



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution		Panigaon Om Prakash 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://www.opdcollege.edu.in/AQAR2021-22.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://opdcollege.edu.in/academic-calendar-2/				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	60. 50	2004	05/11/2004	04/11/2009
Cycle 2	B	2. 37	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			01/01/2005		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Panigaon OPD College	Govt Funding for Admission Support (Fee Waiver)	DHE, Assam	2022-23	1454818
Panigaon OPD College	Unnat Bharat Abhiyan	IRD IIT	2022-23	50000.00

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	4	
<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)		
1. Initiation taken for Add-on courses		
2. Research and Publication Board constituted.		
3. An online bilingual and multidisciplinary journal is developed and books to be published by the college.		
4.P.G. Course initiated in distance mode.		
5. Different departments signed MoUs and tie-ups with nearby		

institutions.

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
1. Initiation taken for Add-on courses	executed
2. A xerox machine is arranged for the college library and will be supplied within a week.	executed
3. Beautification of the college campus	executed
4. Preparation Teacher's diary	executed from 2023-24
5. N-LIST in the college library	executed
6. Orientation programmes to be initiated at nearby feeder schools	executed
7. Mentoring the students of the college	executed
8. MoU's and tie-ups to be initiated with nearby HEI's	executed
9. Workshop to be held on NEP -2020 and FYUP	executed
10. PG courses to be initiated	Initiated in distance mode.
11. Publicity cell to be set up	executed
12. An online bilingual and multidisciplinary journal to be developed and books to be published by the college	executed
13. Publication of college News Bulletin	executed
14. Research and Publication Board to be constituted	executed
13. Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	21/02/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	18/04/2022

15. Multidisciplinary / interdisciplinary

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 co-curricular 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 University, it has already started the implementation of NEP, 2020 from the academic session 203-24 as per Notification No.DU/DR A/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, two courses on value education (1. Understanding India and 2. Health and Wellness) 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.

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.Student

2.1 363

Number of students during the year

File Description	Documents
Data Template	View File

2.2

74

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

84

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

22

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	363
Number of students during the year	

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Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	22
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	29
Total number of Classrooms and Seminar halls	
4.2	80.97
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	39
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Response:</p> <p>Panigaon OPD College has its own academic calendar which is based on the calendar of Dibrugarh University. An Academic Advisory Committee chaired by the Principal develops and monitors all curricular planning and documentation activities in the institution. The Academic Advisory Committee designs the Daily Class Routine (DCR) for each semester. Further, it determines the number of classes, duration and other details of the courses. The DCR is thereafter distributed amongst the Heads of the Departments (HoD) to allocate the workload among the faculty members of the departments. Every department has its own Departmental Management Committee which submits reports to the respective HoDs, designs the class schedule and allocates the syllabus according to the Departmental Class Routine as prescribed by the Academic Advisory Committee.</p>	

To ensure that the course is distributed evenly among the faculty members and to keep record of it, the institution has put in place a documentation method. Every department receives an Academic Activity Register (AAR) to keep record of the daily classes taken by faculty members. A variety of interactive exercises, including in-class teaching, group discussions, PowerPoint Presentations, surveys, home assignments, academic evaluations, are used to make the curriculum relevant for the students. Occasionally, tutorials, class quizzes, unit tests, and multiple-choice questions (MCQs) are used to evaluate students' proficiency. Examination results are carefully examined, and remedial sessions are offered to help underprivileged students.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/OPDCLG_academiccalendar_DocScanner%20May%2018,%202023%202-13%20PM.pdf

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

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

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://opdcollege.edu.in/academic-calendar-2/

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	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	View File
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)**2**

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**157****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****157**

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

1.3 - Curriculum Enrichment

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

The curriculum of Panigaon OPD College covers a variety of topics and programs that integrate issues that are pertinent to professional ethics, gender, human values, environment and sustainability.

Professional Ethics- Professional ethics are included in education courses of the college. The National Service Scheme (NSS), Legal Literacy Club (LLC), and Electoral Literacy Club (ELC) of Panigaon OPD College have organized a number of programs to inculcate professional ethics among the students.

Gender- Panigaon OPD College has a Women Cell that focuses on

gender equity and women empowerment with the goals of the overall development of female students in particular and the empowerment and progress of women in general. The cell has undertaken a number of initiatives including programs to promote gender equity and empowering women.

Human Values - Students of the college are taught about human values in a number of subjects like Education, Political Science, Sociology etc. Moral and patriotic values are taught through the celebration of various days of National and International importance.

Environment & Sustainability- The College has a Green & Clean Campus policy. The N.S.S. Unit and the Green Club organized a variety of environmental campaigns like cleanliness drives, plantation drives etc.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

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**152**

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	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://opdcollege.edu.in/feedback-report/

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

600

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

170

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

Assessing the learning levels of the students: The institution assesses learning level of the students at the very starting of the teaching and learning session. To do so they are tested with an Advance Test: a) Before teaching anything to the students , their learning level is tested by question paper containing: 1) MCQs 2) Very short answer questions and 3) Essay type questions b) Questions range from very easy to very difficult one. iii) After the evaluation, students are divided into three groups: a) Advanced learners (scoring more than 80%) b) Normal learners (scoring 30% - 80%) c) Slow learners (scoring less than 30%)

Special Programmes for advanced learners and slow learners:

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

Slow learners i) Arranging remedial classes ii) Personal guidance iii) Aiding through mentors iv) Providing mental support, encouragement etc. Personalized and individual evaluation methods are occasionally developed in response to the specific requirements of students. Teachers are allowed the freedom to construct their own evaluation techniques.

File Description	Documents
Link for additional Information	https://www.opdcollege.edu.in/activities-and-reports/
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
363	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 adopts these student centric methods in its teachinglearning processes for effective teaching and learning. The following methodologies adopted by the college to help studentsacquire experiential learning: i) Field tours to universities, prestigious institutions, biodiversity parks, historical places etc. ii) Field works, surveys etc. conducted by the various departments from time to time The following methodologies adopted by the college help students to acquire participative learning: i) Group discussions, seminars, and oral group presentations ii) Field works, surveys etc. The following methodologies adopted by the college to help studentsacquire problem solving methodologies and leadership building: i) Formation of students' union and entrusting on them the responsibilities of organizing festivals, seminars, meetings, competitions excursions etc. Moreover, the college adopts the following methods for effective teaching and learning: i) Teaching using ICT and E-resources. ii) Writing for Departmental and Students' Union magazines to foster creativity and other abilities. iii) Special lectures/seminars/conferences planned to inspire and motivate students to become active agents of information.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.opdcollege.edu.in/activities-and-reports/

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

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

that allow them to engage students in an interactive discourse. Teachers are now using Google Meet, Zoom, Microsoft Teams, and other similar platforms to deliver lectures online. Google Meet, Zoom, Microsoft Teams, WhatsApp, and other apps are also used to transect reading materials, brief notes e-books etc. There is a smart classroom with a smartboard to do classes using the modern of the up-to-date modes of teaching and learning. Three other large class rooms room no. 17, 18 and 19 also have the facilities of LCD, projectors, Wi-Fi, microphone, hands-free, and sound system where the classes are regularly done using these facilities.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.opdcollege.edu.in/data-for-ssr/

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

24

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

2.4 - Teacher Profile and Quality

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

23

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

6

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

407

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

2.5 - Evaluation Process and Reforms

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

Panigaon OPD College, as a constituent college of Dibrugarh University, is governed by the university's internal assessment policies. The college gives a 20% weighting to the students of their overall evaluation. The Internal Assessment Marks, as per the instruction of the University is distributed as follows: i) Class Attendance : 5% ii) Sessional Examination I : 5% iii) Sessional Examination II : 5% and iv) Seminar/ Group Discussion : 5% Internal Assessment is a component of a continuous assessment system which is carried out in a well-planned and organized manner. To handle examination-related complaints, the institution has a well-defined mechanism in place. Internal Assessment Evaluation Criteria are communicated to students by teachers. Students are provided several opportunities to enhance their performance. The Departments assess the final Internal Assessment scores before sending them to the University.

File Description	Documents
Any additional information	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 is college affiliated to Dibrugarh University, and as such, it follows the University's examination criteria. At the end of each semester, a final test is administered to the students to all of Dibrugarh University's constituent institutions. The final test for each paper accounts for 80% of the overall evaluation, with the remaining 20% being internal assessment marks. The mechanism of the Internal Assessment is robust in terms of frequency and mode. The sessional examinations are held regularly by following the college's Academic Calendar strictly. The evaluation sheets are returned to the students before the declaration of the results and any complaint/grievance relating to awarding marks to the students in the sessional examinations and the group discussions are redressed in time. They are thoroughly discussed with them in order to improve transparency and discipline. The faculty answers students' legitimate complaints about their grades in the internal assessment. The assessed papers for the internal examination are shown to students, along with thorough comments and suggestions for development. Any questions students have about feedback and evaluation are properly answered by the teachers in charge.

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
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 reviews students' performance on a regular basis using various techniques for assessing achievement of each of the Program Outcomes and Course Outcomes. Through a direct assessment procedure, the programme results are examined using the Course

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

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

72

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

2.7 - Student Satisfaction Survey

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

<https://docs.google.com/spreadsheets/d/1lrc5xqsMYrteXF5GAJzkRGd-hY4jEdhI/edit?usp=drivesdk&ouid=101740032389992463841&rtpof=true&sd=true>

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)

15.04

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

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

Nil

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
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**11**

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****4**

File Description	Documents
Any additional information	View File
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****4**

File Description	Documents
Any additional information	View File
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 organizes several extension activities yearly. These programmes are organized by sensitizing students to the social issues and for their holistic development. The institution is well aware about its Institutional Social Responsibilities and, therefore, the college sets up different wings and cells like N.S.S., RRB, Legal Literacy Club, Women Cell, Career Counseling Cell, Yuba Tourism Club etc. for the development of the neighbourhood area. These cells and wings organizes programmes like legal awareness, sanitation, hygiene, Blood Donation Camps, Medical Camps, Flood Relief Camps, AIDS Awareness Camps, Women Empowerment etc. These programmes have a great positive impact on the college. The people as well as the parents and guardians are found highly grateful to our extension activities. The Extension activities conducted in this year are as attached herewith.

File Description	Documents
Paste link for additional information	https://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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

15

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

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

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

524

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

11

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****11**

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.

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

File Description	Documents
Upload any additional information	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)

48.15768

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Central Library of the College was established in 1984 with a total area of 3425 sq. feet. It has a provision for separate reading sections for teachers and students respectively. The library has a vast collection of textbooks, reference books, journals and e-journals. The library has also a reprographic service facility through which a user can download, print or make copies of the resources available there.

Library Automation:

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.

Subscription to E-resources:

1. The College has N-LIST subscription of 6000+ e-journals, 1,99,500+ e-books and 600000 e-books.

Amount spent on the purchase of books and journals: Rs. 563631.

Journals Subscribed: 8 printed journals and 4 newspapers.

Total Collections: 14444

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.opdcollege.edu.in/library/

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)

0.88421

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

16

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:

- IT facilities available in several classrooms and departments, the College Library, College Office, Principal's Chamber, Computer Centre and IQAC office of the college are updated regularly and maintained properly.
- The maintenance of the computers is done regularly and non-repairable systems are disposed of accordingly.

IT Facilities Available in the College:

- All the Departments of the College have computer facilities to maintain proper records of the Departments.
- The college uses various Learning Management Systems like Zoom, Google Meet, YouTube, etc.
- Room No. 17, 18, 19 and 20 are equipped with projector with sound systems for convenience in teaching and learning process. The College Library is renovated and also updated with SOUL 3.0 in the year 2022-23.
- The library is automated as well as digitalized to march with the recent pace of development. N-list facilities are made available to all the stakeholders in active support received from the UGC- Inflibnet. Sufficient numbers of computers are made available in the library to meet the day-to-day in-house activities of the library.
- The website of the College is regularly updated.
- The admission procedure of the College is being done online since 2018.

- The College is equipped with CCTVs for proper surveillance.

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)

19.60

File Description	Documents
Upload any additional information	View File
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.

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

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

329

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

9

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	https://www.opdcollege.edu.in/activities-and-reports/
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

391

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

391

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

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

9

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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**11**

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.****8**

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college engages student representatives in order to obtain active collaboration and direct responses from the students. Students are engaged in the various activities of the college by forming the following committees: 1. Students' Union: A general election is held each year amongst the students and it elects a General Secretary, an Assistant Secretary, and additional divisional secretaries such as magazine, literary, cultural, indoor and outdoor games, and boy's and girl's common room secretaries. Secretaries are allocated to their separate responsibilities for the entire year in order to mentor students

in their assigned responsibilities. 2. Students' Aid Fund: the General Secretary of the college's students union is one of the members of this committee. 3. National Social Service (NSS) Unit: It comprises of 100 student volunteers and a college Programme Officer from the teaching staff. 4. Scout and Guide: A Rover and a Ranger Officer from teaching staff of the college leads a group of 100 student volunteers in this Unit.

File Description	Documents
Paste link for additional information	https://www.opdcollege.edu.in/students-union/
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

11

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, Panigaon OPD College has been registered under Registration No. RS/NLP/257/RFSRS/202303037 of 2023-24 under Societies' Registration ACT XXI of 1860 by the Register of Societies Guwahati, Assam on 05/10/2023. However, the association has been functioning actively and has been contributing significantly to the development of the College through financial

and other support services of the college in the teaching-learning, extension activities and the other activities of the cells and wings of the college. Evidences of some of such support services and financial contributions for the year 2022-23 are uploaded here in the additional information slot.

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 create an educational ecosystem of quality knowledge and optimum development of human resources for national and global requirements through all-round development of the students.

Our Mission:

Advocating and adjusting a curriculum to inject skills, knowledge, attitude and human psychology based on equity principles.

1. Decentralized Participatory Nature of Governance:

- The institution practices a participatory mode of governance with all the stakeholders participating actively in the running of the administration.
- The institution has a Governing Body which authorizes the Principal who, in turn, shares it with various other levels of functionaries of the college in determining and implementing various institutional policies to attain the

vision and mission of the institution.

- The HoDs, Convenors of various Committees and Cells along with the staff representatives play an important role in the decision-making process of the institution.

1. Participation of Teachers in Decision-Making Bodies:

- The faculty members are assigned with various academic and administrative duties such as members of the Governing Body, Coordinators and convenors of various cells and committees, Internal Quality Assurance Cell etc.

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 system of effective leadership is operative in the institution through a process of decentralization and participative management supported by a committee system that is in place in the college and includes different stakeholders. The Governing Body which is the apex body in the college administration and it includes the teachers, community representatives, guardians of students and member of the affiliating University, and thereby the Body itself is highly representative in character. The other committees can be divided into four broad sections: Academic Committees, Administrative Committees, Extension Committees and Internal Discipline Maintenance Committees. ACADEMIC COMMITTEES: 1. Academic Advisory committee (AAC): 2. Examination Committee: 3. Departmental Management Committee: 4. Library Committee: 5. Students' Union: ADMINISTRATIVE COMMITTEES 1. The IQAC: 2. Planning Committee: 3. Construction Committee: 4. The Admission Committee: EXTENSION COMMITTEES: These committees execute the activities of Institutional Social Responsibilities in and outside the college campus. INTERNAL DISCIPLINE MAINTENANCE COMMITTEES. The college has also formed some other committees from time to time for maintenance of internal discipline amongst the college family.

File Description	Documents
Paste link for additional information	https://www.opdcollege.edu.in/cells-wings/
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 administrative setup. The college follows the guidelines, circulars and existing rules and regulations of the Directorate of Higher Education, Assam and University Grants Commission for the proper functioning of the college.

The College has a Perspective Plan for 5 years commencing from the academic year 2018-19 to 2022-23 by taking into consideration the quality indicators of the seven criteria determined by NAAC. The Internal Quality Assurance Cell (IQAC) of the college takes initiatives for preparation of the Perspective Plan. Inputs from stakeholders of the college are considered as a base for formulation of the perspective plan. Feedback from all the stakeholders and the recommendations of the IQAC are taken into consideration and innovations are incorporated.

The College follows the rules, regulations and instructions of the following statutory bodies:

- Dibrugarh University.
- Directorate of Higher Education, Assam
- University Grants Commission.
- Rastriya Uchchatwar Shiksha Abhiyan etc.
- National Assessment and Accreditation Council
- All India Survey of Higher Education.

The effective functioning of these committees is visible from policies, and procedures as mentioned in these statutory bodies. .

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
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 effective and efficient functioning of the institutional bodies and the internal activities of college management. These rules and regulations are circulated through Notice Boards, Mobile Whats-app, College website, college Prospectus, Order Book etc. Whats-app groups has recently been found most effective in circulation of notices, information, distribution of govt. and other notifications etc. amongst the stakeholders and the students. All the departments of the college, cells, wings, units, committees, and even the classes of the students have formed their Whats-app groups and any information, notices etc. are circulated immediately and effectively 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	View File
Screen shots of user interfaces	View File
Any additional information	View File
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 committed to well-being of both teaching and non-teaching employees of the institution. The College has undertaken numerous welfare measures to cater to the various needs of the employees. The welfare measures for the teaching and non-teaching staff are listed below:

Leaves:

- As per Service Rules, the employees of the college can avail Casual leave, Earned Leave, Medical Leave, Child Care leave, Maternity leave etc.

Financial Benefits

- The college has formed a Fund Committee named Sanchay Nidhi where the employees of the college can invest money on a monthly basis. Employees can avail of loans from Sanchay Nidhi for up to three times of their investment. Emergency loan is sanctioned up to Rs. 50,000. This Nidhi has been proved immensely helpful as a welfare measure.
- The teaching staff has formed a teachers' unit to which every teacher Rs.200/- monthly for several welfare measures of the college.

Other Provisions Available in the College Campus:

- Free Wi-Fi facilities.
- Gymnasium
- Yoga and meditation centre.
- First aid box and health care facilities.

- Provision of Hand washing and sanitization.
- Provision for printing and photocopy.
- Well-furnished separate departmental rooms.
- Adequate number of washrooms.
- Drinking water facility with RO purification.
- Adequate parking space for all employees.
- Library and N-LIST facility.
- Newspaper & Magazines Subscription.
- Separate reading space for teachers in the library.
- Well-furnished Teachers' Common Room.
- Automation of attendance and leave using a biometric system.
- Provision of ramp.

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

8

File Description	Documents
Upload any additional information	View File
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

Nil

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

16

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

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

The Institutions has a well planned Performance Appraisal System for teaching and non- teaching staff. The teachers have to submit yearly reports of their all teaching, academic, research, FIPs, publications, participation in seminars, webinars, conferences,

and ISR activities to the IQAC through a report named Personal Profile. Each department also has to submit Departmental Profile yearly comprising of all such activities of the Department. The Principal also collects such a summary report (called Performance Appraisal Report) yearly from both the teaching and non-teaching staff for monitoring and promotion of the employees of the college. Feedback from the students, Alumni, Guardians and Employees are taken yearly in order to assess performances of the college and collect information, suggestions etc. for preparation of the Perspective Plans of the college. Student Satisfactory Survey (SSS) is another tool for appraisal of the performances of the institution. The Grievance Redressal Cell is also playing a major role in this matter.

File Description	Documents
Paste link for additional information	https://opdcollege.edu.in/department/
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

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

All the financial grants and the other monetary resources generated by the college are regularly audited by the Institution. The internal audit of the college is done by a Chartered Accountant, Mr. Parik, North Lakhimpur. The financial data, ledgers, registers, vouchers, invoices, cash-book etc. are always kept neat and clean by the related officials and are updated daily. The Chartered Accountant checks all these documents and prepares the Annual Audit Report himself. The U/Cs, Audit Reports of Income and Expenditure, Assets and Liabilities, Balance Sheet etc. are also prepared by the Chartered Accountant. These are sent timely and regularly to the sponsoring agencies. The external audit is conducted by Government auditors. They visit the college whenever required. They check not only the reports of the internal auditor, but also all the relevant primary financial data for verification of all the financial transactions conducted by the Institution.

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

Rs. 54452.00

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

V. Monitoring and Supervising Committee

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 contributes significantly to institutionalizing quality assurance strategies and processes. The following procedures are adopted by the IQAC for quality assurance of the college:

- IQAC and its subcommittees are formed in accordance with the NAAC Guideline.
- Feedback taken from the students, alumni, guardians and employees.
- SSS taken as per NAAC guideline
- Adopts various other measures to ensure quality like—internal and external evaluation of students' PO's and CO's, periodic review meetings for assessment of the progress of various programs/ activities, and formation of different committees.
- It has also taken initiatives to organize various kinds of extension activities, observation of the national and international commemorative days, hold seminars, workshops, talks, lecture sessions of eminent outsourced Resource

Persons for the intellectual and skill development of the students, the teaching and non-teaching staff of the college.

- The IQAC encourages the faculty members to publish books, book chapters, articles and research papers in ISSN/ISBN/Peer Reviewed /Refereed/ UGC CARE/ SCOPUS indexed books, journals and other publications.
- Documentation and preservation of all documents systematically done under IQAC for future needs.
- IQAC has organised several seminars, talks and workshops also in its own from time to time.

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

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

The IQAC of the college gives primary importance on quality assurance of the college, i.e. the quality of education provided to the students. It accomplishes this primarily through two methods: 1. Conducting Annual Academic Audits, in which departments are required to conduct analysis of their performance based on results, research projects, effective curriculum implementation, and the use of ICT-related pedagogical methodologies. 2. In order to ensure improvement of the teaching-learning activities, input from stakeholders such as students are collected. Teachers receive regular input from their students which allows them to improve their teaching abilities and relationships with their students. The IQAC recommends innovative pedagogical methodologies such as Power Point Presentations, Projects, Field Trips, Role Plays, Workshops, videos, and others to the teachers. In addition to completing the curriculum through assignments, class tests, and tutorials etc. the departments are encouraged to hold conferences and seminars on topics that are relevant to students' educational needs and future growth. The IQAC provides constructive recommendations to the departments based on the audit and suggests ways for improving internal quality. It gives suggestions to the departments to do self-evaluations and set higher goals in order to meet new challenges.

File Description	Documents
Paste link for additional information	https://www.opdcollege.edu.in/iqac-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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	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 concern. The main objective of gender sensitization is to address issues in gender equality and encourage participants to find out solutions of gender inequality. Gender sensitization pedagogy at POPDC is not confined to the classroom. The Women's Cell is an important part in fostering gender awareness on campus. POPDC has an active Internal Complaints Committee, which is a statutory entity charged with registering harassment/ complaints and pursuing official action to rectify them. The college provides special facilities for women

and girls in its best possible ways. They are attached in the web link.

File Description	Documents
Annual gender sensitization action plan	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

B. Any 3 of the above

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

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

Solid waste management: The Panigaon OPD College takes every care to ensure that the campus is free of plastic and other hazardous pollutants. Waste is collected every evening. For the disposal of dry trash, dustbins are provided in all departments and classrooms. Waste is disposed of in a strategically placed individually allotted dustbins keeping the campus clean and ecologically friendly. The college has a Vermicompost unit whose purpose is to reduce garbage, produce organic manure, and demonstrate the benefits of composting and organic farming. The NSS unit of college organizes Cleanliness programme. **Liquid Waste Management:** Liquid wastes from sources such as the canteen, toilets, and hostels are discharged as effluent into suitable drainage facilities to minimise stagnation. . Every building on campus has a drinking water facility. Drinking water wastage is

minimized through careful monitoring. E -waste management: E-wastes are gathered from each department and office and transferred to a secure location for disposal. Hazardous chemicals and radioactive waste management: The College no such problems. Biomedical waste management: The College no such problems. Waste recycling system: The Vermi-compost production unit recycles solid wastes to fertilizers.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
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	View File

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	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	View File

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

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

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

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	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

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

1. World Environment Day on 5th June, 2022
2. International Yoga day on 21st June, 2022
3. Tobacco Awareness Programme on 22nd August, 2022
4. NSS Day with plantation Programme on 24th September, 2022
5. Constitution Day on 26th November, 2022
6. World Aids Day on 1st December, 2022
7. National Girl Child Day on 24th January, 2023
8. International Women's Day on 8th March, 2023

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	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.

BEST PRACTICES

1. Title 2. Objective 3. The Context 4. The Practice 5. Evidence of Success 6. Problems encountered & Resources required.

BEST PRACTICE I

1. Eco-friendly, Green and Clean Campus

2. To promote awareness of environmental issues, and protection of nature and natural resources.

3. Taking initiatives like recycling, upcycling through environment friendly measures.

4. Several areas are undertaken to show these responsibilities:

5. The college campus has become green and clean and environment friendly.

6. Eco-friendly products are expensive in comparison to easily available cheap plastic products.

BEST PRACTICE II

1. Yoga and Meditation

2. Development of mental health and well-being of the students for the creation of a healthy society.

3. Initiative has been acclaimed globally and a number of countries have encouraged its citizens to practice yoga. The college has also initiated these activities in order to fulfil the objectives cited above.

4. Every day the first five minutes of every class is dedicated to the practice of meditation so as to make the students more attentive in the class in addition to regular yoga classes.

5. Several students including Joylakhi Payeng has shown outstanding performances in the National and international level also.

8. Requirement of a Yoga instructor.

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 objectives of our institution is to work towards upliftment of students from underprivileged and marginalized communities through various means along with imparting knowledge and skills. Our College aspires to become an institution for inclusive development.

The college provides free admission to students from Below Poverty Line (B.P.L.) categories as per the state government's policy regarding fee waiver. Apart from that, the college provides financial assistance to students from time to time to fill up examination forms, to purchase necessary books and on medical grounds. The College has organized a two days workshop on cutting and stitching and an entrepreneurship development program to encourage and empower students for self-employment.

We are responsible to make an environment of harmony and co-existence in the campus. The College celebrates this diversity of cultures in different ways. The College celebrates International Mother Language Day to mark linguistic diversity and pride.

The college has a Women Cell and Internal Complaints Committee to address various issues related to gender equity and equality. The college observes International Women's Day and National Girl Child's Day annually. One out of two of their representatives to Governing Body is selected from female faculty member.

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

- i. Completion of NAAC 3rd Cycle of A&A Activities.
2. Registration of Alumni Association.
3. Introduction of New Courses on Self-Financing Mode.
4. Adopting Action Plan on the Newly Signed MoU's with several HEI's and organizations.
5. Completion of Permanent College Auditorium.
6. Extension of C Block of the College building above the ground floor.
7. Preparation of the Next Perspective Plan of IQAC for the next ten years 2023-24 to 2032-33.
8. Continuing the routine activities of IQAC.