

## **Criterion 1: Action Plan**

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

### **Action to be Taken-**

- Academic meeting should be held before commencement of Academic session. Minutes as proof of the above meeting should be uploaded in the college website.
- Lesson plan to be maintained semester wise.
- DAC should be reconstituted in each academic session immediately after admission. The DAC list should be uploaded in the website upload. The meetings should be organized at least once per semester.

**1.1.2 The institution adheres to the academic calendar including for the conduct of CIE**

### **Action to be Taken-**

- Dates of academic events such as Alumni meet, Mentor – Mentee meet, PTM, DAC, etc. should be centrally prepared and the departments should organize it accordingly. Tentative dates (Dept. wise) should be submitted by the HoDs.
- Inclusion of academic plans in the academic calendar.

**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 last five years**

1. Academic council/BoS of affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

### **Action to be Taken-**

- Faculties should retain the proofs of the mentioned activities.
- Exam committees are requested to furnish either appointment letter or certificate through IQAC for the invigilation duties to the invigilators/ evaluators / scrutinizers/ all exam related works. (internal)
- Members of Examination committee should preserve their appointment letters.
- Members of Academic council/BoS of affiliating university/ Question paper setters/involved in Assessment /evaluation process of the affiliating University should preserve their appointment letters/ proof.

- Faculties engaged in Designing and Development of Curriculum for Add on/ certificate/ Diploma Courses should preserve their appointment letters/ proof.

### **1.2.1 Percentage 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.**

Data Requirement: (As per Data Template)

- Name of all Programmes adopting CBCS
- Name of all Programmes adopting elective course system

File Description (Upload)

Any additional information

Minutes of relevant Academic, Council/ BOS meetings

Institutional data in prescribed format (Data Template)

#### **Action to be Taken-**

- As per University Guidelines
- Minutes BoS need to submitted if any changes are incorporated

### **1.2.2. Number of Add on /Certificate programs offered during the last five years**

#### **1.2.2.1: How many Add on /Certificate programs are added within the last 5 years**

Data Requirement for last five years: (As per Data Template)

- Names of the Add on /Certificate programs with 30 or more contact hours
- No. of times offered during the same year
- Total no. of students completing the course in the year

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

#### **Action to be Taken-**

- These courses should expand minimum 30 hours which can be planned weekly 4hrs/weekly, 16 hrs/monthly or as per convenience for 2 months (16 x 2= 32hours). 30% of total student strength per department. Every Friday/Saturday 2 hours of add on course can be included in the timetable.
- Computer Science department, Yoga class, Martial arts, etc., can run short term certificate/ diploma courses.

- For Certificate/ Diploma/Add On course, departments can sign MoUs with different Govt./ Non-Govt. organizations.
- Each course coordinator should maintain the record of enrolled student and passed out student records.

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

**Action to be Taken-**

- Each course coordinator should maintain the record of enrolled student and passed out students
- All departments should try to include Add-on programs once / twice a year .
- Students should be encouraged to opt add-on programs. (At least 30% of the total student strength of the Department)
- For inclusion of these course in the prospectus, IQAC should be intimated duly.

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

Upload a description in maximum of 500 words

File Description (Upload)

- Any additional information
- Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

**Action to be Taken-**

A list of courses which includes topics related to Professional Ethics, Gender, Human Values, Environment and Sustainability in the curriculum should be submitted to the IQAC in the appropriate format including-

Department	Name of the Programme	Semester	Course Code	Paper title	Credit/ hours	Any other information(e.g. Unit number)


**1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years**

**1.3.2.1: Number of courses that include experiential learning through project work/field work/internship year wise during last five years**

Data Requirement for last five years: (As per Data Template)

- Name of the Course
- Details of experiential learning through project work/field work/internship
- Name of the Programme

**Action to be Taken-**

A list of courses which includes experiential learning through project work/field work/internship in the curriculum should be submitted to the IQAC in the appropriate format including-

Department	Academic Year	Name of the Programme	Semester	Course Code	Paper title	Type of experiential learning (project work/field work/internship )	List of Students enrolled in the course .	List of Students attending the trip (name, gender)	Any other information(details on experiential learning )

**1.3.3 . Percentage of students undertaking project work/field work / internship (Data for the latest completed academic year)**

**1.3.3.1. Number of students undertaking project work/field work / internships**

Data Requirement : ( As per Data Template)

- Name of the programme
- No. of students undertaking project work/field work / internships

### **Action to be Taken-**

- If students are taken for field trips or institutional visits (if not mentioned in the curriculum), then their list can be sent for the Criteria 7 that includes Best Institutional practices.

#### **1.4.1. Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**

##### **1) Students 2) Teachers 3) Employers 4) Alumni**

Options:

- A. All of the above
- B. Any 3 of the above
- C. Any 2 of the above
- D. Any 1 of the above
- E. None of the above

Data Requirement:

Report of analysis of feedback received from different stakeholders year wise

File Description

- URL for stakeholder feedback report
- Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)

### **Action to be Taken-**

- Feedback should be taken from all the mentioned stakeholders yearly. It should be based on the syllabus and the institution.
- Feedback should be collected from the employers for the students who are recruited during campus placements/ recruitments/etc. Online format of such feedback should be designed appropriately by or under the advice of the Career Counseling cum Placement Cell and or Alumni Association.

#### **1.4.2. Feedback process of the Institution may be classified as follows:**

Options:

- A. Feedback collected, analysed and action taken and feedback available on website**
- B. Feedback collected, analysed and action has been taken**
- C. Feedback collected and analysed**
- D. Feedback collected**
- E. Feedback not collected**

Documents:

Upload Stakeholders feedback report, Action taken report of the institute on it as stated in the minutes of the Governing Council, Syndicate, Board of Management

#### File Description

- Upload any additional information
- URL for feedback report

#### **Action to be Taken-**

- Feedback collected should be analysed, actions taken related to the feedback should be implemented and the reports should be uploaded in the website
- Feedbacks should involve all the stakeholders

#### **Criteria 1 Committee:**

**Convener: Dr. Nandini Moral Sarma**

**Members: Bishwajyoti Dev Mahanta, Himadri Saikia and Dr. Sangeeta Das**