

**ASSAM HIGHER EDUCATION PROGRAM  
FOR EXCELLENCE & EQUITY  
HIGHER EDUCATION DEPARTMENT  
GOVERNMENT OF ASSAM**

**INSTITUTIONAL DEVELOPMENT PLAN**

*Submitted to the Director of Higher Education,  
Government of Assam  
In response to letter No.DHE/PA/Misc./3/2022/8  
dtd.28.04.2022*



*Dame*  
*30.8.2022*  
**Principal**  
**Paschim Guwahati Mahavidyalaya**  
**P.O.-Dharapur, Guwahati-17**

**PASCHIM GUWAHATI MAHAVIDYALAYA, DHARAPUR.  
DIST.- KAMRUP**

## Contents

1. INSTITUTIONAL BASIC INFORMATION .....	3-11
1.1. Institutional Identity.....	3
1.2. Land Particulars: .....	3
1.3. Establishment Details.....	4
1.4. Governing Body (GB) Information .....	4
1.5. NAAC Accreditation and UGC Autonomy .....	4
1.6. Faculty Details .....	5
1.7. Faculty Status (Regular/On-Contract Faculty as on Dec 2018).....	5
1.8. Students' Profile: .....	6
1.9. Infrastructure: .....	6-9
1.10. Research and Development .....	10
1.11. Financial Reports .....	11
2. NEED ASSESSMENT .....	12-16
3. PLANNING AND EXECUTION STRATEGY .....	16-19
4. Annexure-I .....	20
5. Annexure-II.....	21

## 1. INSTITUTIONAL BASIC INFORMATION

### 1.1. Institutional Identity:

- a. **Name of the Institution:** Paschim Guwahati Mahavidyalaya
- b. **Type of Institution:** Govt. Provincialised
- c. **Category:** Co-education
- d. **Location:** Rural
- e. **Website Address of the College:** www.pgmdharapur.ac.in
- f. **Whether grants received under RUSA:** Yes
- g. If yes what are the infrastructures created and non-civil procurement made out of the RUSA fund. If Yes, provide details as below
- h. **Name of Head of Institution and Project Nodal Officers**

Head and Nodal Officer	Name & Department	Date of Retirement	Mobile Number	E-mail Address
Principal	Dr. Rana Sarmah	31.03.2027	9531475684	Pgm17dharapur@gmail.com
IDP Coordinator	Bhudev Das (Education)	31.10.2024	9401001716	Dasbhudev783@gmail.com
IDP Deputy Coordinator	Achyut Talukdar (Commerce)	31.12.2027	940104624	achyuttalukdar@yahoo.com
Civil Nodal Officer	Not available	---	---	---
Accounts Bursar	Mr. Tilok Baruah, (Sr. Assistant)	30.04.2024	9957096115	Tilokbaruah955@gmail.com
<u>Other office bearers:</u>				
Academic Bursar	Dr. Marie Kalita (English)	31.08.2030	9435545074	mariekalita91@gmail.com
IQAC coordinator	Dr. Mrinmoyee Bhattacharyya (Economics)	31.03.2022	9864011086	munmunbhatta@gmail.com
Career Counselling Cell nodal Officer	Dr. Marie Kalita (English)	31.08.2030	9435545074	mariekalita91@gmail.com

### 1.2. Land Particulars:

Land information with ROR				Additional land information		Remarks
Total area of land (in acre) as per Record of Rights (ROR)	Type of land	Record of Rights (ROR) khata No and Plot No		Additional area under possession (encroachment, if any)	Type of land	
1.5 Bigha +4 Katha	Basti Land & Agricultural Field	<u>Patta No.</u>	<u>Dag.No.</u>	Additional area: Nil Encroachment: Nil	Does not arise	---
		20	1062			
		20	1062			
		108	1055			
		488	1057			
		804	1056			
		12	1724			
		104	1059			
		108	1055			
108	1055					

		104 61	1059 1068			
--	--	-----------	--------------	--	--	--

**1.3. Establishment Details:**

Sl. No.	Establishment Details (attach all required documents)	
1	Year of establishment	1978
2	Latest year of Permanent Recognition (course wise)	1996, 11 January
2.1	TDC (Arts) General Course	1978
2.2	TDC (Arts) Major Course	1978
	TDC (Commerce) General Course	1996
	TDC (Commerce) Major Course	1996
3	Latest year of Temporary Recognition (course wise)	
3.1	TDC (Arts) General Course	---
3.2	TDC (Arts) Major Course	---
	TDC (Commerce) General Course	---
	TDC (Commerce) Major Course	---
4	Name of University to which Affiliated with affiliation no and period	Gauhati University
5	Latest year of Permanent Affiliation (course wise)	2006
5.1	TDC (Arts) General Course	2006
5.2	TDC (Arts) Major Course	2015-16
5.3	TDC (Commerce) General Course	2006
5.4	TDC (Commerce) Major Course	2015-16
6	Latest year of Temporary Affiliation (course wise)	
6.1	TDC (Arts) General Course	2020-21
6.2	TDC (Arts) Major Course	2020-21
6.3	TDC (Commerce) General Course	2020-21
6.4	TDC (Commerce) Major Course	2020-21
7	Name of other Universities to which Affiliated (affiliation no and period) if applicable	No

**1.4. Governing Body (GB) or Executive Committee (EC) Information:**

Date of constitution of last GB	Total no of GB members at present	GB validity date upto	No of GB meetings conducted during the year from 1st April 2021 till 31st March 2022	Date of last GB meeting
08.09.2020	14	07.09.2025	06	30/04/22

**1.5. NAAC Accreditation and UGC Autonomy**

	Date of Application (Letter of Intent & Self Study Report submitted)	Date on which accreditation was received	Grade	Valid till
1 <sup>st</sup> Cycle	---	16/09/2004	C++	16/09/2009

2nd Cycle	---	15/11/2015	B	15/11/2020
3rd Cycle	01/12/2020	12/04/2022	B+	12/04/2027

Date of submission of the Annual Quality Assurance Report for the current year: To be submitted in December, 2022.

Has the College been granted UGC autonomy? No.

#### 1.6. Faculty Details:

Incumbency list for temporary/permanent retention of post		
NAME	DESIGNATION	DEPARTMENT
Dr. Namita Devi	Associate Prof.	ECONOMICS
Dr. Prabalika Sarma	Assistant Prof.	ENGLISH
Dr. Marie Kalita	Assistant Prof.	ENGLISH
Dr. Mamata Thakuria	Assistant Prof.	ASSAMESE
Ira Choudhury	Assistant Prof.	ECONOMICS
Dr. Mrinmoyee Bhattacharya	Assistant Prof.	ECONOMICS
Dr. Gaganjyoti Bora	Assistant Prof.	POLITICAL SCIENCE
Bhudev das	Assistant Prof.	EDUCATION
Dr. Yashodhara Medhi	Assistant Prof.	ENGLISH
Parul Baishya	Assistant Prof.	ECONOMICS
Saiful Haque	Assistant Prof.	COMMERCE
Dr. Moinul Houque Choudhury	Assistant Prof.	POLITICAL SCIENCE
Saraswati Rajbongshi	Assistant Prof.	ASSAMESE
Dr. Hazarat Ali	Assistant Prof.	EDUCATION
Phanindra Medhi	Assistant Prof.	PHILOSOPHY
Nirnjn Ch. Sarmah	Assistant Prof.	BANKING
Dr. Nripendra Nath Medhi	Assistant Prof.	ACCOUNTANCY
Achyut Talukdar	Assistant Prof.	ACCOUNTANCY
Dr. Madhuleema Chaliha	Assistant Prof.	ENGLISH
Dr. Hemanta Kalita	Assistant Prof.	Regulatory Framework of Business
Dr. Jayanta Kumar	Assistant Prof.	Accountancy
Dr. Biswajit Sarma	Assistant Prof.	Corporate Law (Commerce)
Nirmali Bora	Assistant Prof.	Business Mathematics and Statistics

#### 1.7. Faculty Status (Regular/On-Contract Faculty as on 2021-22)

Faculty Rank	No. of Sanctioned Regular Posts	Present Status : Number in Position by Highest Qualification								Total Number of regular faculty in Position	Total Vacancies	Total Number of contract / Guest faculty
		Doctoral Degree				Master's Degree						
		Arts/Com Disciplines		Other Disciplines		Arts/Com Disciplines		Other Disciplines				
		R	C	R	C	R	C	R	C			
Associate Professor	15	07	---	---	---	---	---	---	---	10	05	---
Assistant Professor	15	05	01	---	---	---	24	---	02	15	---	26
Office staff	12	---	---	---	---	---	---	---	---	10	02	10

R=Regular, C=Contract)

**1.8. Students' Profile:**

**1.8.1. Academic Information for 2021-22**

Sl. No.	Stream Commerce/Arts)	Level (UG, Diploma, PG)	Course name (Hons / pass wise)	Duration (Years)	Year of starting	Sanctioned annualIntake
1	ARTS	UG	HONS/PASS	3	1978	500
	COMMERCE	UG	HONS/PASS	3	1992	300

**1.8.2. Enrolment (2021-22)**

SI No.	Student Details	UG 1 <sup>st</sup> yr	UG 2 <sup>nd</sup> yr	UG 3 <sup>rd</sup> Yr	PG 1 <sup>st</sup> yr	PG 2 <sup>nd</sup> yr	Others, yr-wise	Total
1	No. of students in all programs	642	413	264	23	22		1364
2	No. of women students in all programs	255	166	106	20	20		567
3	No. of SC students in all programs	25	24	11	2	2		64
4	No. of ST students in all programs	40	21	17	2	2		82
5	No. of differently abled students in all programs	NIL	1	NIL	NIL	NIL		1

**1.8.3. Subject Wise Student Details (Degree & Above) (Sanction and Admission)**

SI No	Name of the Stream (BA/BCom/ BSc/ Self Finance/ PG)	Name of the course (BSc(Math) /BSc (Botany)/ BSc (Pass)	Sanctioned strength in 2021-22	Admission in 2019-20)	Admission in 2020-21	Admission in 2021-22	Total
1	COMMERCE	B.COM.	300	315	389	399	1104
2	ARTS	B.A.	500	713	837	920	2470
3	Self-Finance	PG in Assamese	---	---	02	07	07
		PG in Political Science	---	---	20	40	60
		BCA	---	---	---	To be admitted	---

**1.8.4. Stream Wise Student Details of College**

Subject	Arts	Science	Commerce	Total
Sanction strength 2021-22	500	---	300	800
Admission (1st year)	483	---	159	642
Admission (2nd year)	274	---	139	413
Admission (3rd year)	163	---	101	264
Admission Total	920	---	399	1319

**1.8.5. Placement**

SI No.	Student Details	UG	PG	Total
1.	Arts	Nil	Nil	Nil
2.	Commerce	Nil	Nil	Nil

**1.8.6. Other Activities**

SI No.	Student Details	UG 1 <sup>st</sup> yr	UG 2 <sup>nd</sup> yr	UG 3 <sup>rd</sup> Yr	PG 1 <sup>st</sup> yr	PG 2 <sup>nd</sup> yr	Others, yr-wise	Total
--------	-----------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------	-------

1	What are the different social outreach program students are involved with (NSS,NCC, YRC, etc.)	NSS=25 NCC=32	NSS=16 NCC=12	NSS=14 NCC=10	---	---	---	---
	No. of students involved in each program:							
2	How many women students of the institution participate in self-defence program offered by the college?	25	20	15	---	---	---	---
3	No. of students participated in the programs: a) Swachha Bharat Aviyan b) Blood donation c) Body donation, d) Any other, Please specify	30 10	25 6	20 3	---	---	---	---

### 1.9. Infrastructure:

#### 1.9.1. Laboratory

Sl. No.	Parameters	UG	Diploma	PG	Total
1	Does the institute have computer laboratory? If yes specify the no. of computers.	No	No	No	No
2	Does the institute have laboratories for each class of UG and PG courses? If yes, a) specify subject-wise student capacity of the lab b) number of subject-wise students enrolled	EDUCATION 50	---	---	---

#### 1.9.2. Library

Sl. No.	Parameters	Programme Wise			
		UG	Diploma	PG	Total
1	Total number of text books and reference books available in library for students in the year 2021-22	39,380	---	346	39,726
2	a) Is the library accessible differently able students? b) If yes, describe the facilities provided	Yes Ramp is available	---	---	---

### 1.9.3. Reading Room

Reading room	Sitting capacity
Reading room-1	124

### 1.9.4. Hostels (Boys): Not available

### 1.9.5. Hostels (Girls)

Sl. No.	Parameters	Specify details
1	Does the college/Institute have Student Hostel (Yes/No)	Yes
2	If Yes, Number of Hostels	01
3	Intake Capacity	65
4	Present students' strength	44
5	No. of ST students among sl.no 4 above	3
6	No. of SC students among sl.no 4 above	0
7	No. of differently abled students among sl.no 4 above	0
8	Facilities (Common room, Food, Games & Sports, Reading room etc.	Dining, Reading
9	Hostel accommodation fees per month	750
10	Hostel mess fees per month	1000
11	Mess management ( fully by students/fully by college admin/ both)	Fully by student
12	Are the hostels accessible to differently able students?	Yes
13	No of toilets in Girls Hostel	18
14	No of urinals in Girls Hostel	18
15	No of bathrooms in Girls Hostel	28
16	No of drinking water facility in Girls Hostel	09
17	Furniture provided to student (cot/ table)	44
18	Electricity connection available(Y/N)	Yes
19	No of fire Extinguisher exist:	Yes
20	No of first aid box available:	01
21	No of drinking water facility available:	09

### 1.9.6. First Aid Box and Functional fire Extinguisher Facilities

First Aid box available	Functional fire extinguisher
-------------------------	------------------------------

Hostel (Y/N/NA)	Principal Room (Y/N)	Any other location (Y/N) If Y, mention location	Chemistry Lab(Y/N/NA)	Near Main Electrical switch Board(Y/N)	Hostel(Y/N/NA)	Library (Y/N)
N	Y	N	N	N	Y	N

Y=Yes, N=No & NA=Not Applicable

**1.9.7. Toilet/ Urinal Facility in the College**

Facility	Number for Boys	Number for Girls	Office
Closets	4	3	
Urinals	10	10	

**1.9.8. Drinking Water Facility in the College**

Sl.No.	Drinking water with purifier	No of Taps	Capacity in litres
1	4	6	500 LTS

**1.9.9. Snapshot on student and hostel**

**1.9.9.1. Students Detail(2021-22):**

Total SC Student	Total ST Student	Total Woman student	Differently Abled student	Total ST % in the district	Total SC % in the district	Total ST % in college	Total SC % in college
03	0	44	0	0	.07%	5.30%	6.52%

**1.9.9.2. No of Girls Hostel: Nos.: 01**

Total Intake Capacity	Occupancy	SC Student	ST Student
65	44	03	0

**1.9.1.2. No of Boys Hostel: Nos \_Nil**

Total Intake Capacity	Occupancy	SC Student	ST Student
---	---	---	---

**1.9.1.3. No of Class Room in the College**

Seating capacity	128 capacity	64 capacity	32 capacity	16 capacity
No of class room	4	10	4	2

1.10. Research and Development

1.10.1. Seminar Conference Organised (2021-22)

Sl No	Level	International	National	State	University	Funding agency with amount
1	Number	NIL	NIL	NIL	NIL	NIL
2	Sponsoring Agencies	---	---	---	---	---

1.10.2. Teachers' Participation in Seminars/Conferences (2021-22)

Sl No	Level	International	National	State	University	Funding agency with amount
1	Number	Nil	Nil	Nil	Nil	Nil
2	a) Participated b) Presented paper	Nil	Nil	Nil	Nil	Nil

1.10.3. Research Publications (2021-22)

Sl No.	Details on Research Publications	Scopus Indexed	Web of Science	International	National	State	Department
1	Peer Review Journals	Nil	Nil	Nil	Nil	Nil	Nil
2	Books	Nil	Nil	Nil	Nil	Nil	Nil
3	Chapters in Books	Nil	Nil	Nil	Nil	Nil	Nil
4	Non-Peer Review Journals	Nil	Nil	Nil	Nil	Nil	Nil
5	e - journals	Nil	Nil	Nil	Nil	Nil	Nil
6	Conference Proceedings	Nil	Nil	Nil	Nil	Nil	Nil

1.10.4. Sports and Culture

Sl No.	Details on Sports and Culture	State/University Level	National level	International Level
1	Does the college have quota for admission of students with sports/culture background? If yes, mention the level of participation	YES	YES	---
2	If yes, how many students came in through such quota?	3	---	---
3	Is there any Sports Scholarship given to students	NO	---	---
4	Broadly, what are the fields of sports/culture pursued by students in the institutions?	YES	---	---
5	Does the college have any infrastructure to support sports and games of the students?	YES	---	---
6	Does the college have any trainer to support the students?	YES	---	---
7	No. of students participated in Sports, Games and other events	25	---	---
8	No. of students participated in cultural events	20	---	---
9	Is there a Cultural Club?	NO	---	---

10	Does the college have open Field facilities to support the students?	YES	---	---
11	Does the college have Indoor game facilities to support the students?	YES	---	---
12	Does the college have Gym facilities to support the students?	YES	---	---
13	No. Of students won medals in sports	YES	---	---
14	No. of students participated in annual sports	76	---	---

### 1.11 Financial Reports

A. Total Income					
Sl No.	Category/Head	Opening Balance as on 1.4.2021	Received during the F Y 2021-22	Expenditure made during the year 2021-22	Closing Bal as on 31.12.22
<b>Central Grants</b>					
1	UGC	655924.25	500429.00	520466.90	635886.35
2	RUSA	4362205.75	144605.20	4487959.95	18851.00
3	Other Central Govt. Departments (MPLAD..)	Nil	Nil	Nil	Nil
<b>Other Grants</b>					
4	Grants received from state Government (MLALAD, HE deptt..)	Nil	3617410.00 (BPL Fees)	Nil	Nil
5	Grants received from local bodies	Nil	Nil	Nil	Nil
6	Donation	Nil	Nil	Nil	Nil
<b>Own Source Revenue</b>					
7	Tuition fees	Nil	97776.00	Nil	Nil
8	Development fees	Nil	244500.00	Nil	Nil
9	Other fees	Nil	2001130.00	Nil	Nil
10	Interests	Nil	357134.00	Nil	Nil
11	Sale of Application forms	Nil	Nil	Nil	Nil
12	Other	Nil	Nil	Nil	Nil
<b>Investment &amp; Deposits</b>					
13	Investment in Fixed Deposits (including pledge money)	Op Bal as on 1.4.2018	FD made during the year	Closed during the yr	Closing Bal. as on date
	FDR-1	Nil	Nil	Nil	459383.00
	FDR-2				1668104.00
<b>Advances to Staff &amp; Others</b>					
14	Reconciled Advances	Nil	Nil	Nil	Nil
15	Un Reconciled Advances	Nil	Nil	Nil	Nil
<b>Audit Status (local fund/departamental audit)</b>					
16	Audit Completed upto FY	2021-2022			
17	Report received (Y/N)	2019-2020			
<b>Maintenance of Cash Book</b>					
18	Cash Book Completed to upto	2021-2022			
<b>Implementation of CAPA</b>					

19	Whether the college has registration in CAPA or not ?	Not
20	If yes, then upto which date the Receipt and Expenditure transactions are entered.	---

## 2. NEED ASSESSMENT

### 2.1. Academic Administration

1	Whether detailed lesson plans are given to students?	No., Syllabus is given
2	If yes, Is the lesson plan followed strictly?	Does not arise
3	What type of monitoring system is followed for completing course within set timeframe?	Review in Departmental Advisory Committee (DAC) meeting
4	What type (monthly, quarterly, biannually, annually) of attendance management systems followed in the institute? What is the method of intimation to faculty/students?	Semester-wise attendance management system is followed in the institute
5	What type of feedback system is used for appraising the performance of faculty members? a. 360 degree b. Students' feedback c. Self-appraisal d. CCR	Students' feedback
6.	Is the rating communicated to teachers for improvement?	Yes

### 2.2. Infrastructural Development & Maintenance

Sl.No.	Describe	
1	What type of expansion work is required for existing infrastructure? Is own land available for this?	<ol style="list-style-type: none"> <li>1. An administrative building is required</li> <li>2. Construction of class rooms is required as the program/course is increasing</li> <li>3. Teacher common rooms are not adequate. Need to construct</li> <li>4. Own land for construction of building is available</li> </ol>
1(a)	Are men and women hostels adequate as per demand? If expansion required, is own land available?	<ol style="list-style-type: none"> <li>1. Men hostel is required.</li> <li>2. Own land is available</li> </ol>
1(b)	Are men and women toilet blocks adequate as per demand? If expansion required, is adequate space available?	<ol style="list-style-type: none"> <li>1. Men toilets are not adequate. Available space is available for construction</li> </ol>
2	What type of modernization / renovation works are needed for existing infrastructure? (Laboratories, Library, hostels etc.)	<ol style="list-style-type: none"> <li>1. Gallery type big class rooms are not available, need to be constructed</li> <li>2. Black/white board system in rooms are not modern, need to be modernized</li> <li>3. Library automation is not at par with national standard, need to be modernized.</li> </ol>
3	What type of infrastructural development work required for non-academic area for the institution (toilets, girls common room etc.)	<ol style="list-style-type: none"> <li>1. Principal's Office building is not adequate, need to be expanded</li> <li>2. Girls' Common Room with toilet facility and furniture is required</li> <li>3. A sick room with necessary furniture and facilities is required</li> <li>4. WiFi system with high bandwidth connection is</li> </ol>

		urgently required
4	What type of infrastructural development work is needed for making them accessible for differently-abled students?	1. Big ramp for each building is required
5	What are the monitoring mechanisms followed for maintenance of infrastructure areas?	Review by Governing Body, construction committee, purchase committee, etc.

**Note: The following priority is to be adopted for the civil infrastructure under this program**

### 2.3 Effective Institutional Governance

Sl.No.	Describe	
1	Does the institution have duly constituted governing body? a. If yes, has it been approved? b. How frequently the Governing body meets? Yearly/Biannually/More times, as and when require	YES Yes At least one on four months
2	Does the institution have E-Governance project (ERP & MIS) implemented?	Yes, ERP implemented
3	How record keeping and data management is done in the institute?	Using cloud storage and partially hard copy
4	What type of library management system is there in the institute?	Closed system, SOUL-20
5	What type of financial management and accounting system is followed in the institute?	Manual
6	Does the institute have its own active website? If yes, mention web address	YES www.pgmdharapur.ac.in

### 2.3 Stakeholders Involvement

Sl. No.	Describe	
1	Does the institute have any mechanism of participatory management in academic, administrative and financial affairs by involving teachers and staff?	Yes (Through involvement of employees in committees)
2	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Parents?	Yes (Through involvement of parent in governing Body)
3	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Alumni?	Yes. (Through involvement of alumni in preparation for NAAC and organizational works)
4	Does the institute have any mechanism for enhancing participatory management in academic, administrative and financial affairs by involving Students?	Yes. (Through involvement of students in preparation for NAAC and organizational works)
5	Does the institute have any plan for enhancing participatory management in academic, administrative and financial affairs by involving local authorities?	Yes. (Through involvement of local community in development and organizational works)
6	Does the Institute have a functional Career Counseling Cell for students?	Yes

### 2.4 Manpower Management

Sl.No.	Describe	
1	Does the institute have adequate and skilled manpower (both teaching and non-teaching)	Not adequate. The matter is acute in case of non-teaching employee
2	Does the institute have a grievance redressal mechanism? Do they represent all the stakeholders? Specify. a. For Staff b. For Students	Yes Yes Internal Complain Committee and Grievance and Anti-Ragging Committee
3	What type of staff engagement practices (academic, behavioral & organisational) are followed in the institute? a. Regular training b. Counseling on Performance Any other. Please specify	Mentoring Counseling on performance

### 2.4 Legal Compliances

Sl.No.	Describe	
1	How the institute deals with legal issues?	The Governing Body take decision
2	Does the institute have any designated officer to deal with legal issues?	No
3	Whether the institution is having the following: a. Equal Opportunity Cell b. Anti-ragging Cell c. Disciplinary Committee d. Internal Complain Committee e. Grievance and anti-ragging committee	No Yes Yes Yes Yes
5	Does the institute manage RTI and Intellectual Property Right?	Yes, as per DHE direction
6	Has the institute made mandatory disclosures? If yes, how does it display? a. In website b. At college notice board Any other	At homepage

### 2.5 Research and Development

Sl. No.	Describe	
1	What are the research initiatives taken by the institute?	Encouraging faculties for research through sponsored projects and at individual level
2	Have the institute identified the thrust areas for research work in the institutes? If yes, Please mention the areas	No
3	How does the institute facilitate the project funding, from sources like: (UGC/AICTE/ICSSR/CSIR/DBT/DST etc.)	Submission of proposal of faculty members through the principal
4	Has the institute handled Inter disciplinary Project?	No
5	Has the institute worked on student Research project?	No
6	Has the institute measured the growth in research and development through participation and contributions in	No

	International/ National Conferences, Seminars, Symposiums, Workshops, and initiation of academic exchange programs? If yes, give details.	
7	What type of facilities and incentives are provided to faculty members to manage the research work after getting the funding?	Providing logistic support

## 2.6 Monitoring and Evaluation

Sl.No.	Describe	
1	Does the present administration, academic and financial system need monitoring and development for lawless implementation?	Yes
2	Does the institute have IQAC cell? If yes, State the major functions of the cell.	<p>Yes</p> <p>Major functions</p> <ol style="list-style-type: none"> <li>1. To prepare for next NAAC assessment and accreditation of the college on time and at per satisfaction of all stakeholders</li> <li>2. Monitor and carry out all matters of the college Internal Quality Assurance Cell (IQAC) as per NAAC guideline</li> <li>3. Make planning for upholding/executing mission and vision of the college</li> <li>4. Make planning for upholding/reforming quality of the college pertaining to academic, administrative and social matters at par national standard and make suggestion to the authority</li> <li>5. Make planning, monitor and advice departments/committees/cells/councils/board for organisation of events pertaining to academic and administration at par national standard</li> <li>6. Carry out all works pertaining for selection of academic department /individuals for different awards</li> <li>7. Operate/execute/take students' feedback on teaching and non-teaching staff</li> <li>8. Scrutinize and certify API score of faculties required for promotion and forward to authority for necessary action</li> <li>9. Make planning for (i) formal research by faculties, (ii) institutional innovation, (iii) institutional publication, (iv) institutional extension activities (v) institutional best practices, etc.</li> <li>10. Make MOU/Collaboration/Agreement with industries/organisations/institutions/NGOs etc. for quality assurance in academics/environment /energy sectors</li> </ol>

		11. To advice authority on such matters of national standard which may uphold the quality of the institution
3	Give details of number of meetings held by IQAC for last 3 years.	
4	Does the institute conduct the followings: a. Academic Audit b. Energy Audit c. Green Audit d. Financial Audit e. Administrative Audit	NO YES YES YES NO
5	Mention the audits last done:	Up-to 31.03.2020. Currently audit is going on

### 3. PLANNING AND EXECUTION STRATEGY FOR THE NEXT 15 YEARS

#### 3.1. Planning: Introduction of Science Stream

Execution plan

Step 1: Submission of proposal to Govt. of Assam through college Governing Body

Step 2: Some class rooms are proposed to be spared from existing class rooms by adjustment in the class routine for holding classes of science stream students and laboratories

Step 3: New class rooms and faculty rooms are proposed to be constructed on the 2<sup>nd</sup> floor of the Library Building for holding classes of science stream students

Step 4: On receipt of permission from Govt. of Assam for opening of science stream, the course of actions on appointment of faculties, admission, purchase of laboratory equipment/instrument, chemicals and glassware, etc. along with furniture will be taken up.

#### 3.2. Planning: Introduction of Post Graduate Courses in different disciplines

Execution plan

Step 1: Submission of proposal to Govt. of Assam through college Governing Body

Step 2: Submission of proposal to Gauhati University for according permission to open Post Graduate Course in the disciplines viz. Education, Economics, English and Philosophy

Step 3: On receipt of permission from Govt. of Assam and Gauhati University, new temporary faculties will be engaged for taking classes and other academic activities

Step 4: New class rooms are proposed to be constructed for this project

#### 3.3. Planning: Introduction of Bachelor (BBA) and Master (MBA) degree in Business Administration

Execution plan

Step 1: Submission of proposal to Govt. of Assam through college Governing Body

Step 2: Submission of proposal to Gauhati University for according permission to open Bachelor of Business Administration (BBA) and Master of Business Administration (MBA)

Step 3: On receipt of permission from Govt. of Assam and Gauhati University, new temporary faculties will be engaged for taking classes and other academic activities

Step 4: New class rooms are proposed to be constructed for this project

#### 3.4. Planning: Introduction of vocational Courses

Execution plan

Step 1: Submission of proposal to Gauhati University through college Governing Body for introduction of Diploma course in vocational subjects such as (a) Spoken English and Communicative English (Department of English), (b) Script Writing on TV serials, Satiya Dance, Recitation & Songs Play (Department of Assamese), (c) Hospitality Management, Social Responsibility-Good Citizen

(Education Department), (d) Yoga-Meditation & Motivation (Philosophy Department), (e) Multi-Gym & Health Care, Historical Monuments Awareness (History Department and NCC) and (f) Human Rights, Political Diplomacy, Conflict and Peace Management (Political Science) and (g) Business Intelligence, Taxation and Auditing, Banking and Finance (Commerce Department), (h) Entrepreneurship Development, Digital Marketing (Economic Department)

Step 2: Submission of proposal to college Governing Body for introduction of Certificate Course in vocational subjects such as (a) Spoken English and Communicative English (Department of English), (b) Script Writing on TV serials, Satiya Dance, Recitation & Songs Play (Department of Assamese), (c) Hospitality Management, Social Responsibility-Good Citizen (Education Department), (d) Yoga-Meditation & Motivation (Philosophy Department), (e) Multi-Gym & Health Care, Historical Monuments Awareness (History Department and NCC) and (f) Event Management, Human Rights, Political Diplomacy, Conflict and Peace Management (Political Science) and (g) Business Intelligence, Taxation and Auditing, Banking and Finance, Retail Management, e-filing of Return (Commerce Department), (h) Entrepreneurship Development, Digital Marketing (Economic Department)

Step 3: On receipt of permission from concerned authorities' new temporary faculties will be engaged for taking classes and other academic activities

Step 4: New class rooms are proposed to be constructed for this project

### **3.5. Planning: Renovation of class rooms**

Execution plan

Step 1: Proposals will be submitted to RUSA, UGC, etc. for grant of financial assistance for renovation of existing class rooms of the college through Governing Body

Step 2: On receipt of grant the course of actions on renovation will be taken up following government procedure.

### **3.6. Planning: Construction of smart class rooms**

Execution plan

Step 1: Proposals will be submitted to RUSA, UGC, etc. for grant of financial assistance for construction of smart class rooms of the college through Governing Body

Step 2: On receipt of grant the course of actions on construction of smart class rooms will be taken up following government procedure.

### **3.4 Planning: Ensuring access to computers and internet**

Execution plan

Step 1: Computer labs and computers are proposed under the project.

Step 2: Lab will be kept open during college hours and students motivated to use them during entire semesters

Step 3: Presently, the college campus is under WiFi coverage. However, the WiFi is proposed to be upgraded with high bandwidth and extend access in the faculty rooms and class rooms

### **3.5 Planning: Ensuring access to library books, e-books and e-journals**

Execution plan

Step 1: Under the project, important / text books will be purchased in high numbers and lent to students for use during entire semester.

Step 2: Subscription of more e-books and e-journals are proposed for various academic departments. Students will be motivated for use of the same at E-Resource Room presently available

### **3.6 Planning: Construction of Boys'/Men Hostel**

Execution plan

Step 1: A new Boys'/Men Hostel is proposed to be constructed in the college at the available land located at a suitable location.

Step 2: Proposals will be submitted to RUSA, UGC, State Government, etc. for grant of financial assistance for construction of the hostel through Governing Body

Step 2: On receipt of grant the course of actions on construction will be taken up following government procedure.

### 3.7 Planning: Improving communication with key stake holders such as parents, alumni, industries and local Leaders.

Execution plan

Step 1: Periodic meeting parents, students and teachers.

Step 2: Periodic meetings by inviting industry personalities for guiding the students for different carrier opportunities

### 3.8 Tentative Budget Plan for Achieving Goals

#### 3.2. Budget plan (Rs. in Crore)

Sl. No.	List of Activities	Specify	Estimated Cost (Rs. Crore)
1.	<b>Civil Works</b>		---
1.1	Class Room (Small size)	20 Nos.	1.80
1.2	Class Room (Big size))	14 Nos.	224.00
1.3	Faculty Room with attached toilet (Small size)	10 Nos.	80.00
1.4	Laboratory	8 Nos.	64.00
1.5	Boys'/Men hostel (G+2)	80 Seats	150.00
1.6	Girls Toilet	5 Nos.	10.00
1.7	Boys Toilet	5 Nos	10.00
1.8	Renovation of existing infrastructure	---	0
1.9	Renovation of class rooms	20 Nos.	80.00
1.10	Renovation of Smart Class Rooms	6 Nos.	40.00
2.	<b>Procurement</b>	---	0
2.1	Computers (Office Use)	10 Nos	6.00
2.2	Furniture (For use in new science departments and vocational courses)	---	20.00
2.3	Books (For use in new science departments and vocational courses)	---	20.00
2.4	Laboratory equipment	---	0
2.4.1	Physics Department (Equipment, Computers and Software)	---	30.00
2.4.2	Mathematics Department (Computers and Software)	---	30.00
2.4.3	Chemistry Department (Equipment, Chemicals and Glassware)	---	50.00
2.4.4	Botany Department (Equipment, Chemicals, Glassware and Specimen)	---	30.00
2.4.5	Zoology Department (Equipment, Chemicals, Glassware and Specimen)	---	30.00
2.5	Drinking water	3 Nos. cooler	0.90
2.6	Bore well	1 No.	1.20
2.7	3 phase power supply	1 connection	2.00
2.8	Sports equipment	---	3.00
2.9	Learning and training Resources	---	2.00
2.10	Teaching aids for classroom / lab	---	2.00
2.11	Items for differently abled persons	---	2.00
3.	<b>Human Resource Support</b>	---	0
3.1	Engagement of Guest Faculty (@Rs.10000/- per month for 3 Years)	15 Nos	4.5
4	<b>Activities/Measures</b>	---	0
4.1	Training for Faculty (including pedagogical training, administrative, academic and non-academic matters ) and Non-teaching staff	---	10.00
4.2	Training for students (, Health, Self-defense, Yoga, Community work, etc.)	---	3.00
4.3	Student support activities (Common room furniture and logistics)	---	3.00
4.4	Environment related activities/items and campus development	---	10.00
2.5	Quality and equity enhancement measures	---	5.00
2.6	Development of linguistic competency	---	5.00

2.7	Skill development programs		10.00
			1204.90

Note : Maximum Institutional Project Budget can be Rs. 12 crores for 15 years

Annexure I: SWOC analysis

Annexure II: Latest NAAC certificate

Principal  
Paschim Guwahati Mahavidyalaya  
Dharapur

## Annexure-I

### SWOC ANALYSIS

#### **Our Strengths**

- Located very near to Gauhati University; makes it easier to get advice, guidance and support from the doyens of various fields Good building infrastructure
- Good collection of text books, reference, journals, magazines, news papers and e-resources through N-List in the library.
- Dedicated faculty members.
- Star students achieving laurels in National, International games and sports.
- Some NCC Cadets participated in national level events.
- FDP facility availed by faculty members.
- Good student –teacher relationship; students have access to teachers even outside classrooms.
- An active Alumni Association;
- Easily accessible by train, air and road transport.
- The college campus is under CCTV surveillance.
- Good sports facilities.
- Green environment in the campus.
- Cordial relation with the neighboring communities and local people.
- Present Principal is a dynamic personality taking initiative to bring positive and futuristic changes to the college.

#### **Our Weaknesses;**

- An extra load of the H.S Classes in both Arts and Commerce Streams with over 500 students has to be borne by the college with limited number of fulltime teachers.
- Inadequate number of faculty, office and library staff.
- Three departments are running with only one full time faculty in each.
- Number of publications of research papers by faculty members is not satisfactory.
- Office Automation is not complete. Many of the works are still done manually.
- Most of the students are from very poor financial background and the first generation college goers.
- Guardian response is very poor.
- Progression of students to higher education is rather low.
- Input of students with very weak academic background. Admission cannot be refused to local students even with very poor result in the qualifying exams.
- Financial crunch to start new facilities.
- No auditorium yet.
- No full time sports instructor.
- The campus is covered fully under Wi-Fi services.

- Most of the senior faculty and office staff still lack computer expertise.

#### Opportunities:

- The college has started Post Graduate Programmes in Assamese and Political Science from the session 2020-21 with due permission from the affiliating university creating opportunity to upgrade the institution to a full-fledged Post Graduate Institution in recent future.
- Science Stream in the Undergraduate Level has been applied for; permission awaited.
- The college has received permission from the affiliating university for starting Vocational Course in BCA (Bachelor in Computer Applications) starting from the Session 2021-22.
- Steps have been taken to start Vocational Courses like Spoken French and Spoken German.
- Digital record keeping has been started, initially with the help of contractual support.

#### Challenges:

- It is very difficult to motivate students to attend classes regularly. Most of the students have to work over time for some extra income to sustain their families. Some students cannot even manage the bus fare to come to college regularly.
- Lack of exposure makes the students shy away from new courses.
- Difficult to arrange awareness programmes frequently, amidst busy schedule of daily class routine and examinations in the semester system as the college has a limited number of teachers.
- Being very near to the city, good students prefer to go to the bigger and more renowned colleges in the city in search of better opportunity and glamour.
- Other than the specific grants from UGC and RUSA, it is very difficult to arrange for funds to meet other requirements.
- Difficult to find experienced contractual faculty members against nominal remuneration.
- Apart from maintaining the regular classes six days a week, the few full time teachers become overworked conducting exams, organizing other awareness programmes and activities. It leaves very little time and energy for serious academic pursuit.
- It seems there would be more drop outs Post Covid-19 lockdown.

. IDP in Prepared with the help of different faculty members of different dept.

.The College faculty will be organized in a team and the team will look into implementation of the plan.

*Devi*  
Principal 30.08.2021

Paschim Guwahati Mahavidyalaya  
Dharapur

Principal  
Paschim Guwahati Mahavidyalaya  
P.O.- Dharapur, Guwahati-17

**Annexure-II**

**CERTIFICATE OF NAAC ACCREDITATION**



**राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद**  
विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान  
**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
An Autonomous Institution of the University Grants Commission

*Certificate of Accreditation*

*The Executive Committee of the  
National Assessment and Accreditation Council  
is pleased to declare*

*Paschim Guwahati Mahavidyalaya  
Vill. Dharapur, Guwahati, Dist. Kamrup, affiliated to Gauhati University,  
Assam as*

*Accredited*

*with CGPA of 2.54 on four point scale*

*at B\* grade*

*valid up to April 11, 2027*

*Date : April 12, 2022*



*S. C. Ahuja  
Director*

**ATTESTED**

*Principal  
Paschim Guwahati Mahavidyalaya  
P.O. Dharapur, Guwahati, Guwahati-17*