YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution   LEDO COLLEGE

- Name of the Head of the institution   **Dr. Kripa Prasad Upadhyaya**

- Designation   **Principal**

- Does the institution function from its own campus?   **Yes**

- Phone no./Alternate phone no.   **0375225444**

- Mobile No: **9435337382**

- Registered e-mail   **ledocollege@yahoo.co.in**

- Alternate e-mail   **kripadigboi@gmail.com**

- Address   **Ledo, P.O- Ledo**

- City/Town   **Tinsukia**

- State/UT   **Assam**

- Pin Code   **786182**

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 **Madhab Dayal Dutta**
- Phone No. **03751225444**
- Alternate phone No. **9854687554**
- Mobile **7980437128**
- IQAC e-mail address **iqacledocollege@gmail.com**
- Alternate e-mail address **madhabdayal.dutta6@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year) https://ledocollege.in/news/aqar-ledo-college-2020-21/

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://ledocollege.in/news/academic-calendar-2021-22/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C**	**1.97**	**2019**	**01/05/2019**	**30/04/2024**

6.Date of Establishment of IQAC **11/02/2016**

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
Nil	**Nil**	**Nil**	**N/A**	**N/A**

8.Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year **4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   No

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. A one week online Faculty Development Programme on Digital Literacy from 25/01/2022 to 31/01/2022

2. State level webinar on Intellectual Property Right with reference to E-resources on 04/03/ 2022

3. One week orientation programme for class X students of Ledo sankardev Bidyapith High schchool from 06/06/2022 to 11/06/2022

4. 15 days orientation programme for class XI students of Ledo Senior \Secondary School from 13/06/2022 to 27/06/2022

5. National Seminar on "Contemporary Gender Issues : Prospects and Challenges " held on 24/07/ 2022

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
Organise seminar/workshop on Intellectual Property Rights, Gender Issues etc.	1.Webinar was successfully held and it benefitted the participated. 2.Seminar was held on
Involve Institution/faculty	1.Organise Rabha Divas in

members in more community related works.	collaboration with Ledo Sakha Sahitya Sava. 2.Organised programme with
Conduct class by faculty in feeder institution	Faculty members from different departments visit the feeder institution and conduct classes in their respective subjects according to the needs of the students in those institutions.
Importance on digital literacy of the faculty	1. Organising a One week Faculty Development Programme on Digital Literacy. 2. Online workshop on E- Content Creation and e-learning
Organising programme to benifit the students of the college	1. Career counselling programme on Banking Service. 2. workshop on Employability skills for future. 3. awareness programme on Mental Health. 4. Virtual workshop on Future of Work. 5. Speech on positive Education and Positive Relation. 6. One day induction programme for B.A. 1st Semester Student.7.
Submission of AQAR, NIRF and AISHE report in time	Action Taken to sensitised the various cell of IQAC and submit the report in time.
increase the usage of library by the students	It is made compulsory for all students to visit library and therefore Library visit hours for different semester students are included in the class routine of the college.
Maintain an environment friendly campus	1. Plantation programme by faculty and students . 2. Neatness drive by NSS and sociology department.
Sensitised faculty on NEP - 2020	Awareness Meet on NEP-2020 and faculty are encouraged to attend NEP- 2020 related programme.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	**10/04/2023**

14.Whether institutional data submitted to AISHE

Part A

Data of the Institution

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Name	Date of meeting(s)
IQAC	10/04/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	24/12/2022

15.Multidisciplinary / interdisciplinary

Currently, Ledo College is not offering any multidisciplainary flexible curriculam as the course curriculam is designed by the affiliating university which is yet to implement the multidiscplinary appeoach fully.

The institute follows the syllabus from Dibrugarh University . The syllabus offers the courses such as Communication Skill, Environmental Science etc.

The B.A. programme includes six major courses as well as nine Generic Electives that students can choose from based on their interset.

16.Academic bank of credits (ABC):

The institution is yet to register under ABC programme. The students are encouraged to register themeselves in ABC portal. The college will follow the bylaws of NEP 2020 and is ready to offer students the opportunity to open their accounts and make multiple entries and exits during their higher education tenure.

17.Skill development:

The institute belives in the vocational development of student. To promote vocational skills and its integration, soft skill seminars are organised by IQAC in collaboration with various department of the colleges. The speakers provide training and guidance to develop personality, communication skill among the students. It also ensures development of students' awarness of particular in different events.

The institution understands the importance of value-based education to inculcate positivity among the students. Hence it always conducts community based-based programms.It also conducts yoga and cultural programms to enhance various creative skills

of students .

The institution also offers TEL (Teaching in Elementary Level) course in 3rd and 4th semester classes to develop their teaching skill.

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

Workshop and various awareness programmes are arranged for the creation of awareness towards the importance of the Indian language and culture like yoga day celebration , art exhibition, observation of various impotant national and international days, celebration of Saraswati Puja,Sankardeva's Tithi, Rava Divas, Silpi Divas, Matrivasa Divas, Unity day etc.

The institution conducts various cultural programms wherein various competitions like rongoli, traditional song and dance competition to promote indian culture among the new generation.

The IQAC organised a speech on " A Glimpse of India's Glorious History in the Light of Sri Aurobindo" and Biren baruah Memorial Talk on Sankardeva & Assamese folk society " to enlighten students about our history and culture.

The syllabus is taught in both English and vernacular language .

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

Outcome Based Education (OBE) the is a student - centric teaching and learning methodology in which the course delivery and assesment are planned to achieve stated objectives and outcomes. Course outcomes are defined for each subject by the faculty. Programme outcomes are followed as defined by affiliating university. For continuous teaching - learning, internal exams , group discussion, assignment and vice vosaare taken.

20.Distance education/online education:

The Students are encouraged to participate in the online courses

through different online courses through different online platforms. The institution as well as its departments conducted online lectures, webinars for the students through Zoom , Google Meet etc during pandemic.

Extended Profile

1.Programme

1.1	16
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	362
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	179
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	30
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	21
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**25**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**11**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**69.02673**
4.3 Total number of computers on campus for academic purposes	**15**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College has a well planned and systemic mechanism is followed for the delivery of curriculam. The teachers follow the method of classroom delivery, field trips, remedial techniques to deliver the curriculam to the students. Each topic is discussed and doubts are clarified through discussion with students. Traditional teaching aids are used alongwith ICT tools. Teachers keep in contact with their respective students groups through whatsapp group for online teaching- learning. The College prospectus is made available at the beginning of the academic session. Counselling programmes are arranged to welcome the new students and to acquaint them with the academic course and college activities. For effective teaching learning process, group discussions on relevant topics, seminars are conducted. Regular evaluation is conducted by departments to identify the weak areas

of the students besides the regular evaluation process prescribed by the university. Remedial classes are held for slow learners.

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

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

The institution conducts regular internal evaluation for the students to understand their learning levels and progress. The institution also organizes internal assessments for the students in the undergraduate level in tune with the programmes defined by the affiliating university. The students are made aware of their progress through their marks displayed in the notice board.The students are also given the assessed answer scripts to understand their loopholes and for any clarification needed for the purpose. Academic calendar is published well in advance of the new session to prepare the students for the academic year.The attendance of the students is taken into account at the end of each semester in connection with their subsequent appearing in the examination. Students are evaluated overall on the basis of internal assessment and performance in the final examination. Emphasis is given on all-round development of the student's personality through active engagement in classroom discussion and extracurricular activities.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://ledocollege.in/news/academic-calendar-2021-22/

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

C. Any 2 of the above

**of Curriculum for Add on/ certificate/
Diploma Courses Assessment /evaluation
process of the affiliating University**

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

1.2 - Academic Flexibility

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

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

1

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The college has been working for the overall development of the students. Along with a standardized learning plan, the curriculum is enriched by including the courses like professional ethics, human values, gender, environment and sustainability etc. These courses enrich the knowledge base of the students and train students to apply analytical thinking in solving issues. The syllabi of Political Science, Sociology and Education Department have offered gender related courses. These courses educate the students on gender equality. The English and Philosophy Department have offered lessons ofProfessional ethics and moral values to the students. Thesecourses helpstudents to gain a worldview of the Self, Society and Profession. It emphasizes on holistic understanding of ethical human conduct. Such courses help studentsacquire knowledge of their principles and utilization. A compulsory paper on environmental studies is being taught at undergraduate level for 2nd semester students (CBCS) as a part of the syllabus. The course includes the study of natural resources with emphasis on renewable energy resources, the importance of conserving the present ecosystem, promoting biodiversity and raising awareness on environmental and social issues etc.

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

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

2

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	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

41

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

D. Feedback collected

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://ledocollege.in/news/feedback-report-2021-22/

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

241

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

2.2 - Catering to Student Diversity

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

The institution, after fresh admission of students uses the policy of clearly knowing the potentialities and the competency of the students. To cater to the diverse needs of the students, separate approach is adopted with respect to slow learners, average learners and advanced learners. These three groups of students are given individual attention based on their ability to have a hold on the materials delivered with respect to the course taught to them. Slow learners are given remedial classes that provide them with the core knowledge of a particular course. Similarly, quick learners are dealt with in the way that is most feasible to them in acquiring the knowledge of a particular course. A general approach is taken with respect to all the three categories of learners.

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

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

Number of Students	Number of Teachers
362	**21**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences Students are encouraged for active participation in the class by their interactions and urged to ask questions and discuss problems related to their course. They are urged to speak on specific topics in the classroom. In order to make the learning more student-centric all the departments are equipped with laptops and some of the classrooms are equipped with LCD projectors and the teachers are urged to make maximum use of them. The Smart Classroom is used for facilitating the use of ICT for the teachers and students alike. Field study plays an important role in certain disciplines. The students are taught to conduct field surveys and have to prepare the reports accordingly. Students participate in outreach and extension programs, whereby they learn by interacting with the community. Group learning, tutorials, educational tours to academic institutions and historical places are also some of the steps to make learning student centric. Participatory learning activities such as quiz competition, annual magazine, wall magazine, departmental seminars, project work, assignments etc. also encouraged. Apart from it, extracurricular activities such as NSS and NCC activities are also undertaken by the college to develop participatory learning. Students are encouraged to write articles for publications either outside the college or in the annual magazine, wall magazines etc. They are guided by the departmental teachers. Interactions on varied topics with eminent persons are encouraged.

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

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

For a effective teaching- learning process the institution follows ICT enabled learning in addition to the traditional classroom education. Subsequently effort are taken by the institution to provide e-learning atmosphere in the classroom.

In addition to chalk and talk method of teaching the faculty members are using the IT enabled learning tools such as PPT, Video Clippings, Audio System, Online sources to explore the students for advanced knowledge and practical learning.

Most of the classrooms are furnished with LCD/OHP/Computers. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of seminars, debates, group discussions, assignments, test, laboratory work, field work, quiz etc.

Specialized computer laboratory with an internet connection has been provided to promote independent learning. Broad Band and ROUTER WI-FI facility for access of internet is provided on individual Laptop and Mobile devices. In connection of Wi-Fi user well security is provided. Its access is controlled by the system administration.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/drive/folders/1WYDGWVu823V-9GwCgvX3twgvdKqTBzVX?usp=drive_link

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

21

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

2.4 - Teacher Profile and Quality

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

21

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

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

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

3

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

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

2.4.3.1 - Total experience of full-time teachers

21

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.

The college is continuously updating the internal assessment system .The institution conducts Seminars, Group Discussion, Individual and Group Presentations, Home Assignments, etc. for the benefit of the students. Student's regular attendance is also a part of internal assessment.

For greater transparency, the internal assessment marks are displayed in the departmental notice boards. The students are shown the evaluated answer scripts of the Sessional Examinations not only to maintain transparency but also as a remedial measure. Questions in internal assessments are set with a priority to probable questions that may be asked in the external examinations. Marking in Internal examinations is done in a strict manner to make the students correct their writing and presentationskills.Moreover, in Sessional tests students are given freedom to enquire if the marks are not up to their expectations. They are clarified about their mistakes and in cases where a student deserves more marks, their scripts are reevaluated. The students can also avail the RTI act in case of any examination related grievance, with the help of the Principal's initiative. In addition most of the teachers have initiated use of ICT tools such as Google Classroom Google forms for internal assessment process.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

For transparent, time bound and efficient internal examination the following mechanism are conducted

- **Internal Examination Committee**
- **Question Paper Setting.**
- **Conduct of Examination**
- **Result Display.**
- **Interaction with Students regarding their Internal Assessment.**

- ○ **Parent-teacher Meet.**
  - ○ **Class attendance**
  - ○ **Seminar paper presentation.**
  - ○ **Group discussion.**

.In order to ensure transparency in international examination, the system of internal examination is communicated with the students well in time. The periods for international examination are already allotted by the University on the University Academic Calendar which is strictly followed by the college. Question Papers are set by the departments itself. The marks are shown on College and Departmental notice board and uploaded on the WhatsApp Group. The students are shown the evaluated answer scripts of the Sessional Examinations not only to maintain transparency .Continuous evaluation is made through Group Discussion, Sessional Test, Home Assignment, Field Work/ Field Visit, Seminar Paper Presentation and on Class Attendance. There are four Sessional tests are taken with in a session. A parent-teacher meet call by departments itself or by the College as a whole for each session for the grievance and transparency of the system. In this way mechanism of internal examination is transparent and robust.

File Description	Documents
Any additional information	**No File Uploaded**
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.

The stated program and course outcomes are framed by the department offering the concerned program after rigorous consultation with the faculty and the stakeholders. After attainment of consensus, the same are widely propagated and published through various means such as College Prospectus and College Website. While addressing the students, the HOD of each departments create awareness on Cos and programs. The class teachers, Coordinators of different Cells, Mentors are also informed the students and create awareness and emphasize the need of stated program. Each new batch of students is communicated through an orientation program on the opening days of each new

semester.

The Course Outcome are direct statements that describe the essential and enduring disciplinary knowledge, abilities the student should possess and the depth of learning that is expected upon completion of course. They are clearly specified and communicated. The COs are prepared by the HOD and concern faculty members teaching the same course.

File Description	Documents
Upload any additional information	No File Uploaded
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.

Programme Outcome: The attainment of program outcomes and course outcomes for B.A. Honours Courses (Core & GE course on ASMH, ECOH,EDNH,ENGH,PSCH and SOCH and GE on GEHS,GEPL and GEHIN) offered by the institution are displayed in the college website. At the same time, at the beginning of each new semester, the students are made aware of the same in their respective classes.The feedback system of different stakeholders which is placedin the College helps to measure and reckon the attainment of the program outcomes.

Course Outcome:COs is measured through Syllabus,Continuous Evaluation, Setting Up Of Question Paper, Evaluation and Result. At the departmental level the HOD of each department and teachers strive to complete the course in time and in some cases extra classes are conduct for the students who are identify as relatively average. The 70 percent of compulsory class attendance to qualify for appearing examination of the courses is adhered to, to ensure students participation in the class. The continuous evaluation is done through Sessional Examination, Home Assignment, Seminar paper Presentation, Group Discussion, Field Work, Laboratory Work and so on.The college has also utilized Student Satisfaction Survey for measuring the attainment level of Course and Program Outcome

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

141

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://ledocollege.in/2023/05/30/student-satisfaction-survey-2021-22/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

0

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

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

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

13

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	<u>View File</u>

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

15

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

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

Ledo College recognizes the importance of holistic development among students, which encompasses not only academic growth but also social awareness and responsibility, a part of our commitment to nurturing well-rounded individuals.

The primary objective of the extension activity was to raise student awareness about prevalent social issues and instill in them a sense of responsibility. By engaging in meaningful interactions and initiatives, we sought to foster empathy, compassion, and active participation among the students.

Increased awareness:

The extension activity significantly raised students awareness about a wide range of social issues. They gained a wide range of social issues. They gained in depth knowledge about the challenges faced by marginalized communities and developed a more empathetic perspective.

Enhanced social responsibility:

The initiative instilled a sense of social responsibility among students, encouraging them to take initiatives independently and actively participate in addressing social issues.

Personal growth:

Students reported personal growth in terms of self awareness, confidence and leadership skills. Engaging with real world social issues helped them develop a broader perspectives and a greater understanding of the complexities of social problems.

Conclusion:

Ledo College organized extension activity aimed at sensitizing students to social issues within the neighborhood community

File Description	Documents
Paste link for additional information	Nil
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

13

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

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

7

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

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

11

File Description	Documents
Report of the event	<u>View File</u>
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<u>View File</u>

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

10

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

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

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

6

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 college has been offering a one stream course (Arts) with sufficient number of classrooms with the semester system and newly implemented CBCS system under Dibrugarh University on 2019-20.The college has adequate numbers of close circuit camera for monitoring the classroom cum campus activities. There are sufficient sitting arrangements for the teachers and the students in the classroom. All the classroom have proper lighting and

ventilation system for the sake of students health and hygiene. The institution has separate rooms for IQAC, NSS, NCC, Boys & Girls Common Room, Student Union Room, Rest room for Divyagan etc.. There is a well equipped canteen inside the college campus.The college has electricity, power generator and solar energy.The College provides modern library and digital facilities to students. The college is connected with Wi-Fi, digital library OPAC and open access book services.Laboratory is available in the department of Education. The college has seven numbers of smart classrooms where students can learn academic course through modern techniques and methods.

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

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

For all round development of the students the college encourages students to engage in co-curricular activities. The college organizes College Week programme annually where different competitions are held under sports and cultural section. Equipments are available for various indoor and outdoor games so that students can develop their potentialities in sports activities after the class hours. For conducting various cultural activities the college has a well equipped Auditorium with sufficiant numbers of seat capacity.A well sophisticated Gymnasium is also available in the college campus where the students practice different exercise for their active physical strength. The college has a playground having boundary, auditorium, green room etc. Students practice different events in the college playground with physical instructor and coaches .The students are encouraged to participate in various competitions at the university, district and state level.Sometimes college has organised workshop on yoga also. The institution has organizes various health related programme with the help NSS Unit of the college.

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

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

32.82

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

4.2 - Library as a Learning Resource

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

The college library is governed by the college authority. The library has open access system to its users. Photocopying facility is available for the readers.There is a provision of 'Book Bank' facility for BPL. It has about 10,351 books on various subjects. The library is divided into four major sections – general section, the reference book section, text book section and digital & internet section .The library has a reading room forminimum thirty students at a time. Library daily visit register is maintained properly. New collections of books are arranged systematically in the departmental shelves. CCTV camera is installed for strict surveillance in the library. The issue and return of books has been managed by library staffs. A Library Committee is formed by the college authority for better maintenance of the library. It is partially autumated and equipped with SOUL 2.0 version 2.0.0.11 from 2019 as Integrated Library Management System (ILMS). The book data has been created by using SOUL. Each book can be identified by its barcode. Library has started to digitise of documents from the year 2017. All teacing and non-teacing staff are registered under NDLI(National Digital Library of India)

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the `D. Any 1 of the above` **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

`0.807`

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

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

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

`35`

File Description	Documents
Any additional information	**No File Uploaded**
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

The College has five smartclassrooms with LCD projector and two Smart classrooms with Interactive Board with wi-fi facilities. It has free wi-fi facility inside the campus with single number of broad band modems. The college has internet facilities in office as well as in the library. Each department has been provided with a computer there is a server cum overhead scanner with four numbers of internet connectivity modems located in administrative office. The IT facilities of the college is updating under the process. The admission and examination form fill-upand renewal of admission of the college has been made fully online from the academic year 2018. The Library has also eight numbers of computers with wifi facility.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

15

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

32.82

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

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

For maintaining and utilizing physical academic and support facilities the college has various committees itself. The college has construction & purchasing committee for upgradation of infrastructure and other physical facilities.There are permanent andtemporary staffs to maintain infrastructure of the college. To check up maintenance and repairing of the equipments college take help of technical experts from time to time. The college also takes advice of the engineers, architects regarding building and maintenance of infrastructure as and when needed. There is a library committe for the development and upgradation of library facilities. For sports facilities, the college has a gynasium and playground and the modificationof playground is going on.

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

119

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

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

1

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

155

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

0

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

D. Any 1 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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

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

5.2.2.1 - Number of outgoing student progression to higher education

8

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

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

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

2

File Description	Documents
Upload supporting data for the same	<u>View File</u>
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

2

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

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

Students of Ledo College participate in various administrative, co-curricular and extra-curricular activities. The college supports such student oriented activities and encourages them to participate in such programme. The college also provides a suitable and friendly environment for the students to enhance their hidden talents and come out to the forefront.

NSS cell organized several activities every year Beautification of the college campus,celebration of Yoga Day, Environment day, Awarnessprogram on consumption of tobacco, Swachh Bharat abhiyan, plantation program, celebration of Independence Day, Republic Day etc. NCC cell send students to attend several campus organized by the 26 Assam Bn. NCC, Digboi. Students have participated on several camps at Jorhat, Digboi and Shillong.

Ledo College Students union body organize one week college programme. Where cultural, sports, literary and other activities are conducted. Besides, the student union body conduct/arrange freshman social ceremony program for the new comer students admitted in BA 1stsemester to welcome them.Women cell and sexual harassment cell conduct awareness programme amongst the student to bring awareness on sexual harassment, gender equality before the commencement of the new session.

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

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

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

14

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File]()

5.4 - Alumni Engagement

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

Alumni association fosters the relationship between the college and alumni. It bridges the widening gap between the former students and the institute to keep them in touch with the present growth, development and also the challenges before the institute. Alumni have a definite role in the growth and development of an institution. Alumni are expected to perform many roles effectively such as promoting institutional name providing mentoring to ongoing students, facilitating internships, career opportunities etc. Alumni have a say in certain matters to better the quality enhancement process of the institution. The alumni have been successfully deploying their services in various sectors. They encourage our students to carve excellence for an integral development. The alumni have been making efforts to support meritorious but financially weak students. The efforts initiated

by the alumni association for construction of college main gate is significant in its own way enough to state their genuine concern for college welfare. The alumni association mirrors the positive efforts to enhance the quality at external as well as internal level. It has a pivotal role in shaping a lasting relationship between the existing students and with the institution.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

Ledo College was established with the vision of strengthening the educational, social and cultural pillars of the vast area of upper Assam adjacent to State bordering of Arunachal Pradesh and international bordering area of Myanmar.

Some of its visions include:

- To educate the upcoming youths according to the updated knowledge of the modern curriculum.
- To make the future generation of Ledo good and responsible citizens of India by the all-round development of physical, moral, intellectual and spiritual side.
- To encourage the students of higher education up to degree level.
- To train the students for corporate life, leadership, discipline, self-dependent and environment friendly.
- To create a healthy intellectual environment in the

surrounding places from Ledo College.

- To promote scholarship, statesmanship, growing manpower.
- To improve the educational, social, economical, cultural and political aspects of the country.

Mission:

- To organise and hold meetings, debate competitions, symposium, exhibition and national and International seminars.
- To organise functions such as sports, music, fine arts, social service camps etc.
- To manage the students' canteen and other things of a similar nature of common interest
- To organise and participate in the inter-college and other tournaments
- To organise educational excursion to different places in academic interest
- To enrich and empower the youth through quality education and to transform them into human resource.
- To introduce innovative techniques for making teaching learning process more effective. To sensitise students towards ethical and moral values and eco-friendly.

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

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

The administrative and academic management of ledo college has been essentially focusing on decentralisation and participative management. The supreme administrative authority of the college is its Governing Body, headed by the respective president. The GB of the college is formed according to the guideline provided by Directorate of higher Education govt of Assam. The members mandatorily include representative of teaching, non- teaching and guardian members of students which exhibits the collaborative nature of the GB in decision making in different aspects.

The principal cum secretary of GB of the college always seeks suggestion from different committees headed and represent by vice

principal, IQAC coordinator, coordinator of different cells, HODs Student Union etc meant for performing different tasks.

Moreover the IQAC of Ledo College, with representative of teaching and non teaching staff, students union , alumni association and local citizen works like the engine of the institution. It design scholastic and non scholastic programme for the session 2022-23 and help the college administration to make a quality execution of the same.

The office of the vice principal is another example of decentralisation and participative management. The vice principal is the convenor of academic committee, admission committee etc. The vice principal has been the officer in charge of the sessional examination and confidential officer in charge of odd and even semester examination.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Admission of Students : Students are given opportunity to get admitted in the college through both online and offline way. Meritoriouspoor students can avail free admission at the college.

Industry Interaction / Collaboration : College organises some academic related programs in collaboration with different institutes of different places.

Human Resource Management : Feedback from students, teachers, parents are taken so that their grievances, problems could be managed.

Library: Students and teachers are facilitated with a digital library with more than 8000 books, Journals, e-resources. free internet and e learning facility is also provided by the library for learners and teachers.

Research and Development : The institution organise seminars, webinars and workshops in collaboration with different

institutions.

Examination and Evaluation :Sessional and End semester examination is taken by the institution in time .Special test and oral test is taken by the teachers for poor and slow learner students. Evaluated papers of varoius tests are shown to the concerned students.

Teaching and Learning : Learner centric teaching learning is given most importance for alround development of the student.

Curriculum Development: The institution follows curriculum prescribed by affiliated university. Syllabus is completed in time .

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has a Governing Body to look after the academic and administrative matters and to take decisions and make implementation as per requirements. The Governing body functions as per the guidelines of Govt. of Assam. It consists of senior academicians, the principal, university nominees, guardians and donor members, teacher's and non-teacher's representatives respectively.

1. Principal:

Functions: Academic, administrative and financial functions are executed as per UGC and Directorate of Higher Education, Assam guidelines.

2. Vice-Principal: Appointment: Senior most faculty. Functions: Academic, administrative.

3. Head of the Departments: Appointment: On the basis of seniority.

4. Teachers: Appointment: As per UGC guidelines. Initial

appointment is the post of Assistant Professor. Promotion is made as per UGC guidelines and State Govt. norms.

5. Non- Teaching Staff: Appointment and promotion: As per Assam Government guidelines.

6. Service Rules: As per UGC and Govt. of Assam service rules.

7. Grievance and readdressal mechanism: Grievances are placed in meeting with Principal and Teachers' Unit and placed before Governing Body for further discussion through Principal and Teacher Representatives. The Governing Body works on the matter and takes and takes appropriate actions for better redressal. The grievances of the students are communicated through the mentors and head of the departments.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	**No File Uploaded**

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution offers many facilities for the welfare of the teaching as well as non- teaching staff. Leaves are granted to teaching and non-teaching staff for participating in professional development programmes. The college encourages seminars, workshops, symposia etc for promoting academic and faculty development. The Teachers' Unit steps forward in providing financial support to its staff members and students if need arises. Fees Waive/ concession to the needy and deserving students. Faculty members and non- teaching members are delegated to participate in the programmes organised by the government and other social organisations. The college has regular government welfare schemes like maternity leave, CCL.

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

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

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

0

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

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

7

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

14

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

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

The institution has a performance appraisal system to assess the quality of the faculty where the teachers submit their self Appraisal along with supporting documents in a given format to IQAC in soft and hard copies. These records are maintained in IQAC

and are utilized in the preparation of the Annual Confidential Report and other reports. At the beginning of each academic session, the teachers are allotted with their courses to be taught and number of classes by the HODs. These are submitted to the Head of the institution. The teachers submit their teaching plan to the HODs as well as the IQAC. The HODs, Vice Principal and IQAC ensures that the classes and courses are covered by the teachers duly along with submission of course completion certificate at the end of every semester. The students' feedback plays a significant role in ensuring the performance of the teaching staff. The Annual feedback collected by the IQAC is both quantitative and qualitative. The IQAC analyses the feedback statistically. Feedback reports are submitted to Head of the institution who in turn place them in the Governing Body for discussion and necessary action. These feedback reports also help in preparing the Annual Confidential Report of the teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external audits regularly. The institution has conducted internal audit upto the current financial year and external audit upto the last financial year. The institution has conducted internal audit in various heads like General Fund, Library Fund, Building Fund, Welfare, Students Aid, Games, Union, Common Room, Fees, Development, Hostel, UGC and other grants received from state and central government from time to time. External audit on construction and other grants, as well as income and expenditure of internally generated funds have also been done through Chartered Accountants from time to time.

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

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

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

0

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

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

The college has an efficient financial system to manage its day to day activities.The institution has a well strategized resource mobilisation policy in place. A tentative budget is prepared for allocating funds to different heads like library, gymnasium, academic, building, sports, cultural development, Students' Aid, infrastructure etc.. All fees/fines collected by the college administrationare deposited under the respective heads of accounts.The institution has been acting as cashless campus since 2014. All the cheques are A/c payee, for maintaining transparency and smooth audit In case of any purchase, quotations are invited from established firms. The payments are made only after receiving the material by A/c payee cheques. For purchased related to laboratory, payments are made only after delivery and receiving the satisfactory verification report from the departments. A Construction Committee is constituted by the Governing Body. to look after all construction related works. The plans and estimates of the constructions other than the constructions under PWD, Government of Assam are prepared by the appointed Engineer of the College.A comparative statement of the tenders is prepared by the said committee. However, the GB reserves the right to cancel the order without assigning any reason thereof.

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

6.5 - Internal Quality Assurance System

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

The IQAC has contributed in institutionalising the quality assurance processes with respect to curricular, co-curricular, infrastructure, students support, values etc. by various methods. Out of these, mention may be made of the following best practices initiated by IQAC.

The IQAC has initiated the mentor- mentee system in each department of the college as per the NAAC Guidelines, for assurance of quality in classroom teaching and helping out the slow learners and promoting the fast learners. The IQAC has initiated and facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation. The IQAC organised workshops on academic themes for the benefit of the students as well as teachers. IQAC also maintains documentation of the various programmes and activities leading to quality improvement in the institution like NSS activities, seminars, research activities etc.

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

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

The IQAC makes arrangement for feedback response from students annually. Documentation of the various programmes and activities leading to quality improvement Providing a sound Learner- centric environment conducive to quality education and faculty maturation. The IQAC has initiated the mentor- mentee system in each department promoting interactions between the student and the

faculty members. It helps in gauging the learning levels of the students and to take appropriate steps in this regard. Organises workshops, talks, symposium on quality related theme. The IQAC looks after the development of quality culture in the college through discussion with the teachers in the staff meeting. Preparation of AQAR, as per guidelines and parameters of NAAC, to be submitted to NAAC . Looks after preparation of NIRF and AIHSE reports.

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

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institute maintains promising safety & security related to academic environment to the students. The institution maintains

zero tolerance policy against discrimination, ragging, racial issues and sexual harassment.

The Institution shows gender sensitivity and security of female students. The Institution is surrounded by boundary walls which restrict unauthorized entry inside the campus.

CCTV cameras are installed at every nook and corner of the campus right from the entrance gate help detect and take strict action against any unwanted behavior with female students and employees.

The college has constituted an Sexual Harassment & Grievance Cell to create a harassment free environment. The cell is committed to take active measures if such case arises within the college campus.

There is a women's hostel located at a very safe place, attached to the administrative building. The hostel is safeguarded with concrete boundary walls. Watchman remains present, both at the campus and at Hostel premises 24*7

The college has constituted a Women Cell to address various grievances of the students along with the Sexual Harassment & Grievance Cell.

- Provision of separate toilet facility for both male and female students.
- Separate common rooms for male and female students are available .

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1vLbpOzEqpdLRKnR6lEZT3WSWhO2oetNN/view?usp=share_link
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://drive.google.com/file/d/18srMfru60KnRkQuxf_KoePXFeoCjeWMZ/view?usp=share_link

7.1.2 - The Institution has facilities for   C. Any 2 of the above

**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**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

The College has a waste management mechanism for proper disposal of different kinds of wastes such as solid, liquid and e-waste.

Solid waste management:

- **Dustbins are used to collect solid wastes scattered around the campus. Such wastes are ultimately collected and disposed of in a separate area.**
- **The NSS & NCC unit of the college assists at intervals in cleaning the college premises.**
- **One employee is recruited by the GB in contractual basis for purpose of maintaining cleanliness of the campus. Students also provide help at regular intervals.**
- **The College prefers use of technology for information sharing and documentation in order to reduce the paper waste.**
- **The College discourages the use of single plastic inside the campus.**

Liquid Waste Management:

- **Adequate drains and safety tanks are available for the proper management of liquid wastes.**
- **The liquid waste from the canteen, toilets etc. is let drained to avoid stagnation around the campus.**

E-Waste Management:

- **E-Wastes generation is occurred chiefly by periodic maintenance of computers and other electronic devices.**

- **Nominal procedure is applied to dispose of E-wastes.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1OM23WQhCO TGwTurRw2eh8cT1xWDpDq0C/view?usp=share_lin k
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

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

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

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

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

`D. Any 1 of the above`

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
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

`D. Any 1 of the above`

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

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 institution takes various initiatives in providing an inclusive environment for tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Various programs are conducted by the institution to enhance the cultural assimilation, acceptance of linguistic diversity, and communal harmony.

CULTURAL DIVERSITY: The death anniversary of Srimanta Sankardeva is celebrated every year.

The institution celebrates Matri Bhasha Divas in order to grow sensitivity regarding the languages of the country.

COMMUNAL HARMONY: The institution conducts events on Communal Harmony and sensitizes all to be tolerant towards all communities, languages and cultures by conducting programmes like Mother tongue day, Rashtriya Ekta Saptah etc.

SOCIO-ECONOMIC COHESIVENESS: The College has adopted a nearby school and provides financial as well material help for the upliftment of the students from time to time. It also provides a helping hand towards the underprivileged students at the time of need.

Various other programmes are organized throughout the year.

- Celebration of Republic day & Independence Day.
- Teachers' day
- Conduction of College week to promote sports, cultural and literary activities among students.
- Celebration of Lachit Divas
- World Environment Day
- International Women's day outside the campus
- International day of Yoga.

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

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

The institution plays an important role in sensitizing the students and employees to respect the constitutional obligations and values. It follows the set rules which are framed on the basis of the values of the Constitution.

- **Gender equality amongst the employees & Equality of status and religious tolerance has been promoted.**
- **College organizes various programmes to sensitize the students regarding the moral values and promotes unity. The Annual College Week is indeed a medium to bring all the students together.**
- **National Voter's Day is celebrated to sensitized students about the voting rights.**
- **College Union Body Election is held yearly. It encourages the concept of equality amongst every students.**

Some of the programmes organized by the College for sensitization of students and employees towards constitutional obligations are:

1. Celebration of Republic day & Independence Day.

2. Celebration of Gandhi Jayanti.

3. Celebration of Teacher's Day.

4. Observation of the birth & death anniversary of Dr. Bhupen Hazarika.

5. World Environment day.

6. A month long plantation drive "CMIPP" was organized at the institution from 15th July-15th August 2022.

7. Celebration of International Yoga Day.

8. Observation of National Unity Day on.

10. Observation of Matribhasha Divas.

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

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 **B. Any 3 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 various national and international

commemorative days, events and festivals in the memory of eminent personalities to create communal harmony among the students every year.

1. INDEPENDENCE DAY on 15th of August every year.

2. REPUBLIC DAY on 26th of January.

3. ESTABLISHMENT DAY on 2nd of August.

4. THE WORLD ENVIRONMENT DAY on 5th June.

5. On 8th March INTERNATIONAL WOMEN'S DAY is conducted by the Women Cell of the institution.

6. CONSTITUTION DAY where talks on the Indian Constitution are conducted.

7. TEACHER'S DAY in the loving memory of Dr. S. RadhaKrisnan.

8. MATRI BHASA DIVAS on 21st February in order to show respect towards our mother tongue.

9. GANDHI JAYANTI on 2nd October.

10. Birth Anniversary of Sardar Ballabh Bhai Patel as NATIONAL UNITY DAY.

11. TITHI OF SRIMANTA SANKARDEVA on 29th August with Naam Kirtan.

12. BIRTH/DEATH ANNIVERSARY of DR. BHUPEN HAZARIKA.

13. INTERNATIONAL YOGA DAY on 21st June.

14. RABHA DIVAS to remember the contribution of Bishnu Prasad Rabha towards the field of arts and literature.

15. SARASWATI PUJA where Goddess Saraswati is worshiped and a feast is also organized.

16. A month long CMIPP DRIVE was organize from 15th July-15th August,2022 where saplings were planted and distributed.

17. LACHIT DIVAS on 24th November

18.NATIONAL YOUTH DAY on12.1.2022

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

7.2 - Best Practices

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

BEST PRACTICE – 1

Title : Promoting Benefits of Physical Exercise for overall well being.

OBJECTIVES :

- **To create awareness among students about the benefits of regular exercise.**

CONTEXT

- **Physical exercise relaxes the mind and body of the practitioner. It combines mental and physical disciplines for stress management.**

PRACTICE

- **The practice is continued in the GYM provided by the institution.**

EVIDENCE OF SUCCESS

- **The overwhelming response from students is an explicit evidence of success to this.**

PROBLEM ENCOUNTERED/RESOURCES REQUIRED

- **Lack of physical trainer to train the students is one of the**

major problem encountered. Permanent Gym Instructor required.

BEST PRACTICE – 2

Title: Adoption of a nearby institution.

OBJECTIVES :

- To upgrade the standard of teaching- learning in the adopted institution.
- To provide financial and material support.

PRACTICE

The practice is continued with various programmes like—

- Celebration of Children's Day: Several competitions on art, extempore speech, poem recitation & dance were held among the students on the particular day.
- Celebration of International Women's Day : Several competitions on art, extempore speech & poem recitation were held among the students on the particular day.
- Distribution of books, water purifier & teaching aids (green board etc)

PROBLEM ENCOUNTERED: Poor infrustrcture

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

From the date of establishment of this institution, it has been working actively to promote the feeling of welfare and inter-relationship among the diverse people of this locality.

The institution has adopted a near-by school. The college visits the school from time to time in order to motivate the students and provide financial as well as material help. Several programmes were conducted on the occasion of Women's Day & Childrens Day for encouraging the students of the school.

Apart from the adopted school the institution also provides a helping hand towards feeding institutions. Summer camps and orientation programmes were held at these institutions for the upliftment of the students. These camps were organized by IQAC and various departments of the College.

Ledo College Women Cell plays an active role by organizing various awareness programmes in rural areas for the upliftment of illiterate as well as economically backward sections of nearby communities.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The College has a well planned and systemic mechanism is followed for the delivery of curriculam. The teachers follow the method of classroom delivery, field trips, remedial techniques to deliver the curriculam to the students. Each topic is discussed and doubts are clarified through discussion with students. Traditional teaching aids are used alongwith ICT tools. Teachers keep in contact with their respective students groups through whatsapp group for online teaching- learning. The College prospectus is made available at the beginning of the academic session. Counselling programmes are arranged to welcome the new students and to acquaint them with the academic course and college activities. For effective teaching learning process, group discussions on relevant topics, seminars are conducted. Regular evaluation is conducted by departments to identify the weak areas of the students besides the regular evaluation process prescribed by the university. Remedial classes are held for slow learners.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The institution conducts regular internal evaluation for the students to understand their learning levels and progress. The institution also organizes internal assessments for the students in the undergraduate level in tune with the programmes defined by the affiliating university. The students are made aware of their progress through their marks displayed in the notice board.The students are also given the assessed answer scripts to understand their loopholes and for any clarification needed for the purpose. Academic calendar is published well in advance of the new session to prepare the students for the

academic year.The attendance of the students is taken into account at the end of each semester in connection with their subsequent appearing in the examination. Students are evaluated overall on the basis of internal assessment and performance in the final examination. Emphasis is given on all-round development of the student's personality through active engagement in classroom discussion and extracurricular activities.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://ledocollege.in/news/academic-calendar-2021-22/

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	**C. Any 2 of the above**

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

1.2 - Academic Flexibility

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

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

1

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The college has been working for the overall development of the

students. Along with a standardized learning plan, the curriculum is enriched by including the courses like professional ethics, human values, gender, environment and sustainability etc. These courses enrich the knowledge base of the students and train students to apply analytical thinking in solving issues. The syllabi of Political Science, Sociology and Education Department have offered gender related courses. These courses educate the students on gender equality. The English and Philosophy Department have offered lessons ofProfessional ethics and moral values to the students. Thesecourses helpstudents to gain a worldview of the Self, Society and Profession. It emphasizes on holistic understanding of ethical human conduct. Such courses help studentsacquire knowledge of their principles and utilization. A compulsory paper on environmental studies is being taught at undergraduate level for 2nd semester students (CBCS) as a part of the syllabus. The course includes the study of natural resources with emphasis on renewable energy resources, the importance of conserving the present ecosystem, promoting biodiversity and raising awareness on environmental and social issues etc.

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

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

2

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

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

41

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

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	**D. Feedback collected**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://ledocollege.in/news/feedback-report-2021-22/

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

241

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

2.2 - Catering to Student Diversity

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

The institution, after fresh admission of students uses the policy of clearly knowing the potentialities and the competency of the students. To cater to the diverse needs of the students, separate approach is adopted with respect to slow learners, average learners and advanced learners. These three groups of students are given individual attention based on their ability to have a hold on the materials delivered with respect to the course taught to them. Slow learners are given remedial classes that provide them with the core knowledge of a particular course. Similarly, quick learners are dealt with in the way that is most feasible to them in acquiring the knowledge of a particular course. A general approach is taken with respect to all the three categories of learners.

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

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

Number of Students	Number of Teachers
362	**21**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

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

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences Students are encouraged for active participation in the class by their interactions and urged to ask questions and discuss problems related to their course. They are urged to speak on specific topics in the classroom. In order to make the learning more student-centric all the departments are equipped with laptops and some of the classrooms are equipped with LCD projectors and the teachers are urged to make maximum use of them. The Smart Classroom is used for facilitating the use of ICT for the teachers and students alike. Field study plays an important role in certain disciplines. The students are taught to conduct field surveys and have to prepare the reports accordingly. Students participate in outreach and extension programs, whereby they learn by interacting with the community. Group learning, tutorials, educational tours to academic institutions and historical places are also some of the steps to make learning student centric. Participatory learning activities such as quiz competition, annual magazine, wall magazine, departmental seminars, project work, assignments etc. also encouraged. Apart from it, extracurricular activities such as NSS and NCC activities are also undertaken by the college to develop participatory learning. Students are encouraged to write articles for publications either outside the college or in the annual magazine, wall magazines etc. They are guided by the departmental teachers. Interactions on varied topics with eminent persons are encouraged.

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

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

For a effective teaching- learning process the institution follows ICT enabled learning in addition to the traditional classroom education. Subsequently effort are taken by the institution to provide e-learning atmosphere in the classroom.

In addition to chalk and talk method of teaching the faculty members are using the IT enabled learning tools such as PPT,

Video Clippings, Audio System, Online sources to explore the students for advanced knowledge and practical learning.

Most of the classrooms are furnished with LCD/OHP/Computers. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of seminars, debates, group discussions, assignments, test, laboratory work, field work, quiz etc.

Specialized computer laboratory with an internet connection has been provided to promote independent learning. Broad Band and ROUTER WI-FI facility for access of internet is provided on individual Laptop and Mobile devices. In connection of Wi-Fi user well security is provided. Its access is controlled by the system administration.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/drive/folders/1WYDGWVu823V-9GwCgvX3twgvdKqTBzVX?usp=drive_link

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

21

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

2.4 - Teacher Profile and Quality

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

21

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

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

3

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

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

21

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

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.

The college is continuously updating the internal assessment system .The institution conducts Seminars, Group Discussion, Individual and Group Presentations, Home Assignments, etc. for the benefit of the students. Student's regular attendance is also a part of internal assessment.

For greater transparency, the internal assessment marks are displayed in the departmental notice boards. The students are shown the evaluated answer scripts of the Sessional Examinations not only to maintain transparency but also as a remedial measure. Questions in internal assessments are set with a priority to probable questions that may be asked in the external examinations. Marking in Internal examinations is done in a strict manner to make the students correct their writing and presentationskills.Moreover, in Sessional tests students are given freedom to enquire if the marks are not up to their expectations. They are clarified about their mistakes and in cases where a student deserves more marks, their scripts are reevaluated. The students can also avail the RTI act in case of any examination related grievance, with the help of the Principal's initiative. In addition most of the teachers have initiated use of ICT tools such as Google Classroom Google forms for internal assessment process.

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

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

For transparent, time bound and efficient internal examination the following mechanism are conducted

- Internal Examination Committee
- Question Paper Setting.
- Conduct of Examination
- Result Display.
- Interaction with Students regarding their Internal Assessment.
- Parent-teacher Meet.

- ○ Class attendance
- ○ Seminar paper presentation.
- ○ Group discussion.

.In order to ensure transparency in international examination, the system of internal examination is communicated with the students well in time. The periods for international examination are already allotted by the University on the University Academic Calendar which is strictly followed by the college. Question Papers are set by the departments itself. The marks are shown on College and Departmental notice board and uploaded on the WhatsApp Group. The students are shown the evaluated answer scripts of the Sessional Examinations not only to maintain transparency .Continuous evaluation is made through Group Discussion, Sessional Test, Home Assignment, Field Work/ Field Visit, Seminar Paper Presentation and on Class Attendance. There are four Sessional tests are taken with in a session. A parent-teacher meet call by departments itself or by the College as a whole for each session for the grievance and transparency of the system. In this way mechanism of internal examination is transparent and robust.

File Description	Documents
Any additional information	**No File Uploaded**
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.

The stated program and course outcomes are framed by the department offering the concerned program after rigorous consultation with the faculty and the stakeholders. After attainment of consensus, the same are widely propagated and published through various means such as College Prospectus and College Website. While addressing the students, the HOD of each departments create awareness on Cos and programs. The class teachers, Coordinators of different Cells, Mentors are also informed the students and create awareness and emphasize the need of stated program. Each new batch of students is communicated through an orientation program on the opening days

of each new semester.

The Course Outcome are direct statements that describe the essential and enduring disciplinary knowledge, abilities the student should possess and the depth of learning that is expected upon completion of course. They are clearly specified and communicated. The COs are prepared by the HOD and concern faculty members teaching the same course.

File Description	Documents
Upload any additional information	No File Uploaded
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.

Programme Outcome: The attainment of program outcomes and course outcomes for B.A. Honours Courses (Core & GE course on ASMH, ECOH,EDNH,ENGH,PSCH and SOCH and GE on GEHS,GEPL and GEHIN) offered by the institution are displayed in the college website. At the same time, at the beginning of each new semester, the students are made aware of the same in their respective classes.The feedback system of different stakeholders which is placedin the College helps to measure and reckon the attainment of the program outcomes.

Course Outcome:COs is measured through Syllabus,Continuous Evaluation, Setting Up Of Question Paper, Evaluation and Result. At the departmental level the HOD of each department and teachers strive to complete the course in time and in some cases extra classes are conduct for the students who are identify as relatively average. The 70 percent of compulsory class attendance to qualify for appearing examination of the courses is adhered to, to ensure students participation in the class. The continuous evaluation is done through Sessional Examination, Home Assignment, Seminar paper Presentation, Group Discussion, Field Work, Laboratory Work and so on.The college has also utilized Student Satisfaction Survey for measuring the attainment level of Course and Program Outcome

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

141

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://ledocollege.in/2023/05/30/student-satisfaction-survey-2021-22/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

0

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

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

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

13

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

0

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

15

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

3.3 - Extension Activities

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

Ledo College recognizes the importance of holistic development among students, which encompasses not only academic growth but also social awareness and responsibility, a part of our commitment to nurturing well-rounded individuals.

The primary objective of the extension activity was to raise student awareness about prevalent social issues and instill in them a sense of responsibility. By engaging in meaningful interactions and initiatives, we sought to foster empathy, compassion, and active participation among the students.

Increased awareness:

The extension activity significantly raised students awareness about a wide range of social issues. They gained a wide range of social issues. They gained in depth knowledge about the challenges faced by marginalized communities and developed a more empathetic perspective.

Enhanced social responsibility:

The initiative instilled a sense of social responsibility among students, encouraging them to take initiatives independently and actively participate in addressing social issues.

Personal growth:

Students reported personal growth in terms of self awareness, confidence and leadership skills. Engaging with real world social issues helped them develop a broader perspectives and a greater understanding of the complexities of social problems.

Conclusion:

Ledo College organized extension activity aimed at sensitizing students to social issues within the neighborhood community

File Description	Documents
Paste link for additional information	**Nil**
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

13

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

7

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

11

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

10

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

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

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

6

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 college has been offering a one stream course (Arts) with sufficient number of classrooms with the semester system and newly implemented CBCS system under Dibrugarh University on 2019-20.The college has adequate numbers of close circuit camera for monitoring the classroom cum campus activities. There are sufficient sitting arrangements for the teachers and

the students in the classroom. All the classroom have proper lighting and ventilation system for the sake of students health and hygiene. The institution has separate rooms for IQAC, NSS, NCC, Boys & Girls Common Room, Student Union Room, Rest room for Divyagan etc.. There is a well equipped canteen inside the college campus.The college has electricity, power generator and solar energy.The College provides modern library and digital facilities to students. The college is connected with Wi-Fi, digital library OPAC and open access book services.Laboratory is available in the department of Education. The college has seven numbers of smart classrooms where students can learn academic course through modern techniques and methods.

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

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

For all round development of the students the college encourages students to engage in co-curricular activities. The college organizes College Week programme annually where different competitions are held under sports and cultural section. Equipments are available for various indoor and outdoor games so that students can develop their potentialities in sports activities after the class hours. For conducting various cultural activities the college has a well equipped Auditorium with sufficiant numbers of seat capacity.A well sophisticated Gymnasium is also available in the college campus where the students practice different exercise for their active physical strength. The college has a playground having boundary, auditorium, green room etc. Students practice different events in the college playground with physical instructor and coaches .The students are encouraged to participate in various competitions at the university, district and state level.Sometimes college has organised workshop on yoga also. The institution has organizes various health related programme with the help NSS Unit of the college.

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

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

32.82

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

4.2 - Library as a Learning Resource

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

The college library is governed by the college authority. The library has open access system to its users. Photocopying facility is available for the readers.There is a provision of 'Book Bank' facility for BPL. It has about 10,351 books on various subjects. The library is divided into four major sections – general section, the reference book section, text book section and digital & internet section .The library has a reading room forminimum thirty students at a time. Library daily visit register is maintained properly. New collections of books are arranged systematically in the departmental shelves. CCTV camera is installed for strict surveillance in the library. The issue and return of books has been managed by library staffs. A Library Committee is formed by the college authority for better maintenance of the library. It is partially autumated and equipped with SOUL 2.0 version 2.0.0.11 from 2019 as Integrated Library Management System (ILMS). The book data has been created by using SOUL. Each book can be identified by its barcode. Library has started to digitise of documents from the year 2017. All teacing and non-teacing staff are registered under NDLI(National Digital Library of India)

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - **The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**	**D. Any 1 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)

0.807

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

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

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

35

File Description	Documents
Any additional information	**No File Uploaded**
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

The College has five smartclassrooms with LCD projector and two Smart classrooms with Interactive Board with wi-fi facilities. It has free wi-fi facility inside the campus with single number of broad band modems. The college has internet facilities in office as well as in the library. Each department has been provided with a computer there is a server cum overhead scanner with four numbers of internet connectivity modems located in administrative office. The IT facilities of the college is updating under the process. The admission and examination form fill-upand renewal of admission of the college has been made fully online from the academic year 2018. The Library has also eight numbers of computers with wifi facility.

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

4.3.2 - Number of Computers

15

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

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

32.82

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

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

For maintaining and utilizing physical academic and support facilities the college has various committees itself. The college has construction & purchasing committee for upgradation of infrastructure and other physical facilities.There are permanent andtemporary staffs to maintain infrastructure of the college. To check up maintenance and repairing of the equipments college take help of technical experts from time to time. The college also takes advice of the engineers, architects regarding building and maintenance of infrastructure as and when needed. There is a library committe for the development and upgradation of library facilities. For sports facilities, the college has a gynasium and playground and the modificationof playground is going on.

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

119

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

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

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

1

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	*View File*

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

155

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	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	D. Any 1 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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

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

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

5.2.2.1 - Number of outgoing student progression to higher education

8

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

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

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

2

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

5.3 - Student Participation and Activities

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

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

2

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

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

Students of Ledo College participate in various administrative, co-curricular and extra-curricular activities. The college supports such student oriented activities and encourages them to participate in such programme. The college also provides a suitable and friendly environment for the students to enhance their hidden talents and come out to the forefront.

NSS cell organized several activities every year Beautification of the college campus,celebration of Yoga Day, Environment day, Awarnessprogram on consumption of tobacco, Swachh Bharat abhiyan, plantation program, celebration of Independence Day, Republic Day etc. NCC cell send students to attend several campus organized by the 26 Assam Bn. NCC, Digboi. Students have participated on several camps at Jorhat, Digboi and Shillong.

Ledo College Students union body organize one week college programme. Where cultural, sports, literary and other activities are conducted. Besides, the student union body conduct/arrange freshman social ceremony program for the new comer students admitted in BA 1stsemester to welcome them.Women cell and sexual harassment cell conduct awareness programme amongst the student to bring awareness on sexual harassment, gender equality before the commencement of the new session.

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

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

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

14

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	[View File](#)

5.4 - Alumni Engagement

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

Alumni association fosters the relationship between the college and alumni. It bridges the widening gap between the former students and the institute to keep them in touch with the present growth, development and also the challenges before the institute. Alumni have a definite role in the growth and development of an institution. Alumni are expected to perform many roles effectively such as promoting institutional name providing mentoring to ongoing students, facilitating internships, career opportunities etc. Alumni have a say in certain matters to better the quality enhancement process of the institution. The alumni have been successfully deploying their services in various sectors. They encourage our students to carve excellence for an integral development. The alumni have been making efforts to support meritorious but financially

weak students. The efforts initiated by the alumni association for construction of college main gate is significant in its own way enough to state their genuine concern for college welfare. The alumni association mirrors the positive efforts to enhance the quality at external as well as internal level. It has a pivotal role in shaping a lasting relationship between the existing students and with the institution.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision:

Ledo College was established with the vision of strengthening the educational, social and cultural pillars of the vast area of upper Assam adjacent to State bordering of Arunachal Pradesh and international bordering area of Myanmar.

Some of its visions include:

- To educate the upcoming youths according to the updated knowledge of the modern curriculum.
- To make the future generation of Ledo good and responsible citizens of India by the all-round development of physical, moral, intellectual and spiritual side.
- To encourage the students of higher education up to degree level.
- To train the students for corporate life, leadership,

discipline, self-dependent and environment friendly.

- ○ To create a healthy intellectual environment in the surrounding places from Ledo College.
- ○ To promote scholarship, statesmanship, growing manpower.
- ○ To improve the educational, social, economical, cultural and political aspects of the country.

Mission:

- ○ To organise and hold meetings, debate competitions, symposium, exhibition and national and International seminars.
- ○ To organise functions such as sports, music, fine arts, social service camps etc.
- ○ To manage the students' canteen and other things of a similar nature of common interest
- ○ To organise and participate in the inter-college and other tournaments
- ○ To organise educational excursion to different places in academic interest
- ○ To enrich and empower the youth through quality education and to transform them into human resource.
- ○ To introduce innovative techniques for making teaching learning process more effective. To sensitise students towards ethical and moral values and eco-friendly.

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

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

The administrative and academic management of ledo college has been essentially focusing on decentralisation and participative management. The supreme administrative authority of the college is its Governing Body, headed by the respective president. The GB of the college is formed according to the guideline provided by Directorate of higher Education govt of Assam. The members mandatorily include representative of teaching, non- teaching and guardian members of students which exhibits the collaborative nature of the GB in decision making in different aspects.

The principal cum secretary of GB of the college always seeks suggestion from different committees headed and represent by vice principal, IQAC coordinator, coordinator of different cells, HODs Student Union etc meant for performing different tasks.

Moreover the IQAC of Ledo College, with representative of teaching and non teaching staff, students union , alumni association and local citizen works like the engine of the institution. It design scholastic and non scholastic programme for the session 2022-23 and help the college administration to make a quality execution of the same.

The office of the vice principal is another example of decentralisation and participative management. The vice principal is the convenor of academic committee, admission committee etc. The vice principal has been the officer in charge of the sessional examination and confidential officer in charge of odd and even semester examination.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Admission of Students : Students are given opportunity to get admitted in the college through both online and offline way. Meritoriouspoor students can avail free admission at the college.

Industry Interaction / Collaboration : College organises some academic related programs in collaboration with different institutes of different places.

Human Resource Management : Feedback from students, teachers, parents are taken so that their grievances, problems could be managed.

Library: Students and teachers are facilitated with a digital library with more than 8000 books, Journals, e-resources. free internet and e learning facility is also provided by the

library for learners and teachers.

Research and Development : The institution organise seminars, webinars and workshops in collaboration with different institutions.

Examination and Evaluation :Sessional and End semester examination is taken by the institution in time .Special test and oral test is taken by the teachers for poor and slow learner students. Evaluated papers of varoius tests are shown to the concerned students.

Teaching and Learning : Learner centric teaching learning is given most importance for alround development of the student.

Curriculum Development: The institution follows curriculum prescribed by affiliated university. Syllabus is completed in time .

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has a Governing Body to look after the academic and administrative matters and to take decisions and make implementation as per requirements. The Governing body functions as per the guidelines of Govt. of Assam. It consists of senior academicians, the principal, university nominees, guardians and donor members, teacher's and non-teacher's representatives respectively.

1. Principal:

Functions: Academic, administrative and financial functions are executed as per UGC and Directorate of Higher Education, Assam guidelines.

2. Vice-Principal: Appointment: Senior most faculty. Functions:

Academic, administrative.

3. Head of the Departments: Appointment: On the basis of seniority.

4. Teachers: Appointment: As per UGC guidelines. Initial

appointment is the post of Assistant Professor. Promotion is made as per UGC guidelines and State Govt. norms.

5. Non- Teaching Staff: Appointment and promotion: As per Assam Government guidelines.

6. Service Rules: As per UGC and Govt. of Assam service rules.

7. Grievance and readdressal mechanism: Grievances are placed in meeting with Principal and Teachers' Unit and placed before Governing Body for further discussion through Principal and Teacher Representatives. The Governing Body works on the matter and takes and takes appropriate actions for better redressal. The grievances of the students are communicated through the mentors and head of the departments.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution offers many facilities for the welfare of the teaching as well as non- teaching staff. Leaves are granted to teaching and non-teaching staff for participating in professional development programmes. The college encourages seminars, workshops, symposia etc for promoting academic and faculty development. The Teachers' Unit steps forward in providing financial support to its staff members and students if need arises. Fees Waive/ concession to the needy and deserving students. Faculty members and non- teaching members are delegated to participate in the programmes organised by the government and other social organisations. The college has regular government welfare schemes like maternity leave, CCL.

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

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

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

0

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

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

7

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)	<u>View File</u>

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

14

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

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

The institution has a performance appraisal system to assess the quality of the faculty where the teachers submit their self Appraisal along with supporting documents in a given format to IQAC in soft and hard copies. These records are maintained in IQAC and are utilized in the preparation of the Annual Confidential Report and other reports. At the beginning of each academic session, the teachers are allotted with their courses to be taught and number of classes by the HODs. These are submitted to the Head of the institution. The teachers submit their teaching plan to the HODs as well as the IQAC. The HODs, Vice Principal and IQAC ensures that the classes and courses are covered by the teachers duly along with submission of course completion certificate at the end of every semester. The students' feedback plays a significant role in ensuring the performance of the teaching staff. The Annual feedback collected by the IQAC is both quantitative and qualitative. The IQAC analyses the feedback statistically. Feedback reports are submitted to Head of the institution who in turn place them in the Governing Body for discussion and necessary action. These feedback reports also help in preparing the Annual Confidential Report of the teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

The institution conducts internal and external audits regularly. The institution has conducted internal audit upto the current financial year and external audit upto the last financial year. The institution has conducted internal audit in various heads like General Fund, Library Fund, Building Fund, Welfare, Students Aid, Games, Union, Common Room, Fees, Development, Hostel, UGC and other grants received from state and central government from time to time. External audit on construction and other grants, as well as income and expenditure of internally generated funds have also been done through Chartered Accountants from time to time.

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

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

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

0

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

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

The college has an efficient financial system to manage its day

to day activities.The institution has a well strategized resource mobilisation policy in place. A tentative budget is prepared for allocating funds to different heads like library, gymnasium, academic, building, sports, cultural development, Students' Aid, infrastructure etc.. All fees/fines collected by the college administrationare deposited under the respective heads of accounts.The institution has been acting as cashless campus since 2014. All the cheques are A/c payee, for maintaining transparency and smooth audit In case of any purchase, quotations are invited from established firms. The payments are made only after receiving the material by A/c payee cheques. For purchased related to laboratory, payments are made only after delivery and receiving the satisfactory verification report from the departments. A Construction Committee is constituted by the Governing Body. to look after all construction related works. The plans and estimates of the constructions other than the constructions under PWD, Government of Assam are prepared by the appointed Engineer of the College.A comparative statement of the tenders is prepared by the said committee. However, the GB reserves the right to cancel the order without assigning any reason thereof.

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

6.5 - Internal Quality Assurance System

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

The IQAC has contributed in institutionalising the quality assurance processes with respect to curricular, co-curricular, infrastructure, students support, values etc. by various methods. Out of these, mention may be made of the following best practices initiated by IQAC.

The IQAC has initiated the mentor- mentee system in each department of the college as per the NAAC Guidelines, for assurance of quality in classroom teaching and helping out the slow learners and promoting the fast learners. The IQAC has initiated and facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation. The IQAC organised workshops on academic themes for

the benefit of the students as well as teachers. IQAC also maintains documentation of the various programmes and activities leading to quality improvement in the institution like NSS activities, seminars, research activities etc.

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

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

The IQAC makes arrangement for feedback response from students annually. Documentation of the various programmes and activities leading to quality improvement Providing a sound Learner- centric environment conducive to quality education and faculty maturation. The IQAC has initiated the mentor- mentee system in each department promoting interactions between the student and the faculty members. It helps in gauging the learning levels of the students and to take appropriate steps in this regard. Organises workshops, talks, symposium on quality related theme. The IQAC looks after the development of quality culture in the college through discussion with the teachers in the staff meeting. Preparation of AQAR, as per guidelines and parameters of NAAC, to be submitted to NAAC . Looks after preparation of NIRF and AIHSE reports.

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

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

international agencies (ISO Certification, NBA)

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

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

The institute maintains promising safety & security related to academic environment to the students. The institution maintains zero tolerance policy against discrimination, ragging, racial issues and sexual harassment.

The Institution shows gender sensitivity and security of female students. The Institution is surrounded by boundary walls which restrict unauthorized entry inside the campus.

CCTV cameras are installed at every nook and corner of the campus right from the entrance gate help detect and take strict action against any unwanted behavior with female students and employees.

The college has constituted an Sexual Harassment & Grievance Cell to create a harassment free environment. The cell is committed to take active measures if such case arises within the college campus.

There is a women's hostel located at a very safe place, attached to the administrative building. The hostel is safeguarded with concrete boundary walls. Watchman remains present, both at the campus and at Hostel premises 24*7

The college has constituted a Women Cell to address various grievances of the students along with the Sexual Harassment & Grievance Cell.

- **Provision of separate toilet facility for both male and female students.**
- **Separate common rooms for male and female students are available .**

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1vLbpOzEqpdLRKnR6lEZT3WSWhO2oetNN/view?usp=share_link
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://drive.google.com/file/d/18srMfru60KnRkQuxf_KoePXFeoCjeWMZ/view?usp=share_link

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

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

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

The College has a waste management mechanism for proper disposal of different kinds of wastes such as solid, liquid and e-waste.

Solid waste management:

- Dustbins are used to collect solid wastes scattered around the campus. Such wastes are ultimately collected and disposed of in a separate area.
- The NSS & NCC unit of the college assists at intervals in cleaning the college premises.
- One employee is recruited by the GB in contractual basis for purpose of maintaining cleanliness of the campus. Students also provide help at regular intervals.
- The College prefers use of technology for information sharing and documentation in order to reduce the paper waste.
- The College discourages the use of single plastic inside the campus.

Liquid Waste Management:

- Adequate drains and safety tanks are available for the proper management of liquid wastes.
- The liquid waste from the canteen, toilets etc. is let drained to avoid stagnation around the campus.

E-Waste Management:

- E-Wastes generation is occurred chiefly by periodic maintenance of computers and other electronic devices.
- Nominal procedure is applied to dispose of E-wastes.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://drive.google.com/file/d/1OM23WQhCOTGwTurRw2eh8cT1xWDpDq0C/view?usp=share_link
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge	C. Any 2 of the above

Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	

File Description	Documents
Geo tagged photographs / videos of the facilities	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<u>View File</u>
Any other relevant documents	**No File Uploaded**

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
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	D. Any 1 of the above

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

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 institution takes various initiatives in providing an inclusive environment for tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Various programs are conducted by the

institution to enhance the cultural assimilation, acceptance of linguistic diversity, and communal harmony.

CULTURAL DIVERSITY: The death anniversary of Srimanta Sankardeva is celebrated every year.

The institution celebrates Matri Bhasha Divas in order to grow sensitivity regarding the languages of the country.

COMMUNAL HARMONY: The institution conducts events on Communal Harmony and sensitizes all to be tolerant towards all communities, languages and cultures by conducting programmes like Mother tongue day, Rashtriya Ekta Saptah etc.

SOCIO-ECONOMIC COHESIVENESS: The College has adopted a nearby school and provides financial as well material help for the upliftment of the students from time to time. It also provides a helping hand towards the underprivileged students at the time of need.

Various other programmes are organized throughout the year.

- Celebration of Republic day & Independence Day.
- Teachers' day
- Conduction of College week to promote sports, cultural and literary activities among students.
- Celebration of Lachit Divas
- World Environment Day
- International Women's day outside the campus
- International day of Yoga.

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

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

The institution plays an important role in sensitizing the students and employees to respect the constitutional obligations and values. It follows the set rules which are framed on the basis of the values of the Constitution.

- Gender equality amongst the employees & Equality of status and religious tolerance has been promoted.
- College organizes various programmes to sensitize the students regarding the moral values and promotes unity. The Annual College Week is indeed a medium to bring all the students together.
- National Voter's Day is celebrated to sensitized students about the voting rights.
- College Union Body Election is held yearly. It encourages the concept of equality amongst every students.

Some of the programmes organized by the College for sensitization of students and employees towards constitutional obligations are:

1. Celebration of Republic day & Independence Day.

2. Celebration of Gandhi Jayanti.

3. Celebration of Teacher's Day.

4. Observation of the birth & death anniversary of Dr. Bhupen Hazarika.

5. World Environment day.

6. A month long plantation drive "CMIPP" was organized at the institution from 15th July-15th August 2022.

7. Celebration of International Yoga Day.

8. Observation of National Unity Day on.

10. Observation of Matribhasha Divas.

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

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	**B. Any 3 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 various national and international commemorative days, events and festivals in the memory of eminent personalities to create communal harmony among the students every year.

1.INDEPENDENCE DAY on 15th of August every year.

2.REPUBLIC DAY on 26th of January.

3.ESTABLISHMENT DAY on 2nd of August.

4.THE WORLD ENVIRONMENT DAY on 5th June.

5.On 8th March INTERNATIONAL WOMEN'S DAY is conducted by the Women Cell of the institution.

6.CONSTITUTION DAY where talks on the Indian Constitution are conducted.

7.TEACHER'S DAY in the loving memory of Dr. S. RadhaKrisnan.

8.MATRI BHASA DIVAS on 21st February in order to show respect towards our mother tongue.

9.GANDHI JAYANTI on 2nd October.

10.Birth Anniversary of Sardar Ballabh Bhai Patel as NATIONAL UNITY DAY.

11.TITHI OF SRIMANTA SANKARDEVA on 29th August with Naam Kirtan.

12.BIRTH/DEATH ANNIVERSARY of DR. BHUPEN HAZARIKA.

13.INTERNATIONAL YOGA DAY on 21st June.

14.RABHA DIVAS to remember the contribution of Bishnu Prasad Rabha towards the field of arts and literature.

15.SARASWATI PUJA where Goddess Saraswati is worshiped and a feast is also organized.

16.A month long CMIPP DRIVE was organize from 15th July-15th August,2022 where saplings were planted and distributed.

17.LACHIT DIVAS on 24th November

18.NATIONAL YOUTH DAY on12.1.2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	[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 PRACTICE – 1

Title : Promoting Benefits of Physical Exercise for overall well being.

OBJECTIVES :

- **To create awareness among students about the benefits of regular exercise.**

CONTEXT

- **Physical exercise relaxes the mind and body of the practitioner. It combines mental and physical disciplines for stress management.**

PRACTICE

- **The practice is continued in the GYM provided by the institution.**

EVIDENCE OF SUCCESS

- **The overwhelming response from students is an explicit evidence of success to this.**

PROBLEM ENCOUNTERED/RESOURCES REQUIRED

- **Lack of physical trainer to train the students is one of the major problem encountered. Permanent Gym Instructor required.**

BEST PRACTICE – 2

Title: Adoption of a nearby institution.

OBJECTIVES :

- **To upgrade the standard of teaching- learning in the adopted institution.**
- **To provide financial and material support.**

PRACTICE

The practice is continued with various programmes like—

- **Celebration of Children's Day: Several competitions on art, extempore speech, poem recitation & dance were held among the students on the particular day.**
- **Celebration of International Women's Day : Several competitions on art, extempore speech & poem recitation were held among the students on the particular day.**
- **Distribution of books, water purifier & teaching aids (green board etc)**

PROBLEM ENCOUNTERED: Poor infrustrcture

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
Any other relevant information	<u>View File</u>

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

From the date of establishment of this institution, it has been working actively to promote the feeling of welfare and inter-relationship among the diverse people of this locality.

The institution has adopted a near-by school. The college visits the school from time to time in order to motivate the

students and provide financial as well as material help.
Several programmes were conducted on the occasion of Women's
Day & Childrens Day for encouraging the students of the school.

Apart from the adopted school the institution also provides a
helping hand towards feeding institutions. Summer camps and
orientation programmes were held at these institutions for the
upliftment of the students. These camps were organized by IQAC
and various departments of the College.

Ledo College Women Cell plays an active role by organizing
various awareness programmes in rural areas for the upliftment
of illiterate as well as economically backward sections of
nearby communities.

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

The College aims at all round development of the students.
Accepting the innumerable challenges, it has been able to meet
the expectation of the people of the locality, by uplifting its
students and promoting education in this rural locality.
Keeping in view the various changes introduced in the realm of
Higher education, the institution has been trying to develop
its infrastructure and other related conditions.

The Institution aims to introduce certain future plans for the
next academic year.

Some of them are as follows:

1. Conducting Seminar/Workshop/Special lectures by
   Departments/Committees in association with IQAC
2. Conducting Workshop/Training Program for stakeholders
3. Introduce soft skill & personality development courses to
   instill skills among students
4. Women Cell of the institution to be registered
5. Conducting Academic , Administrative, Enviornment and
   energy Audit of the Institution
6. Sensitization of Students onNEP 2020 through Seminar and
   workshop.

7. Engagement of faculty in Research Oriented Activities .