 5%

The internal assessment operates as part of a continuous evaluation system, conducted in a systematic and organized manner. The college has a well-established mechanism to address examination-related grievances effectively. Teachers clearly communicate the internal assessment criteria to students, ensuring transparency. Additionally, students are given multiple opportunities to improve their performance. Before submission to the university, the respective departments carefully review and finalize the internal assessment scores.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Panigaon OPD College, affiliated with Dibrugarh University, adheres to the university's examination guidelines. At the end of each semester, students across all affiliated institutions appear for a final examination. This final exam contributes 80% to the total evaluation, while the remaining 20% is derived from internal assessments.

The internal assessment system is well-structured in terms of both frequency and methodology. Sessional examinations are conducted regularly, strictly following the college's Academic Calendar. Evaluated answer sheets are returned to students before the final results are declared, ensuring transparency. Any concerns or grievances regarding marks awarded in sessional exams and group discussions are addressed promptly.

To maintain fairness and clarity, faculty members discuss assessment-related issues with students. Assessed papers are

shared with students, accompanied by constructive feedback and suggestions for improvement. Teachers also take the time to clarify any doubts regarding evaluation, ensuring a transparent and student-friendly assessment process.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

In accordance with the guidelines set by Dibrugarh University, the institution implements Program Outcomes (PO) and Course Outcomes (CO) across all its academic programs. The Learning Outcomes-based Curriculum Framework (LOCF) is designed to cater to students' evolving needs, whether they aim for higher education, a terminal degree, or specific career paths.

The college integrates learning outcomes into its vision, mission, and objectives. These outcomes are communicated through multiple channels, including the college prospectus, faculty addresses to students and parents, alumni events, and classroom discussions. Additionally, they are prominently displayed on departmental wall magazines, college publications, and printed materials distributed during seminars and conferences.

Students are made aware of course-specific outcomes through interactive classroom discussions and expert lectures. To further strengthen this understanding, successful alumni are invited to share their experiences at special events, highlighting how their coursework has influenced their professional journeys. These interactions help current students connect academic learning with real-world career opportunities.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.opdcollege.edu.in/pos-and-cos/
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution regularly evaluates students' performance using diverse assessment methods to measure the achievement of Program Outcomes (POs) and Course Outcomes (COs). A direct assessment approach is employed, where program outcomes are analyzed based on the course outcomes of respective programs. This assessment is conducted through university examinations, sessional tests, internal and home assignments, unit tests, and other evaluation tools.

Throughout the academic year, faculty members systematically track students' progress concerning program outcomes. Student performance is assessed through university examinations (80% of the total marks) and institutional evaluation (20% of the total marks). Practical examinations are externally evaluated by university-appointed experts through Viva-Voce and practical file assessments.

At the institutional level, students undergo continuous evaluation via unit tests and sessional examinations to determine their proficiency in Program Outcomes and Program-Specific Outcomes. Additionally, the institution actively collects student feedback, which serves as a key mechanism for assessing learning achievements, understanding syllabus effectiveness, and enhancing the overall teaching-learning process.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.opdcollege.edu.in/pos-and-cos/

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

106

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

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://docs.google.com/spreadsheets/d/11rc5xqsMYrteXF5GAJzkRGd-hY4jEdhI/edit?gid=1799316054#gid=1799316054>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

government agencies during the year

0

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

2

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

2

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

3.3 - Extension Activities

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

The college conducts various extension activities annually, aiming to raise awareness among students about social issues and contribute to their holistic development. Recognizing its Institutional Social Responsibilities, the college has established multiple wings and cells, including the N.S.S., RRB, Legal Literacy Club, Women Cell, Career Counseling Cell, and Yuba Tourism Club, to support the development of the surrounding community. These units organize a range of programs such as legal awareness campaigns, sanitation and hygiene drives, blood donation camps, medical camps, flood relief efforts, AIDS awareness initiatives, and women empowerment programs. These activities significantly benefit the institution, fostering goodwill among the local community, parents, and guardians. A detailed report of this year's extension activities is attached herewith.

File Description	Documents
Paste link for additional information	https://www.opdcollege.edu.in/activities-and-reports/
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)	View File
e-copy of the award letters	No File Uploaded

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

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

3

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

155

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	
10	
File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded
3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year	
3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year	
10	
File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File
INFRASTRUCTURE AND LEARNING RESOURCES	
4.1 - Physical Facilities	
4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.	
<p>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</p>	

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	View File
Paste link for additional information	https://www.opdcollege.edu.in/facilities/

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), and 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 extracurricular 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	View File
Paste link for additional information	https://www.opdcollege.edu.in/facilities/

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.opdcollege.edu.in/facilities/
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)**

12.17 lakh

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

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

1. The library uses the Integrated Library Management System software SOUL and created a database of its holdings.

2. The library was automated in the year 2014 with software version SOUL 2.0.

3. In 2022 the library is partially automated with library management software version SOUL 3.0.

4. The in-house activities like circulation, cataloguing, etc. are

done thorough this software.

5. It also uses barcode scanner.

6. The library has provided the Online Public Access Catalogue (OPAC) service to the students as well as other members of the college for searching books by Title, Author, Subject, Name, etc.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

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

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

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

0.94354

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data

for online access) (Data for the latest completed academic year)

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

4465

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

Updating the IT Facilities: The college ensures that IT facilities across various locations, including classrooms, departments, the College Library, the College Office, the Principal's Chamber, the Computer Centre, and the IQAC office, are regularly updated and properly maintained. Regular maintenance of computers is conducted, and non-repairable systems are disposed of in an appropriate manner.

IT Facilities Available in the College:

- All departments within the college are equipped with computer facilities to maintain accurate and efficient departmental records.
- The college utilizes various Learning Management Systems (LMS) such as Zoom, Google Meet, and YouTube to support teaching and learning activities.
- Rooms No. 17, 18, 19, and 20 are equipped with projectors and sound systems to enhance the teaching and learning experience.
- The College Library has been renovated and updated with SOUL 3.0 during the academic year 2022-23. The library is both automated and digitized to keep pace with modern advancements.
- N-LIST facilities, supported by UGC-Inflibnet, are made accessible to all stakeholders, providing access to a vast collection of e-resources.

- A sufficient number of computers are available in the library to facilitate day-to-day operations and user services.

Additional IT Initiatives:

- The college website is regularly updated to ensure accurate and timely information is available to all stakeholders.
- The admission process has been conducted online since 2018, streamlining the procedure and making it more accessible to prospective students.

These efforts reflect the college's commitment to leveraging technology to enhance academic, administrative, and operational efficiency.

File Description	Documents
Upload any additional information	View File
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	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	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)****31.44 lakh**

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

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

1. Systems and Procedures for Maintenance and Utilization:

- The institution has established well-defined systems and procedures for maintaining and utilizing physical, academic, and support facilities, including laboratories, the library, sports complex, computers, classrooms, etc.

2. Role of the Governing Body:

- The Governing Body serves as the apex body of the institution and oversees the overall activities, ensuring proper functioning and development.

3. Maintenance of Physical Facilities:

- The Grade-IV staff of the college is responsible for the maintenance and cleanliness of physical facilities.

4. Academic Activities Maintenance:

- The maintenance of academic activities is entrusted to the Academic Advisory Committee (AAC), headed by the Vice-Principal.
- The AAC prepares the class routine, distributes it across departments, and oversees teaching-learning and evaluation activities.

5. Library Maintenance:

- The maintenance of the college library is the responsibility of the Librarian.

6. Support Facilities Maintenance:

- Adequate systems and procedures are in place for the maintenance and utilization of other support facilities, such as laboratories, the sports complex, computers, etc.

These structured systems ensure the efficient functioning and optimal utilization of all institutional resources.

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

280

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

4

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

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

B. 3 of the above

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

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

503

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

503

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression**5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

5

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

5

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**

2

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

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

1

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

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

The college actively involves student representatives to foster collaboration and receive direct feedback from students. Various committees have been established to ensure student participation in college activities:

1. **Students' Union:** An annual general election is conducted among students to elect a General Secretary, an Assistant Secretary, and several divisional secretaries responsible for different areas such as magazines, literary activities, cultural programs, indoor and outdoor sports, and common rooms for boys and girls. These elected secretaries serve for a full year, guiding students in their respective roles.
2. **Students' Aid Fund:** The General Secretary of the Students' Union is a member of this committee, contributing to its initiatives.
3. **National Service Scheme (NSS) Unit:** This unit consists of 100 student volunteers, overseen by a faculty member serving as the Programme Officer.

These initiatives provide students with leadership opportunities and practical experience in organizing and managing various activities within the college.

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

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

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

1

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

The Alumni Association of Panigaon OPD College has been officially registered under Registration No. RS/NLP/257/RFSRS/202303037 for the year 2023-24, as per the Societies Registration Act XXI of 1860, by the Registrar of Societies, Guwahati, Assam, on 05/10/2023. Despite its recent registration, the association has been actively involved in the college's growth, providing both financial assistance and other forms of support. Its contributions extend to teaching-learning initiatives, extension activities, and various programs organized by the college's cells and wings. Documentation of financial and other support services for the academic year 2022-23 has been provided in the additional information section.

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

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

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

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

Our Vision: To establish an educational ecosystem that fosters quality knowledge and the optimal development of human resources, catering to both national and global demands through the holistic growth of students.

Our Mission: To advocate and adapt a curriculum that integrates skills, knowledge, attitudes, and psychological insights, guided by the principles of equity.

Decentralized Participatory Governance:

The institution follows a participatory governance model, ensuring active involvement from all stakeholders in administrative processes. The Governing Body oversees institutional affairs and delegates authority to the Principal, who collaborates with various levels of functionaries to formulate and implement policies aligned with the institution's vision and mission.

Heads of Departments (HoDs), Convenors of various Committees and Cells, along with staff representatives, play a crucial role in the decision-making process.

Faculty Participation in Decision-Making Bodies:

Faculty members take on diverse academic and administrative

responsibilities, serving as members of the Governing Body, Coordinators, and Convenors of various cells and committees, including the Internal Quality Assurance Cell (IQAC).

The following Cells and Committees operate within the institution:

1. Governing Body
2. Internal Quality Assurance Cell (IQAC)
3. Academic Advisory Committee
4. Building/Construction Committee
5. Purchase Committee
6. Library Committee
7. Admission Committee
8. Examination Committee
9. Grievance Redressal Cell
10. Disciplinary Action Committee
11. Anti-Ragging Committee
12. Hostel Committee
13. Election Committee
14. NSS Advisory Committee
15. Canteen Committee
16. Electoral Literacy Club
17. Green Club
18. Internal Complaints Committee
19. Career Counseling Cell
20. Psychological Counseling Cell
21. Publication Board
22. Legal Literacy Club
23. Unnat Bharat Abhiyan Cell
24. Skill and Entrepreneurship Development Cell
25. Research and Development Cell
26. NEP Task Force

File Description	Documents
Paste link for additional information	https://www.opdcollege.edu.in/vision-and-mission/
Upload any additional information	View File

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

The institution operates an effective leadership system through decentralization and participative management, supported by a

structured committee system that involves various stakeholders. The Governing Body, the apex administrative authority of the college, comprises teachers, community representatives, student guardians, and a member from the affiliating university, making it highly representative in nature.

The committees within the institution can be broadly categorized into four sections:

Academic Committees:

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

Administrative Committees:

1. Internal Quality Assurance Cell (IQAC)
2. Planning Committee
3. Construction Committee
4. Admission Committee

Extension Committees:

These committees oversee and implement Institutional Social Responsibility (ISR) activities both within and beyond the college campus.

Internal Discipline Maintenance Committees:

The college has also established various committees as needed to ensure internal discipline and uphold a conducive academic environment.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has well-defined policies and procedures for its administrative setup, adhering to the guidelines, circulars, and existing regulations of the Directorate of Higher Education, Assam, and the University Grants Commission (UGC) to ensure smooth and efficient functioning.

An Institutional Development Plan for 15years (2023-24 to 2037-38)) has been developed, considering the quality indicators outlined in the seven criteria set by NAAC. The Internal Quality Assurance Cell (IQAC) plays a key role in preparing this plan, incorporating inputs from various stakeholders. Feedback from all stakeholders, along with IQAC recommendations, is carefully considered to introduce necessary innovations.

The college operates in compliance with the rules, regulations, and directives of the following statutory bodies:

- Dibrugarh University
- Directorate of Higher Education, Assam
- University Grants Commission (UGC)
- Rashtriya Uchchatar Shiksha Abhiyan (RUSA)
- National Assessment and Accreditation Council (NAAC)
- All India Survey of Higher Education (AISHE)

The effectiveness of various committees is reflected in their policies and procedures, as outlined by these statutory bodies.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.opdcollege.edu.in/
Upload any additional information	View File

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 and NEP, 2020. Moreover, the college has formed some other rules under these rules, regulations, policies, etc., in order to ensure the 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 WhatsApp, the College website, the college Prospectus, the Order Book, etc. WhatsApp groups have recently been found most effective in the circulation of notices, information, and 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 WhatsApp groups and any information, notices, etc., are circulated immediately and effectively through these media.

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

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college is dedicated to the well-being of both teaching and non-teaching staff and has implemented various welfare measures to address their diverse needs.

Welfare Measures for Teaching and Non-Teaching Staff

Leave Benefits:

As per service rules, employees can avail themselves of various types of leave, including:

- Casual Leave
- Earned Leave
- Medical Leave
- Child Care Leave
- Maternity Leave

Financial Benefits:

- The college has established a Fund Committee named Sanchay Nidhi, where employees can contribute monthly investments.
- Employees can avail loans up to three times their investment, with an emergency loan provision of up to ₹50,000. This fund has proven to be a significant welfare initiative.
- The teaching staff has also formed a Teachers' Unit, where each teacher contributes ₹200 per month for various welfare activities within the college.

Other Facilities Available on Campus:

- Free Wi-Fi access
- Gymnasium
- Yoga and meditation center
- First aid and healthcare facilities
- Handwashing and sanitization provisions
- Printing and photocopying services
- Well-furnished, separate departmental rooms
- Adequate number of washrooms
- Drinking water facility with RO purification
- Sufficient parking space for all employees
- Library access with N-LIST facility
- Newspaper and magazine subscriptions
- Separate reading space for teachers in the library
- Well-equipped Teachers' Common Room
- Automated attendance and leave management through a biometric system
- Provision of a ramp for accessibility

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

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

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

0

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

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

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

0

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

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

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

03

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 institution has a well-structured Performance Appraisal System for both teaching and non-teaching staff.

- Teaching staff are required to submit an annual report

detailing their teaching activities, academic contributions, research work, Faculty Improvement Programs (FIPs), publications, and participation in seminars, webinars, conferences, and Institutional Social Responsibility (ISR) activities. This report, known as the Personal Profile, is submitted to the IQAC.

- Departments must also submit a Departmental Profile annually, summarizing all academic and research activities within the department.
- The Principal collects a comprehensive Performance Appraisal Report from both teaching and non-teaching staff each year to monitor their performance and assess promotions.

To evaluate the overall effectiveness of the institution, feedback is collected annually from students, alumni, guardians, and employees. This helps in performance assessment and provides insights for the preparation of the institutional development plan(IDP).

Additionally, the Student Satisfaction Survey (SSS) serves as a key tool for evaluating institutional performance. The Grievance Redressal Cell also plays a crucial role in addressing concerns and contributing to overall appraisal efforts.

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

6.4 - Financial Management and Resource Mobilization

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

All financial grants and other monetary resources generated by the college undergo regular audits to ensure transparency and accountability.

- The internal audit is conducted by Chartered Accountant Mr. Parik from North Lakhimpur.
- Financial records, including ledgers, registers, vouchers, invoices, and cash books, are meticulously maintained and updated daily by the designated officials.
- The Chartered Accountant reviews these records and prepares

the Annual Audit Report, along with Utilization Certificates (U/Cs), Audit Reports on Income and Expenditure, Assets and Liabilities, and the Balance Sheet. These reports are submitted promptly to the relevant sponsoring agencies.

The external audit is carried out by Government auditors, who visit the college as required. They not only review the internal audit reports but also verify the primary financial records to ensure the accuracy and legitimacy of all financial transactions conducted by the institution.

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

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

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

100000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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

Institutional strategies for mobilization of funds and the optimal utilization of resources are as follows:

For the mobilization of funds and the optimal utilization of resources, the college has formulated various committees viz.

I. Purchasing Committee

II. Construction Committee

III. RUSA Monitoring Committee.**IV. Governing Body**

Internal Audit: The internal Audit of the college accounts is carried out by the Chartered Accountant on yearly basis. Schematic audit is also carried out by the CA and submitted to the sanctioning authority after utilization of fund. The Accountant maintains the accounts of the all college funds. All the audit reports are placed before the Governing Body for necessary approval.

External Audit: The external audit is carried out by the Directorate of Local Fund Audit, Govt. of Assam. It verifies the utilization of funds received from the Government and from all other sources including the grants received from UGC, NAAC, RUSA etc. The financial transactions that come under the preview of RUSA funding are also audited separately by RUSA, Assam.

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

6.5 - Internal Quality Assurance System

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

The IQAC of Panigaon OPD College plays a crucial role in institutionalizing quality assurance strategies and processes. To ensure quality enhancement, the following measures are undertaken:

- Facilitating intellectual and skill development programs for students, as well as for teaching and non-teaching staff.
- Encouraging faculty members to publish books, book chapters, articles, and research papers in ISSN/ISBN/Peer-Reviewed/Refereed/UGC CARE/SCOPUS-indexed journals and other reputed publications.
- Systematic documentation and preservation of all essential records for future reference.
- Organizing seminars, talks, and workshops at regular intervals.
- Forming the IQAC and its subcommittees in alignment with

NAAC guidelines.

- Collecting feedback from students, alumni, guardians, and employees.
- Conducting the Student Satisfaction Survey (SSS) as per NAAC guidelines.
- Implementing various quality assurance measures, such as internal and external evaluation of students' Program Outcomes (POs) and Course Outcomes (COs), periodic review meetings for assessing the progress of different programs and activities, and forming relevant committees for institutional development.
- Taking initiatives to organize extension activities, observe national and international commemorative days, and conduct seminars, workshops, talks, and lecture sessions with distinguished external resource persons.

File Description	Documents
Paste link for additional information	https://www.opdcollege.edu.in/igac-3/#::~:ext=INCLUSIVE%20DEVELOPMENT,marginalized%20sections%20of%20the%20society.
Upload any additional information	View File

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

The IQAC of the college gives primary importance to the 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 must analyse their performance based on results, research projects, effective curriculum implementation, and ICT-related pedagogical methodologies. 2. To ensure the 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 PowerPoint Presentations, Projects, Field Trips, Role Plays, Workshops, and videos to the teachers. In addition to completing the curriculum through assignments, class tests, tutorials, etc., the departments are encouraged to hold conferences and seminars on topics relevant to students' educational needs and future growth. The IQAC

provides constructive recommendations to the departments based on the audit and suggests ways to improve internal quality. It indicates that the departments should self-evaluate and set higher goals to meet new challenges.

File Description	Documents
Paste link for additional information	https://www.opdcollege.edu.in/igac-3/
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
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 concerns. The main objective of gender sensitization is to address issues in gender equality and encourage participants to find solutions to gender inequality. Gender sensitization pedagogy at POPDC is not confined to the

classroom. The Women's Cell plays 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.

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste Management at Panigaon OPD College

Solid Waste Management:

The college is committed to maintaining a plastic-free and pollution-free campus. Waste is collected daily in the evening, and designated dustbins are placed in all departments and classrooms for the disposal of dry trash. The waste is strategically managed and minimized through careful monitoring.

E-Waste Management:

E-waste generated from different departments and offices is collected and transferred to a secure location for proper disposal.

Hazardous Chemical and Radioactive Waste Management:

The college does not generate any hazardous chemical or radioactive waste.

Biomedical Waste Management:

There are no biomedical waste concerns at the college.

Waste Recycling System:

The Vermicompost unit at the college recycles solid waste into organic fertilizer. This initiative helps in reducing garbage, producing organic manure, and promoting composting and organic farming.

Liquid Waste Management:

Liquid waste from the canteen, toilets, and hostels is discharged into suitable drainage facilities to prevent stagnation and maintain hygiene.

Cleanliness Initiatives:

- Individually allotted dustbins help keep the campus clean and eco-friendly.
- The NSS unit of the college organizes cleanliness programs to promote environmental awareness.
- Drinking water facilities are available in every building, and efforts are made to minimize water wastage.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.opdcollege.edu.in/data-for-ssr/
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	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

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

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</p> <p>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

<p>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).</p>
<p>The students of the college come from diverse religious, ethnic, and socioeconomic backgrounds. The Student Union Body, under the guidance of the Professor-in-Charge, plays a crucial role in helping new students integrate seamlessly into campus life, fostering an inclusive environment where no single group is given</p>

priority.

The institution strongly believes that classroom inclusivity and student engagement contribute significantly to promoting tolerance and harmony across cultural, regional, linguistic, communal, and socioeconomic diversities. Faculty members ensure that all students are treated with respect and actively encouraged to participate in class discussions.

During their initial days on campus, senior faculty members conduct interactive sessions for newly admitted students, emphasizing the importance of cross-cultural communication and an inclusive academic environment. Teachers also deliver lectures on the value of tolerance and harmony, guiding students on how these values play a vital role in their personal and professional lives.

POPD College remains deeply committed to promoting student diversity, and its admission policy clearly states that all candidates receive equal consideration in accordance with Indian government guidelines.

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

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

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	View File
Any other relevant information	No File Uploaded

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

A. All of the above

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

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

1. NSS UNIT:

1. 14/08/23 - Miri Mati Mera Desh

1. 05/06/24 - World Environment Day

2. 21/06/24 - International Yoga Day

2. LEGAL LITERACY CLUB(LLC):

1. An awareness programme on adult literacy at Amtola on 11th

December,2023 in collaboration with UBA cell, Panigaon OPD College.

2. Observation of international Women's Day on 8th March,2024 in collaboration with Women Cell and IQAC, Panigaon OPD College.

3. Literary and Drama Club

1. 26/08/2023 Workshop on Poetry
2. 07/10/2023 Drama Competition
3. 17/01/2024 Celebration of Silpi Diwas
4. 21/03/2024 Celebration of World Poetry day

5. 27/03/2024 World drama day celebration

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

7.2 - Best Practices

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

- **Eco-Friendly, Green, and Clean Campus** The objective is to promote awareness of environmental issues and encourage the protection of nature and natural resources. The college has undertaken initiatives such as recycling and upcycling through environmentally friendly measures. Several steps have been implemented to uphold these environmental responsibilities. The college campus has become greener, cleaner, and more environmentally friendly. Several students, including Joylakhi Payeng, have excelled at both national and international levels in eco-friendly initiatives. However, eco-friendly products are often more expensive compared to readily available plastic alternatives. Additionally, there is a requirement for a dedicated yoga instructor to further enhance wellness

initiatives.

- **Yoga and Meditation for Mental Well-being** The aim is to enhance mental health and well-being among students, contributing to the creation of a healthy society. Yoga and meditation have been globally recognized, with many countries encouraging their citizens to practice yoga. The college has adopted these practices to support students' holistic development. The first five minutes of every class are dedicated to meditation, which helps improve students' focus and attentiveness, in addition to regular yoga sessions that promote overall physical and mental wellness. The initiative has improved student engagement and concentration, fostering a positive learning environment.

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

INCLUSIVE DEVELOPMENT One of the core objectives of our institution is to actively contribute to the upliftment of students from underprivileged and marginalized communities through various initiatives, alongside imparting knowledge and skills. Our college aspires to be a beacon of inclusive development, fostering an environment where every individual has the opportunity to thrive.

In alignment with the state government's policy on fee waivers, the college offers free admission to students from Below Poverty Line (B.P.L.) categories. Additionally, the institution provides financial assistance to students for various needs, such as covering examination fees, purchasing essential books, and addressing medical expenses. To further empower students, the college has organized skill-building workshops as well as entrepreneurship development initiatives aimed at encouraging self-employment and economic independence.

We are committed to fostering an atmosphere of harmony and

coexistence on campus. The college celebrates cultural diversity through various events, including the observance of International Mother Language Day, which highlights linguistic diversity and pride.

To promote gender equity and equality, the college has established a Women Cell and an Internal Complaints Committee to address related issues. The institution also observes significant occasions such as International Women's Day and National Girl Child's Day annually. Furthermore, in a commitment to gender representation, one out of two representatives to the Governing Body is selected from among the female faculty members.

Through these efforts, the college strives to create an inclusive and supportive environment that empowers all members of its community.

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

7.3.2 - Plan of action for the next academic year

1. Successful completion of the 3rd Cycle of NAAC Accreditation and Assessment activities.
2. Introduction of new courses in self-financing mode to expand academic offerings and meet emerging educational demands.
3. Implementation of an action plan based on newly signed Memorandums of Understanding (MoUs) with various Higher Education Institutions (HEIs) and organization.
4. Extension of the C Block of the college building, adding additional floors above the ground level.
5. Implementation of the Institution Development Plan.
6. Continuation of routine IQAC activities to ensure sustained quality enhancement and institutional development.

