



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

COLLEGE OF EDUCATION

S.M.ROAD PANIAGAON, NEAR NORMAL SCHOOL DISTRICT NAGAON STATE

ASSAM PIN CODE 782003

782003

www.collegeofeducation.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

April 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

College of Education, Nagaon was established in 30th June, 1992 by a group of educationist of Nagaon town. It is a Teacher Education institution, situated at the heart of Nagaon district, Assam, the birth place of renowned saint-scholar, play writer, social religious reformer and colossal figure in the cultural and religious history of Assam Mahapurusha Srimanta Sankaradeva. The institution is recognised by NCTE and permanently affiliated to Gauhati University. The campus is conveniently located around 1 km from National Highway 37. Though the institution started its functioning as B.Ed. College, later in the year 2018 the college got permission from NCTE to open M.Ed. course with an annual intake of 50 students which reflects the vision of the institution for quality contribution towards higher education. Again in the year 2020 the institution started B. A. course (intake 120) as a step towards the multidisciplinary program.

The success of the college lies in its faculties who are qualified as per NCTE norms. The college has twenty (20) full time faculties for teaching in both M.Ed., B.Ed. and B.A. course. A structured mentoring system is in place at the institution, offering comprehensive guidance to students not only in selecting the right career path but also in fostering their confidence and emotional well-being.

The college has a conducive teaching learning environment with sufficient infrastructural facilities. The institution has a spacious library with 6,500 textbooks, 22 journals, 22 E- journals. The Library is fully automated and digitally enabled. The infrastructure of the college updated enough for commitment to quality education, featuring two attractive three storied building, a large ICT equipped auditorium hall, three (03) digital classrooms, 15 classrooms, well-furnished canteen, visitors room, two chowkidar sheds, cycle stand, well equipped office room, teachers common room, principal room, boys common room, girls common room, art room, facilities for physical education, ICT lab with 25 computers, a conference room, and curriculum laboratory.

Since its inception college has been doing well in its academic performance by securing 100% result. In 2013 one of our students secured first class first position in B.Ed. final examination of Gauhati University.

Dedicated to instilling a sense of social responsibility in students, the institution actively engages in outreach programs organized by Research and Outreach Activities committee. These activities aim to heighten students' awareness and sensitivity toward the society. In the year 2017, the college joyously celebrated its Silver Jubilee Year, marking a significant milestone with a profound sense of pride and fulfilment.

Vision

To be a world class educational and research institution in the service of humanity by promoting quality education and produce quality teachers who will be able to create new generation for the development of the society.

Mission

1. To produce Nation builder.
2. To inculcate human values among the student teachers with special reference to the Indian knowledge system.
3. To make familiar with modern technological means.
4. To create world citizenship.
5. To upgrade the institution with new curriculum/ courses as per NEP 2020.
6. To make aware the students gender mainstreaming.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Institutional Strengths:

1. All qualified teachers, supported by office and library staff, contribute to effective teaching, mentoring, and guidance in the institution.
2. Members of the governing body are eminent and experienced administrator who contribute subsequently towards quality enhancement.
3. Satisfactory performance of the students in scholastic and non- scholastic area.
4. Adequate infrastructure facilities of the college.
5. Digital library facilities with preservation of rare documents.
6. Healthy relationship among staff and students.
7. Inclusive profile of students.
8. Academic oriented and supportive management.
9. Pollution free and safe environment.
10. College has active research committee for the promotion of innovative research.
11. AAA and Green Audit is done yearly.

Institutional Weakness

Institutional Weakness:

1. Limited intake capacity as per the demand of the applicant.
2. Research facilities not enough as per requirement.
3. Lack of enough open space in the campus.
4. Playground of the other institution is shared for outdoor activities.

5. The curriculum is under full control of Gauhati University restricting flexibility in curriculum design.

Institutional Opportunity

Institutional opportunities:

1. Enhancement educational facilities by introducing P.G. course.
2. Academic exchange with higher education institutions.
3. International boundary for cultural exchange.
4. Attraction for national and international students.
5. Skill mission India is our opportunities.
6. Collaborative opportunities.
7. Provision for increase the intake capacity.
8. Imparting quality education by adopting SDG.
9. Inclusion of Indian Knowledge System.
10. Adoption of learner centred teaching and learning strategies.
11. Receptive management.
12. Research environment.
13. Automation and digital library facilities.
14. Office automation system can be implemented.
15. Good scope for extension services in schools and community.

Institutional Challenge

Institutional Challenges:

1. Lack of full control over Curriculum Planning and Development.
2. Motivating faculty members to conduct quality research project for getting fund from National and International agencies.

3. Being a self -financed institution no govt. fund received so far.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

College of Education, Nagaon follows the Curriculum of the Affiliating University i. e Gauhati University for the B.Ed., M.Ed. and B.A. course, still College has its own mechanism of Curriculum planning to cater the student's diversity. Being a teacher Education institution College has fulfilling the responsibilities of producing quality teacher and. responsible Citizens for the society. For fulfillment of the purpose College properly plans its curriculum by preparing effective Academic Calendar and daily class routine. Beside the curriculum of Gauhati University college offers some important course content for the students so that they will be able to cope up with the present competitive society and achievement.

College has provided the platform to expose their inner potentialities in different ways such as participation in cultural events, games and sports, literary events, preparation of wall magazine, annual magazine, contribution of research papers and article for journal and book publication, active involvement in different workshop on life skills, participation and organization of different workshop for professional development etc.

College also tries to provide value added courses not only for its learners but also for the community. One art school under 'Lalit Kala Kendra Guwahati' has been running by the art faculty of the college for the purpose of community service since 2017. Yoga and Meditation program is frequently organized in the college and in the schools of community. College organizes many short term courses for the benefit of the learners of local community. College provides opportunities for self-study courses by giving infrastructural and academic facilities.

Teaching-learning and Evaluation

Teaching learning and evaluation is the heart of every educational institution. For effective curriculum transaction and to know the learning outcome teaching learning and evaluation is the best mechanism. College of Education, Nagaon has its own unique teaching learning mechanism to meet the challenges and honoring the students diversity.

College offers learner centric teaching learning facility to produce quality teacher for the society. Classroom transaction is made on activity based in where learner has to involved fully. No learner is left behind due to ignorance. Brain storming and group discussion is preferably used instead of traditional lecture method. Bilingual is applied in classroom transaction in evaluation system. E-content is provided to the learners for better understanding of the subject matter. College teaches the students how to teach in their future as teacher in school. Besides internship and practice teaching period student teachers are sent to the adopted schools and 'Srimanta Sankar Mission' orphanage which is a collaborative institution of the college.

Moreover for taking remedial classes college sends B.Ed. and M.Ed. students under the supervision of college mentor. Before every HSLC examination, college arranges one month remedial classes for the students in the adopted schools especially in science and mathematics.

college canteen is handed over at free of cost to a needy family for their livelihood specially to educate their

two children. College has provided teaching learning opportunities to the two children by offering free tutorial classes by the B.Ed. students frequently in the college campus.

College has a systematic evaluation mechanism to know the learners progress. At the very beginning of the each session for Both M.Ed. and B.Ed. College arranges two induction classes for each to know the students diversity. The chief motto of the college is the fullest development of the learner. Through interaction, observations, and sudden test college identifies the learner's ability and provides them knowledge accordingly. Again, college offers the opportunities to the students to perform in different levels of their interest to become a perfect teacher and a human being in future. College has continues and comprehensive evaluation mechanism to assess the learners progress.

Infrastructure and Learning Resources

College of education Nagaon has situated in the heart of the Nagaon town with a campus area of 1.25 Acres and a built up area of 3331.73 square metres. The College of Education in Nagaon has a good setup for learning. The teachers are qualified and experienced according to the standards set by the NCTE. There are 24 teaching and 10 non teaching staff . College of Education, Nagaon provides quality in terms of physical facilities to bring excellence in the teaching learning process. The college has total 15 classrooms including three ICT enable smart class room , a multi purpose hall, one auditorium and one conference hall . A well equipped ICT laboratory with 24 no.s of computers and other ICT equipments for students and faculties. The college also has a psychological laboratory for conducting psychological practical. The laboratory has all the provisions needed to fulfill the students' requirement for conducting practical. The college also has a well equipped geography laboratory and a language laboratory. The college has a library with more than 6500 books, sufficient journals and reference books. Library record is maintained both manually and digitally. The library has a library management software SOUL 2.0 and e library facility. The college has a well designed and well maintained Art room. Sports facilities such as Badminton, Cricket, Carom, Chess, Volleyball, Football, tug of war etc. are available in the physical education room.

Student Support and Progression

Students are the main pillar in every educational institution. College of Education, Nagaon treats the students as soul of the system. College not only focuses on educational upliftment and career establishment of the students but also tries to create a fully developed person for the nation. College always cares for the students progression during the course of study and as alumni.

An active alumni association is established in the year 2014 and it works for the support of the institution in different ways. Alumni are strongly involved in different activities of the college as members of different committees. Alumni of the college has participated in the curriculum planning, teaching learning process, organization of Health Camp and different outreach activities. Alumni association of the college also kept record of the present status of alumni. Alumni association of the college maintains the beautification and college garden.

College has mentoring mechanism with a 10:1 ratio of student teacher. Students are continuously under supervision of mentors for educational, vocational and personal guidance and counseling. M.Ed. students are guided by supervisors during their dissertation project. And also provide guidance for research work such as seminar paper presentation, research paper writing etc.

For the students progression college has a specific mechanism of self-study course. Digital library facilities are available for continuing self- study course of students. Some students of the college successfully completed competitive examinations Assam govt. Most of them have joined as teachers in various secondary schools, college and Teacher Education Institutions. Through placement cell college offers job opportunities to the students and alumni.

Governance, Leadership and Management

College of Education Nagaon works to fulfill its vision and mission. The institution has the motto to be a world class educational and research institution in the service of humanity by promoting high quality education.

College has an efficient and transparent administration. College Governing Body is constituted as per the guidelines of Gauhati University for a tenure of three (03) years. To operationalize the vision and mission, college Governing Body provides all the necessary support to manage, supervise and administer the college activities. Under the able guidance of the Governing Body, the principal takes decisions and delegate responsibilities to faculty and staff for smooth functioning of the college.

College administration is made decentralized by distributing works at different levels. The Coordinator of IQAC and Teacher in-charges of various committees and cells formed for quality development along with the students, non-teaching staff, community members and alumni members work collectively. This process plays an important role in determining the institutional policies, perspective plans and implementing the same in a smooth manner. Freedom is provided to the faculties in the process of curriculum transaction.

College management monitors the functioning of the institute through the members in charge of various developmental policies. Welfare measures are adopted by the management through financial assistance provided for continuing higher study, attending seminar/ workshop, granting study leave, medical leave etc. Health insurance policy is in place for both teaching and non-teaching staff. College organizes curricular and co-curricular activities in a systematic manner for the well -being of the students.

Institutional Values and Best Practices

IQAC of College of Education, Nagaon was constituted in 2010 with the purpose of maintenance quality culture of the institution. IQAC is a mechanism to build and ensure a quality culture, institutional values and best practices at the institutional level. The IQAC is meant for planning, guiding and maintaining quality assurance (qa) activities of the institution. IQAC has the prime responsibility to initiate, plan and supervise various activities that are necessary to increase the quality of the educational institution. The IQAC formulates policies to ensure the quality initiatives. IQAC of College has taken initiative to obtain inputs from all stakeholders viz. the management, Principal, faculty, administrative staff, students, Alumni, parents, and community members.

The IQAC of College of Education Nagaon organizes various workshop, seminars and other educational events to maintain quality initiatives. The IQAC organizes workshop on lesson plan, gender awareness, training programme on online teaching, workshop on skill development, celebrations of community festivals etc. for enhancing the quality assurance of the institutions.

As a Teacher Education Institution College focuses on inculcating human values among student teachers,

teacher educators and community people through activities like teaching provided to the two children of Canteen owner by the M.Ed. and B.Ed. students, preservation of wall magazine in hand written format by next year student teachers, provides educational guidance and organizes awareness programmes on social matters in the adopted villages of the college; educational guidance and mental support to children of Srimanta Sankar Mission orphanage and Srimanta Sankar Mission Andha Vidyalaya, Nagaon; takes initiatives for protection and care of Street animal; offers honour to the former members of G.B. for their contribution in growth of the college in community festivals that college celebrated; focus on develops respect towards natural resources.

College has taken initiatives to maintain green campus. College is trying to make the office paperless. Rain water harvesting is done in the campus. College always focuses on use of natural resources. Solar energy is installed in the college to reduce the use of electricity. College organizes yoga and meditation classes for inculcating spirituality among the students.

Research and Outreach Activities

College focuses on innovative research for the better understanding of educational problems. Students get involved in action research to find proper solution of classroom problems in practice teaching and internship period. M.Ed. students are prepared to present seminar paper in first year that help them dissertation project in second year. Faculties have research publication with ISSN/UGC Care and ISBN in every academic year. National /International Seminars and Faculty Development Programmes are attended and participated regularly by faculties. College organizes two orientation programs in an academic session for development of professionalism among faculties'. To provide research Support to students and faculties college yearly publish an edited Book with ISBN. College has also published an ISSN peer viewed journal.

Outreach activities are integral part of College of Education, Nagaon. College not only works for benefit of its learners but it works for development of community also. College has maintained a good relationship with practice teaching and internship schools. The college organizes different workshops for development of students in those schools.

College has adopted two schools and provides academic support and facilities to the students. Every year college conducts remedial classes for one (01) month to the H.S.L.C. candidates.

The institution has MoU with four institutions i.e. Morigaon College of Education, Mahapurusha Srimanta Sankardeva Viswadyalaya, Uma Global New York and Nagaon Child Development Society and Srimanta Sankar Mission orphanage to work collectively for the development of education and community.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	COLLEGE OF EDUCATION
Address	S.M.ROAD PANIAGAON, NEAR NORMAL SCHOOL DISTRICT NAGAON STATE ASSAM PIN CODE 782003
City	NAGAON
State	Assam
Pin	782003
Website	www.collegeofeducation.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Manoshikha Baruah	03672-314114	9864922890	-	collofedu@yahoo.com
IQAC / CIQA coordinator	Sewali Borah	-	9365063923	-	sewaliborah10@gmail.com

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
NCTE	View Document	09-09-2004	235	Since the institution is recognized by NCTE permanently Hence validity in months is counted from the date of recognition to till date

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	S.M.ROAD PANIAGAON, NEAR NORMAL SCHOOL DISTRICT NAGAON STATE ASSAM PIN CODE 782003	Urban	1.25	3331.73

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BEd,Bed,	24	graduate	English,Assamese	100	100
UG	BA,Ba,	36	Higher Secondary pass	English,Assamese	120	0
PG	MEd,Med,	24	B.Ed	English	50	33

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	2				2				21			
Recruited	0	1	0	1	0	2	0	2	4	17	0	21
Yet to Recruit	1				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	8	2	0	10
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	2	0	0	1	0	2	2	0	7
M.Phil.	0	1	0	0	0	0	0	2	0	3
PG	0	2	0	0	1	0	4	12	0	19
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/ LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
		0	1	0	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	25	0	0	0	25
	Female	75	0	0	0	75
	Others	0	0	0	0	0
PG	Male	12	0	0	0	12
	Female	21	0	0	0	21
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	1	1	5	1
	Female	2	5	4	9
	Others	0	0	0	0
ST	Male	1	3	4	1
	Female	5	11	8	17
	Others	0	0	0	0
OBC	Male	5	6	6	8
	Female	17	16	16	14
	Others	0	0	0	0
General	Male	26	18	23	22
	Female	90	67	67	58
	Others	0	0	0	0
Others	Male	0	3	9	3
	Female	1	8	8	17
	Others	0	0	0	0
Total		148	138	150	150

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>The College follows the Vision of National Education Policy, aiming to provide good education and build skilled people who can contribute globally. It focuses on NEP principles, providing diverse teaching methods using technology to encourage logical thinking, creativity, and problem-solving. Being a composite institution the College of Education Nagaon offers a mix of courses like B.Ed, M.Ed and B.A including Drama & Art and ICT based learning. Teachers are using different methods for various subjects, making learning fun and practical. We have conducted different activities and workshops to boost skills among student teachers. Also, we're collaborating with other national and</p>
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	<p>international institutions to give students teachers a real-world experiences. The college also preparing for introducing 4 years integrated B.Ed (ITEP) course as per NEP 2020. The college has introduced 3 years B.A course under Gauhati University as a first step towards multidisciplinary approach.</p>
<p>2. Academic bank of credits (ABC):</p>	<p>The College of Education Nagaon is preparing for the implementation of the Academic Bank of Credits (ABC) in line with the National Education Policy (NEP) . To prepare for this , the college is undergoing several key initiatives. Technological infrastructure is being upgraded to support the digital framework required for ABC operations.The readiness of the institution to implement the Academic Bank of Credits relies on the guidelines given by both the affiliated university and the Higher Education Department.As and when the College will offer multidisciplinary courses as per NEP 2020, the college will comply with the guidelines of Gauhati University for Academic Bank of Credits (ABC). Faculty members are undergoing specialized training to understand and effectively navigate the intricacies of ABC.Student awareness programs are being conducted to ensure understanding of ABC's benefits. Collaborative partnerships with other educational institutions are being forged to facilitate seamless credit transfer. Continuous evaluation and feedback mechanisms are being put in place to monitor the efficacy of ABC implementation. Through these efforts, the College of Education Nagaon aims to embrace ABC and make education more flexible and accessible for all stakeholders.</p>
<p>3. Skill development:</p>	<p>Following the guidelines of NEP 2020,College of Education Nagaon focuses on collaborative learning, where fast learners interact with slow learners through peer teaching. We also use group discussions in teaching learning methodology , where groups of teachers tackle various aspects of a subject together. Our approach to teaching for student teacher has shifted from simply filling students' minds with information to helping them develop various skills. To support this, we've conducted different orientation program for teachers and students to make them familiar with the changes outlined in NEP 2020. Our college is committed to fostering innovation among students and faculty alike. We conduct different seminar, workshops to develop soft skills like self-</p>

	<p>awareness, time management, goal setting, E-learning etc. Students are trained to integrate technology into their lesson plans. Practical workshops and competitive exams preparation training are also available, and we organize special lectures and activities to promote values such as communal harmony, Gender awareness and spiritual empowerment . Different Workshops for promoting skills in Art and Craft is also organized by the college. All these efforts are reflected in our curriculum and teaching methods, aiming to empower students with the skills they need to survive in today's real world.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>The college teaches Indian languages like Hindi, Assamese and Bengali to keep these languages alive and encourage students to learn them. Through these languages student teachers are provided with various knowledge of rich Indian heritage, classical literature, philosophy, science, maths, yoga, social sciences etc. College organizes competitions for student teachers on different aspects of Indian literature, culture etc. to make them well acquainted . College also organizes report writing on different movies based on Indian culture and tradition. Workshop on story telling through advertisement (Stories of biographies of different great Indian men and women) is organized by the college to make the student teacher aware about their work and sacrifices to the Indian society. Through the teaching of Art and drama, college organizes different activities to promote ancient Indian culture and Art. The student teachers are taught to prepare lesson plans in different Indian languages about topics related to Indian culture, civilization, History, Geography and Mathematics. The college plans to put translation software of Indian language on all computers. As the college expands, it will offer more Indian languages and classical languages. College also focus on Indian folk stories and culture through different projects. Students in the M.Ed. program study Indian knowledge system as a part of their syllabus. Both faculty and students are encouraged to take online courses through different learning platform like SWAYAM, SWAYAM PRABHA, different websites, YouTube Channels etc.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>Outcome-Based Education (OBE) is an educational approach that concentrates on defining specific</p>

learning outcomes or competencies students should achieve by the end of a course or program. It prioritizes measurable results over merely completing a certain number of courses or accumulating credits. OBE aims to ensure students acquire the necessary knowledge, skills, and attitudes to succeed in their future pursuits, whether in the workforce or further education. College of Education Nagaon offer three programs: B.Ed, M.Ed. and B.A and follows the curriculum for these programs to meet both local and global needs. The college focuses on providing outcome based education to the learners so that the students can develop the skills which would help them in their future life. Keeping in view the guidelines of NEP 2020 College conducted different workshop such as workshop on Terracotta, Bamboo Work, Clay lamp making (Maatir Saaki), Paper bag making, showpiece from waste product etc. to develop the skill of productivity among the learners. Besides teaching specific skills, college also focuses on teaching students to be socially responsible, ethical, and entrepreneurial.

6. Distance education/online education:

The college encouraged its faculty to leveraging online platforms like zoom , Google Meet, WebEx to deliver courses amidst the pandemic. Throughout the covid-19 pandemic, students enrolled in both the regular B.Ed. and M.Ed. programs received instructions via online platforms like zoom, Google Meet. Moreover, the institution actively encouraged student teacher to pursue additional courses for their professional development through MOOCs (Massive Open Online Courses) as part of open and distance learning. Specifically, the SWAYAM platform has been highlighted as a resource for MOOCs, with a particular emphasis on its relevance for B.Ed. and M.Ed. students. A series of workshop on MOOC- E learning and National Digital Library was conducted by the college to encourage both the faculty members and student teachers to enhance knowledge on online education. The student teachers are also encouraged to take the opportunities of distance education Programmes for their academic growth. The institution is committed to integrating technologies such as artificial intelligence, Soft- Computing, machine learning etc. as value-added courses. These technological advancements are envisioned to enhance various facets of education, aiming to

optimize the learning experience for students. In line with this technological evolution, the institution actively promotes its faculty and student teachers to use of online tools and platforms and to participate in virtual seminars, conferences, Short Term Courses and quizzes etc. The adoption of Google Classroom and Google form facilitates seamless communication and collaboration among students, while also enabling teachers to deliver personalized feedback. Moreover, the institution is committed to promote interactive learning experiences through face-to-face interactions facilitated by two-way video and audio interfaces. By embracing these advancements and addressing associated challenges proactively, the institution endeavors to ensure the continued delivery of quality education in the digital age.

Institutional Initiatives for Electoral Literacy

<p>1. Whether Electoral Literacy Club (ELC) has been set up in the College?</p>	<p>Yes. Electoral Literacy Club (ELC) has been set up in the College on 26/02/2024. Following are the Members of Electoral Literacy Club (ELC) 1) Biplob Mahanta, Faculty co-ordinator 2) Jahnavi Das, Faculty 3) Tulika Saikia, Faculty 4) Kaustav Borah, Student Co-ordinator 5) Sazidur Rahman, Student Member</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>es, Kaustav Borah, as a Students' co-ordinator and Biplob Mahanta, as a co-ordinating faculty member appointed by the College. ELC is functional from 26/02/2024 with the following objectives: To educate people about the importance of voting, electoral processes, and their rights and responsibilities as voters. To make aware about the registration of eligible voters and ensure they are informed about the registration process and deadlines. To provide accurate and unbiased information about candidates, political parties, and election issues, enabling voters to make owned decisions. To contribute to the development of a sustainable democratic culture by instilling values such as accountability, transparency, and respect for the constitution. Yes, ELC is representative in character.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral</p>	<p>College of Education, Nagaon conducted Voter Awareness programme for the people of Barchapori village Nagaon . This campaign aware the people</p>

<p>processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>about ethical voting, electoral processes, and their rights and responsibilities as voters .The under privileged sections of society benefited a lot from this awareness program. Moreover College of Education Nagaon provides information to the people about the arrangements made by district administration as per instruction of the election commission for disabled person and elderly people for exercising their vote.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The College of Education Nagaon encourages the student teachers to participate in various competitions such as Extempore Speech, debate, slogan writing and quiz related to democratic principles, Electoral process , fundamental rights etc. College arranges seminars , workshop on Rights and Duties of the Citizens, street play to aware the voter for encouraging the people to participate in the democratic process.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>College of Education Nagaon encouraged the student teachers to aware and help students who are above 18 years and not enrolled in the electoral roll by providing information about the process of through which one can enrolled as voter. Besides during the period of internship the student teachers conducted different activities in their intern schools such as debate competition , extempore speech, Art Competition to make the student aware about electoral process of our country.</p>

Extended Profile

1 Students

1.1

Number of students on roll year-wise during the last five years..

2022-23	2021-22	2020-21	2019-20	2018-19
143	149	139	148	150
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of seats sanctioned year wise during the last five years..

2022-23	2021-22	2020-21	2019-20	2018-19
270	270	270	150	150
File Description		Document		
Letter from the authority (NCTE / University / R		View Document		
Institutional data in prescribed format		View Document		

1.3

Number of seats earmarked for reserved category as per GOI/ State Govt. rule year wise during the last five years..

2022-23	2021-22	2020-21	2019-20	2018-19
99	99	54	54	54
File Description		Document		
Institutional data in prescribed format		View Document		
Central / State Govt. reservation policy for adm		View Document		

1.4

Number of outgoing/ final year students who appeared for final examination year wise during the last five years..

2022-23	2021-22	2020-21	2019-20	2018-19
140	129	142	143	99
File Description		Document		
List of final year students with seal and signat		View Document		
Institutional data in prescribed format		View Document		

1.5**Number of graduating students year-wise during last five years..**

2022-23	2021-22	2020-21	2019-20	2018-19
133	162	142	137	99
File Description		Document		
Institutional data in prescribed format		View Document		
Consolidated result sheet of graduating students		View Document		

1.6**Number of students enrolled(admitted) year-wise during the last five years..**

2022-23	2021-22	2020-21	2019-20	2018-19
143	149	139	148	150
File Description		Document		
Institutional data in prescribed format		View Document		
Enrollment details submitted to the state / univ		View Document		

2 Teachers**2.1****Number of full time teachers year wise during the last five years..**

2022-23	2021-22	2020-21	2019-20	2018-19
25	24	24	24	24

File Description	Document
Institutional data in prescribed format	View Document
Copy of the appointment orders issued to the tea	View Document

2.2

Number of Sanctioned posts year wise during the last five years..

2022-23	2021-22	2020-21	2019-20	2018-19
25	24	24	24	24

File Description	Document
University letter with respect to sanction of p	View Document

3 Institution

3.1

Total expenditure excluding salary year wise during the last five years (INR in lakhs)..

2022-23	2021-22	2020-21	2019-20	2018-19
20.06	34.58	29.42	65.51	44.26

File Description	Document
Audited Income Expenditure statement year wise d	View Document

3.2

Number of Computers in the institution for academic purposes..

Response: 24

File Description	Document
Invoice bills of purchase of computers	View Document
Copy of recent stock registers	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curriculum Planning

1.1.1

Institution has a regular in house practice of planning and/or reviewing, revising curriculum and adapting it to local context /situation.

Response:

College of Education, Nagaon, is prominent Teacher Education institution committed to providing high quality pedagogical knowledge and fostering the holistic development of future educators. College diligently follows the prescribed curriculum of Gauhati University and implements best practices to ensure the academic excellence of its programs. An effective curriculum as well as its efficient delivery system is integral to quality education and is best suited to enable individuals to live as human being and productive lives as responsible citizens of the society. Gauhati University (GU) conducts common entrance test for B.Ed. and M.Ed. admission. College prepares a merit list from the applicants who cleared GU common entrance test for admission.

College strictly follows the curriculum prescribed by the Gauhati University for running B.Ed. M.Ed. and B.A. course. Although, college does not have autonomy in setting up the curriculum; but the curriculum being taught is constantly under surveillance of the stakeholders and by the affiliating university. Keeping in view of the student's diversity and to cope up the students with current needs some important areas are included in the B.Ed. and M.Ed. curriculum. Before the commencement of every academic session, orientation meeting and planning to review the curriculum headed by the Principal is done with the help of the committee of Curricular Aspect. It is done to review the curriculum for gap analysis and to discuss the different kinds of issues keeping in mind the local and global needs of the students and the society.

College time table is maintained for effective transaction of the curriculum. As per the needs of the community and the student's diversity classes for current affairs, group discussion and library classes are allotted in the time table of the institution. Besides classes for seminar paper presentation, question paper setting, research article writing is included in the daily class routine.

Committee of Curricular Aspect plans for value-added courses as per the needs of the society. The college has been running an Art school for the students of the local community by the Art faculty of the college since 2017. Besides college organizes short-term value-added courses like recitation, spoken English, yoga and meditation etc.

The authority of the institution conducts academic meeting to monitor the implementation and process of all the activities according to the academic calendar. The dates of seminar, project work, group discussion, assignments are fixed by the teachers of the college after due discussion. Periodic meetings are also held to review the availability of books and various study material for trainees in the library. In

case, available resources are not sufficient for maximum learning outcomes, it is reported to the librarian who ensures a quick follow up of the demand. Workshop, seminars and conferences are organized by the college as a part of curriculum planning. For this, experts from different fields are invited. Presentation of papers and participation in seminars, conferences and workshops by the faculty is a regular practice of the college.

Delivering ICT enabled digital lesson in order to build skills in the teaching profession. Students are exposed to technology like power point presentation; online courses, use of smart boards etc. are used as teaching methods in the classroom.

File Description	Document
Plans for mid- course correction wherever needed for the last completed academic year	View Document
Plan developed for the last completed academic year	View Document
Details of a. the procedure adopted including periodicity, kinds of activities, b. Communication of decisions to all concerned c. Kinds of issues discussed	View Document
Any other relevant information	View Document
Paste link for additional information	View Document

1.1.2

At the institution level, the curriculum planning and adoption are a collaborative effort;

Indicate the persons involved in the curriculum planning process during the last completed academic year

- 1. Faculty of the institution**
- 2. Head/Principal of the institution**
- 3. Schools including Practice teaching schools**
- 4. Employers**
- 5. Experts**
- 6. Students**

7. Alumni

Response: A. Any 5 or more of the above

File Description	Document
Meeting notice and minutes of the meeting for in-house curriculum planning	View Document
List of persons who participated in the process of in-house curriculum planning	View Document
Data as per Data Template	View Document
Any other relevant information	View Document
A copy of the Programme of Action for in-house curriculum planned and adopted during the last completed academic year	View Document

1.1.3

While planning institutional curriculum, focus is kept on the Programme Learning Outcomes (PLOs) and Course Learning Outcomes(CLOs) for all Programmes offered by the institution, which are stated and communicated to teachers and students through

- 1. Website of the Institution**
- 2. Prospectus**
- 3. Student induction programme**
- 4. Orientation programme for teachers**

Response: A. All of the above

File Description	Document
Report and photographs with caption and date of teacher orientation programmes	View Document
Report and photographs with caption and date of student induction programmes	View Document
Prospectus for the last completed academic year	View Document
Data as per Data Template	View Document
Any other relevant information	View Document
URL to the page on website where the PLOs and CLOs are listed	View Document
Paste link for additional information	View Document

1.2 Academic Flexibility

1.2.1

Curriculum provides adequate choice of courses to students as optional / electives including pedagogy courses for which teachers are available

Response: 90.38

1.2.1.1 Number of optional/ elective courses including pedagogy courses offered programme - wise during the last five years.

2022-23	2021-22	2020-21	2019-20	2018-19
53	53	43	43	43

1.2.1.2 Number of optional / elective courses including pedagogy courses programme wise as per the syllabus during the last five years..

2022-23	2021-22	2020-21	2019-20	2018-19
61	61	46	46	46

File Description	Document
Data as per Data Template	View Document
Circular/document of the University showing duly approved list of optional /electives / pedagogy courses in the curriculum	View Document
Any other relevant information	View Document
Academic calendar showing time allotted for optional / electives / pedagogy courses	View Document
Paste link for additional information	View Document

1.2.2**Average Number of Value-added courses offered during the last five years****Response:** 1.2**1.2.2.1 Number of Value – added courses offered during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	1	1	1

File Description	Document
Data as per Data Template	View Document
Brochure and course content along with CLOs of value-added courses	View Document
Any other relevant information	View Document
Paste link for additional information	View Document

1.2.3**Percentage of Students enrolled in the Value-added courses mentioned at 1.2.2 during the last five years****Response:** 24.01**1.2.3.1 Number of students enrolled in the Value – added courses mentioned at 1.2.2 during the last**

five years

2022-23	2021-22	2020-21	2019-20	2018-19
23	20	22	67	43

File Description	Document
Upload any additional information	View Document
List of the students enrolled in the value-added course as defined in 1.2.2	View Document
Course completion certificates	View Document
Paste link for additional information	View Document

1.2.4

Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through

- 1.Provision in the Time Table**
- 2.Facilities in the Library**
- 3.Computer lab facilities**
- 4.Academic Advice/Guidance**

Response: C. Any 2 of the above

File Description	Document
Relevant documents highlighting the institutional facilities provided to the students to avail self study courses	View Document
Document showing teachers' mentoring and assistance to students to avail of self-study courses	View Document
Data as per Data Template	View Document
Any other relevant information	View Document
Paste link for additional information	View Document

1.2.5

Percentage of students who have completed self-study courses (online /offline, beyond the curriculum) during the last five years

Response: 0**1.2.5.1 Number of students who have completed self-study course(s) (online /offline, beyond the curriculum) during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
List of students enrolled and completed in self study course(s)	View Document
Data as per Data Template	View Document
Certificates/ evidences for completing the self-study course(s)	View Document
Any other relevant information	View Document
Paste link for additional information	View Document

1.3 Curriculum Enrichment**1.3.1**

Curriculum of the Institutions provides opportunities for the students to acquire and demonstrate knowledge, skills, values and attitudes related to various learning areas

Response:

A fundamental or coherent understanding of the field of teacher education:

The Teacher education curriculum covers all the perspectives on education, pedagogical studies and field practicum and optional papers. The curriculum of Teacher Education provides meaning, importance, aims and structure of Teacher Education at different levels , types of teacher education and different agencies of teacher and their roles. College of Education, Nagaon follows the curriculum provided by Gauhati University and the norms of NCTE for B.Ed. and M.Ed. course. It provides equal weightage to theory and practical.

College of Education, Nagaon always provides a conducive environment for learning. At the very beginning of the course both M.Ed. and B.Ed., College make the students aware regarding the course contents, rules and regulations, and code of conduct. They are constantly trained for an efficient teacher for their future. Students are also trained for social awareness on important issues.

Procedural knowledge that creates teachers for different levels of school education skills that are specific to one's chosen specialization:

The institution guarantees to enable the students to acquire the knowledge and the skills for different levels of school education through innovative techniques and hands-on experience such as, micro teaching, practice teaching, demonstration classes, internship, field engagement, fieldtrips, picnic etc. Faculty of the college uses different strategies and techniques like demonstrations, seminars, workshops, group discussions, PowerPoint presentations, preparation of teaching aids, lesson plan for clarity and understanding of each subject prescribed in the curriculum. These strategies further shape their skills of teaching during internship programme. Besides knowledge of the curriculum as prescribed by the Gauhati University, various value-added courses also provided to the prospective teacher for enhancing skills required in the profession.

Capability to extrapolate from what one has learnt and apply acquired competencies:

College of Education, Nagaon provides an opportunity to apply and practice their acquired knowledge in real life situation. Acquired knowledge and competency is practiced by the students during school internship, field engagement activities and practice teaching etc. Students of M.Ed. also apply the acquired competencies in preparing of their dissertation, research papers, question paper setting, paper presentation etc. Students are given opportunities to apply learnt knowledge to real life situations through participation in team-work, assignments, reports and various competitions organized at different levels.

Skills/Competencies such as Emotional Intelligence, Critical Thinking, Negotiation and Communication Skills, Collaboration with others, etc

College of Education, Nagaon has a well-organized policy for development of different skills among the students. For fulfilling that purpose college organizes many workshop, seminars and discussion programs on different topics and themes. Through these workshops, seminar and discussion programme college tries to develop different type of skills and to inculcate values and attitudes. Students are encouraged to organize different activities such as wall magazine preparation, annual magazine preparation, organizing different festivals and events in college and internship schools.

File Description	Document
Photographs indicating the participation of students, if any	View Document
List of activities conducted in support of the above	View Document
Documentary evidence in support of the claim	View Document
Any other relevant information	View Document
Paste link for additional information	View Document

1.3.2

Institution familiarizes students with the diversities in school system in India as well as in an international and comparative perspective.

Response:

College of Education, Nagaon provides effective theoretical presentations that help student trainees to understand diversified school system at different stage of education. Students are made aware of functioning of different school system through various field engagement program, awareness programmes, guidance and counseling programs etc. Students are encouraged to observe and prepare a profile of the school running under different boards. Students of M.Ed. are also encouraged to visit different schools functioning under different boards for their research project.

In India, education is primarily regulated by different boards of school education at both the central and state levels. Each board follows its own curriculum, examination pattern, assessment system, norms, standards and policies etc. The students are acquainted with the school system during the induction session conducted before the commencement of practice teaching and internship program. Students are sent to observe Government as well as Private schools in rural and urban areas.

Students observe and perceive the presence of functional differences among schools, thus, ensuring appropriate expansion of knowledge. Functioning of different schools are differs due to different board. College provides guidance on it by the respective mentors and asked them to prepare a report of the differences in the functioning in respect of syllabus, administrative system, curricular transaction, faculty recruitment, admission system, and management etc. of various boards.

Institution prepares the students for internship programme making them aware about the assessment and evaluation system, norms and standards laid down by different boards by organizing workshop. Moreover student teachers are taught about question paper setting, blue print preparation, annual scheme of work, standardized achievement test etc. in regular class sessions. During Internship program, Students Trainees become more familiar with the assessment and evaluation system, norms and standards laid down by different Boards.

The observation and practice of these norms and standards lead the students to understand the diversity in school Education system. Student teachers are given good opportunities to imbibe such standards, so as to cater to the diverse needs of students and to ensure maximum learning amongst the students for their holistic development. Some variations in admission procedure, curriculum transaction, assessment system, evaluation system are present among different Boards.

Student teachers of the College are allotted with different schools of Secondary level both Govt. and Private to know about the different systems and curricular structure. They are also given opportunity to visit schools, from both rural and urban areas to understand and find out the diversity prevailing in the system. Student trainees are also allowed to visit blind schools to know their teaching learning system. Sometime students are also allowed to watch movies that deliver educational values and reflect educational system of India and other parts of the world which helps the student trainees to analyze, compare and better understanding of the Education System.

File Description	Document
Documentary evidence in support of the claim	View Document
Any other relevant information	View Document
Action plan indicating the way students are familiarized with the diversities in Indian school systems	View Document
Paste link for additional information	View Document

1.3.3

Students derive professionally relevant understandings and consolidate these into professional acumen from the wide range of curricular experiences provided during Teacher Education Programme

Response:

The College of Education, Nagaon provides a conducive environment to develop the prospective teachers from every aspect including social, moral, cultural and academic by providing wide range of curricular experiences. College of Education, Nagaon made efforts to enable the Students teachers to develop understanding of the interconnectedness of various learning experiences and skills to make them ready for the professional field. Students acquire mastery in different teaching skills through micro teaching workshop and demonstration classes. They also get knowledge of child Psychology and Educational Psychology by providing online link. Student teachers are taught about solving the classroom problems of the learners by applying scientific technique which helps them to face classroom problems and solve of their own. College offer different programs on emotional intelligence, social intelligence, critical thinking and communication skills etc.

Besides student teachers are involved in teaching by sending them to the adopted schools frequently. Moreover they are engaged in guiding and teaching the two children of the family who run the college canteen.

To realize the vision and mission college always adopts some innovative techniques i.e. Experiential learning, Brain storming, Role playing etc. Curriculum of the both B.Ed. and M.Ed. course is very helpful for acquiring efficiency in the field of teaching profession. Along with the different theoretical knowledge college provides opportunities to involve in different activities such as organization of different festivals, events, observation of national and international days, community service to prepare them for better future.

Before organization of micro teaching workshop, student teachers are taught about lesson planning on school subjects, teaching-aid preparation, question paper setting, blue print, use of ICT etc. in teaching learning process., Micro-Teaching is a teacher training technique to produce effective teachers. This institution organizes workshop for ten (10) days on Micro teaching with the purpose to develop the skills that would help to be an effective teacher. During the period students teachers are actively involved in

teaching as well as evaluating the peer teaching to bring perfection in them. It focuses on sharpening and developing specific teaching skills and eliminating errors. Demonstration classes are done by the method teachers bringing students from nearby secondary schools and discussion on demonstration classes is also held and student teachers actively take part in it.

M.Ed. Students are encouraged to make research study for solving educational problems in scientific way through their dissertation work. As the students are encouraged to participate in different workshops, seminars, skill development programme they become able to lead and organize such programme in their internship schools for holistic development of the learners.

Students are prepared for all school related activities such as time table preparation, conducting morning assembly, organizing Parent Teacher Meet, guidance and counseling for the needed students, to organize field visit, educational tour, preparation of wall magazine, and doing various team work.

Students are also encouraged to organize environmental awareness programme among the school students by conducting activities like paper bag making, use of waste material, planting and caring trees, banning of plastic items etc.

File Description	Document
Documentary evidence in support of the claim	View Document
Any other relevant information	View Document
Paste link for additional information	View Document

1.4 Feedback System

1.4.1

Mechanism is in place for obtaining structured feedback on the curriculum – semester wise from various stakeholders.

Structured feedback is obtained from

- 1. Students**
- 2. Teachers**
- 3. Employers**
- 4. Alumni**
- 5. Practice teaching schools/TEI**

Response: A. All of the above

File Description	Document
Sample filled-in feedback forms of the stake holders	View Document
Any other relevant information	View Document
Paste link for additional information	View Document

1.4.2

Feedback collected from stakeholders is processed and action is taken; feedback process adopted by the institution comprises the following

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Stakeholder feedback analysis report with seal and signature of the Principal	View Document
Any other relevant information	View Document
Action taken report of the institution with seal and signature of the Principal	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Average Enrollment percentage of students during the last five years..

Response: 71.66

File Description	Document
Document relating to Sanction of intake from University	View Document
Data as per Data Template	View Document
Approved admission list year-wise/ program-wise	View Document
Approval letter of NCTE for intake for all programs	View Document
Any other relevant information	View Document
Any additional link	View Document

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC) as per applicable reservation policy during the last five years..

Response: 61.75

2.1.2.1 Number of students enrolled from the reserved categories during last five years..

2022-23	2021-22	2020-21	2019-20	2018-19
50	43	42	31	43

File Description	Document
Final admission list published by the HEI	View Document
Data as per Data Template	View Document
Copy of letter issued by State Govt. or Central Govt. indicating the reserved categories (Provide English version)	View Document
Any other relevant information	View Document
Admission extract submitted to the state / university authority about admissions of SC, ST, OBC students every year	View Document

2.1.3

Percentage of students enrolled from EWS and Divyangjan categories during last five years

Response: 5.9

2.1.3.1 Number of students enrolled from EWS and Divyangjan categories during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
16	15	12	0	0

File Description	Document
List of students enrolled from EWS and Divyangjan	View Document
Data as per Data Template	View Document
Certificate of EWS and Divyangjan	View Document
Any other relevant information	View Document

2.2 Honoring Student Diversity

2.2.1

Assessment process is in place at entry level to identify different learning needs of students and their level of readiness to undergo professional education programme and also the academic support provided to students..

Response:

College of Education, Nagaon has a systematic policy to identify different learning needs of students at entry level. Every year college has been conducting various activities and programmes to know the academic background of the learner. The objectives of the policy are as follows-

- * To know the interest and attitude of the learner.
- *To identify the different categories of the learner.
- *To identify the different interest of learner in various field.
- *To organize various work plan to provide guidance and academic support to the learners accordingly.

The admission process of B.Ed. and M.Ed. is through a very transparent procedure i.e. entrance examination conducted by Gauhati University. Besides college has Admission Committee to prepare the merit list as per the Government admission policy. Admission committee takes face to face interview to identify the different talents, capabilities, needs of learner at the time of admission. Apart from this, through induction programme faculties of the college makes an interaction to know the learners individually at the entry level. Every year in the beginning of the session teachers collect information about the students with special needs and special guidance provided to them as per their need. College organizes induction programme in first day of the session to know the new comers through Ice-breaking session, performance of literary activities, cultural activities etc. Along with this college organizes syllabus orientation, Mentor-Mentee allocation, orientation on self-learning courses etc. in the day one of the session.

The college conducts entry level test in first week of the session to know the learners academic abilities such as subject proficiency, presentation, and the teaching aptitude. Immediate feedback is given by the faculties to rectify and to support them in a proper way. Besides college frequently conducts sudden class test, group discussion, brain storming, and internal examinations to know the learners progress.

During last five years the college has adopted various steps to identify the diversity of students according to their performance in academic and non-academic activities. The college has taken special steps to enhance the learning abilities of learner in the entry level. Based on the performance of students remedial classes are organized for improvement. Workshop, seminar, talk programme, field visit, community works, etc. are also organized from time to time. Programme on important topics such as communication skill, teaching competency, ICT based learning, maintenance of green campus are organized for holistic development of the learners. Students with special abilities are engaged in peer tutoring to help others in different fields of study.

The college always gives importance on applying innovative methods and strategies as per demand of the learner. During the pandemic period online mode of teaching was used as a very effective methodology for teaching and evaluation. The College has achieved excellent result every year due to this systematic and conscious effort.

File Description	Document
The documents showing the performance of students at the entry level	View Document
Documentary evidence in support of the claim	View Document
Any other relevant information	View Document

2.2.2

Mechanisms are in place to honour student diversities in terms of learning needs; Student diversities are addressed on the basis of the learner profiles identified by the institution through

1. **Mentoring / Academic Counselling**
2. **Peer Feedback / Tutoring**
3. **Remedial Learning Engagement**
4. **Learning Enhancement / Enrichment inputs**
5. **Collaborative tasks**
6. **Assistive Devices and Adaptive Structures (for the differently abled)**
7. **Multilingual interactions and inputs**

Response: A. Any 5 or more of the above

File Description	Document
Reports with seal and signature of Principal	View Document
Relevant documents highlighting the activities to address the student diversities	View Document
Photographs with caption and date, if any	View Document
Data as per Data Template	View Document
Any other relevant information	View Document

2.2.3

There are institutional provisions for catering to differential student needs; Appropriate learning exposures are provided to students

Response: As an institutionalized activity in accordance with learner needs

File Description	Document
Reports with seal and signature of the Principal	View Document
Relevant documents highlighting the activities to address the differential student needs	View Document
Photographs with caption and date	View Document
Any other relevant information	View Document

2.2.4**Student-Mentor ratio for the last completed academic year****Response:** 9.53**2.2.4.1 Number of mentors in the Institution**

Response: 15

File Description	Document
Relevant documents of mentor-mentee activities with seal and signature of the Principal	View Document
Data as per Data Template	View Document
Any other relevant information	View Document

2.3 Teaching- Learning Process**2.3.1**

Multiple mode approach to teaching-learning is adopted by teachers which includes experiential learning, participative learning, problem solving methodologies, brain storming, focused group discussion, online mode, etc. for enhancing student learning

Response:

College of Education, Nagaon follows systemic and conscious steps for enhancing students' learning. According to the need of the learner faculties always tries to adopt innovative approaches to help the students. The main objectives of the policy are-

- To provide opportunities to learn by doing.
- To develop communication skill.
- To develop self -confidence.
- To develop decision making skill.

College provides opportunities to connect classroom experiences to real life situation. They are engaged in different activities such as field work, case study, internship and role play.

Participative learning:

Participative learning aims to make learning more effective, engaging and applicable to real –world situation. College is utilizing the accompanying strategies like demonstration, group discussion, assignment, allocation, quiz project and so on.

Problem solving method helps to develop critical thinking skill, collaborative effort, application of acquired knowledge and decision-making skills to face future challenges in life. College provides opportunities to the learners to learn through problem solving method such as action research and brain storming.

As a part of training for problem solving M.Ed. 2nd year students are provided with the opportunity to prepare dissertation on some specific educational problems under guidance of supervisor.

It is a group problem-solving method through creative ideas of the participants. College frequently organizes Brain Storming session on various current issues and topics to get the students opinion and suggestions. Groups are formed to encourage their self judgements and suggestions. They are also allowed to find out solutions relating to the issues of school education. Students can show their excellent intellectual abilities to solve problems and organizing activities according to their own ideas.

Group discussion strategy is generally used to develop leadership, critical thinking, confidence, communication skill and listening skills in the learners. College provides platform to the students by organizing discussion programme on current issues such NEP 2020, Global politics, Artificial intelligence, Digital divide, Boarder dispute of north east and war and conflict etc.

Online Mode of Teaching:

WhatsApp groups are created to provide information, guidance and support to the students for educational, personal and vocational field. Learning materials are also provided through zoom platform, whatsapp groups and Website of the college and providing link of educational videos, audio, text, animations, and chats with the mentors etc. This approach caters to different learning styles, making the educational content more accessible and engaging for students. Through Google class room classes were held during the COVID-19 pandemic period. Online classes organize to the students who are unable to attend regular classes due to ill-heath. Students are encouraged for self - study with the help of online mode.

File Description	Document
Course wise details of modes of teaching learning adopted during last completed academic year in each Programme	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.3.2

Percentage of teachers integrating ICT (excluding use of PPT) for effective teaching with Learning Management Systems (LMS), Swayam Prabha, e-Learning Resources and others during the last five years

Response: 70.25

2.3.2.1 Number of teachers integrating ICT for effective teaching with Learning Management Systems (LMS), e-Learning Resources and others excluding PPT..

2022-23	2021-22	2020-21	2019-20	2018-19
18	17	17	17	16

File Description	Document
Data as per Data Template	View Document
Any other relevant information	View Document
Link of LMS	View Document

2.3.3

Students are encouraged to use ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning including on field practice..

Response: 100

2.3.3.1 Number of students using ICT support (mobile-based learning, online material, podcast, virtual laboratories, learning apps etc.) for their learning, for the last completed academic year

Response: 143

File Description	Document
Programme wise list of students using ICT support	View Document
Landing page of the Gateway to the LMS used	View Document
Documentary evidence in support of the claim	View Document
Data as per Data Template	View Document
Any other relevant information	View Document
Any additional Links	View Document

2.3.4

ICT support is used by students in various learning situations such as

1. Understanding theory courses
2. Practice teaching
3. Internship
4. Out of class room activities
5. Biomechanical and Kinesiological activities
6. Field sports

Response: B. Any 3 of the above

File Description	Document
Lesson plan /activity plan/activity report to substantiate the use of ICT by students in various learning situations	View Document
Geo-tagged photographs wherever applicable	View Document
Data as per Data Template	View Document
Any other relevant information	View Document
Link of resources used	View Document

2.3.5

Continual mentoring is provided by teachers for developing professional attributes in students

Response:

College of Education, Nagaon has taken step to provide continual mentoring by the faculties for developing professional ethics in students.

Objective of the Policy-

- To provide support and guidance to the learners

College of Education, Nagaon, makes continuous and conscious efforts to provide systematic mentoring with the help of mentor-teachers for developing professional ethics as well as academic well-being in learners. Mentor-teacher plays a critical role as a model teacher, as counsellor, advisor, sponsor, advocate etc., depending on the requirements of the mentees.

Observing learners professional practice (in and out of the classroom) to provide guidance for their improvement. Constructive criticism provided in professional and personal matters of the learners.

Through proper planning, proper communication, and support all mentors have tried to nurtured a healthy environment in which learners can get support and encouragement to develop all the qualities of a good teacher. Mentors have the responsibilities to keep count about the progress and poor performance of the learners during teaching practices, internship and other academic and non-academic activities throughout the year to provide guidance accordingly. In case of M.Ed. programme, the mentors have to take responsibilities of 8 to 10 students every year for preparation of dissertation project. Practicum paper, assignments and dissertation projects are done under the mentor's supervision.

Mentors provide guidance and assistance to their mentees and form the strong bonds necessary for a healthy interaction among team members. Students generate fresh ideas to create a wide range of practical models, charts, and instructional aids. They are motivated to construct knowledge on their own. Teachers and students form bonds when they participate in social, cultural, and recreational activities such as community service projects, tutoring etc.

Educational guidance: Mentors are continuously engaged with providing guidance to the learners in following aspect –

- (i) Regular classes
- (ii) In preparing lesson plan
- (iii) In question paper setting
- (iv) In preparing blue print
- (v) In preparing assignment
- (vi) In preparing project report
- (vii) In preparing case study
 - 1. In preparing action research
 - 2. In preparing dissertation
 - 3. In preparing research paper
 - 4. Preparing for practice teaching
 - 5. Preparing for internship

- 6.Skill development
- 7.TLM preparation

Vocational guidance :

- 1.Preparing for teaching profession
- 2.Preparing for competitive examinations
- 3.Preparing for survival in complex world

Personal guidance :

- 1.Preparing for facing life challenges
- 2.Preparing girl students as empowered human being.
- 3.Preparing for stress management
- 4.Developing communication skills.
- 5.Preparing for healthy life style habits.
- 6.Developing confidence level.
- 7.Developing time management.
- 8.Developing goal setting
- 9.Train for problem solving and decision making
10. Train for developing leadership skill.
- 11.Preparing for overcoming procrastination
12. Preparing for adoption of technical skill.
13. Counselling for positivity.
14. Inculcating values.
15. Guiding for emotional balance.

Thus, the college has taken systematic strategies to provide proper guidance through individual approach to all the learner. College provides a healthy environment to the mentees to share their problem with mentors without hesitation and reduce their stress.

File Description	Document
Documentary evidence in support of the claim	View Document
Any additional information	View Document
Link for additional information	View Document

2.3.6

Institution provides exposure to students about recent developments in the field of education through

- 1. Special lectures by experts**
- 2. 'Book reading' & discussion on it**
- 3. Discussion on recent policies & regulations**
- 4. Teacher presented seminars for benefit of teachers & students**
- 5. Use of media for various aspects of education**
- 6. Discussions showcasing the linkages of various contexts of education- from local to regional to national to global**

Response: A. Any 5 or more of the above

File Description	Document
Reports of activities conducted related to recent developments in education with video graphic support, wherever possible	View Document
Documentary evidence in support of the selected response/s	View Document
Data as per Data Template	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.3.7

Teaching learning process nurtures creativity, innovativeness, intellectual and thinking skills, empathy, life skills etc. among students..

Response:

As a teacher Education institution the college has made constant effort to nurture various skills among the learner through which they become ever ready to face the challenges in their professional life. The teaching - learning process always involves innovative and creative tasks apart from the day to day classroom teaching, like----

Nurturing creativity - To nurture creativity every year the college has organised various activities like poem writing, essay writing, short stories competition, ranguli, art and craft work competition, music, dance, drama competition etc. Workshop on Mask making ,Bambo work ,Terracotta workshop, dustbin making bag making etc are also organised by the college.

The paper art in education provides ample opportunities to the learner to nurture creative ability of the learner. The students of B. Ed second year got opportunities to do various creative work in their internship schools. The annual college magazine and wall magazine of B .Ed and M.Ed. provide platform to nurture the literary creativity of the student's teacher.

Nurturing innovativeness-To nurture innovativeness new technology based teaching approaches are used by the college. Project-based learning through Actions Research, Case Study, Dissertation, etc. is used every year. Blended Learning combining online learning with traditional classroom learning, learning through a sense of adventure is implemented through field trip, collaborative tasks, community involvement etc. E-learning facility is also provided to the learner. All the facilities provide environment to upgrade the technology based learning skills of the student's teacher. All learners of B.Ed. and M.Ed. courses could gather first hand experiences through all innovative teaching approaches.

Intellectual and thinking skills -To nurture intellectual and thinking skills college has encouraged self-learning through participative learning, group discussion, brain storming, problem solving etc. all over the academic year. For this purpose Action research ,Case Study, Biography Study, Movie review, Dissertation (for M.Ed. students) Research based studies for writing paper etc. are encouraged with positive feedback on the efforts of all learner.

All activities are goal oriented which provides platform where all learners can constantly exercise their hidden intellectual power. The aim of all those efforts is to prepare the learner as a complete individual who can face all the challenges of his personal and professional life.

Empathy - To nurture empathy among the learners college has made encouraging efforts through mutual cooperation and understanding among the learner. All member's in student groups help each other, special help provided to the learner with need, the college has a conducive environment where no learner can form superiority or inferiority complex within them. Advance learners of the classroom always help the slow learners in completing their classwork, assignment, project work, dissertation preparation, in solving various educational issues, communicating with teachers and fellow students etc. Besides, they also provide assistance in organising various non-scholastic activities in and outside of the college such as organisation of literary activities, cultural activities, games and sports, awareness programme etc. Apart from these the college has organised program to visit and provide education support to the orphans of the nearest orphanage Srimanta Sankar Mission to nurture empathy towards the helpless people of the community. College has adopted a poor and needy family to provide economic and educational support to the children by providing the college canteen free of cost and tutorial class to their children by our learner. Thus college has tried to nurture empathy among the learners.

Life skills - To nurture life skills among the learners the college has organised various programs all over the year. Motivational talk program by various personality are organised from time to time such as, by inviting Mrs. Leena Doley, S.P. Nagaon on 08/03/22, Prof. Dulumoni Goswami Dept. Of Education, Gauhati University on 26 /10/22, Sjt. Nitumoni Saikia, Editor-in -chief Pratidin Times, Assamese news channel on 15/11/22, Prof. Polee Saikia HoD dept. of Education Gauhati University on17/2/23, Dr. Nirupama Bhattacharya, Associate Prof. Dept. of Philosophy Sibasagar College and renowned writer of Assam on 18/11/23. Yoga workshop and regular Yuga classes helps the learner to maintain good mental

and physical health.

For example one case from college has been referred here -

Case 01: A student of B.Ed. Course for the session 2021-23 named Nirmali Mahanta had less confidence on her ability and no interest in any artistic and creative activities. During the two years of B.Ed. program, the college environment helped her to develop creativity, innovativeness, intellectual and thinking ability, life skills etc.

She developed her creative skills through Art and Craft practice like Painting, Drawing, Poster Making, Mask Making, Bag Making, Terracotta Workshop, Bamboo Craft etc. She developed self-confidence by participating in different activities.

She was motivated to attend the regular classes for theoretical knowledge. Apart from these various works and activities such as Group Discussion on Current Affairs, Debates, Brainstorming, Participative Learning, Library Hours, Value Added Courses etc. are organized by the college which helped her to develop intellectual and thinking ability.

Various programs organized in the college to nurture innovativeness like use of ICT in Teaching-Learning process, Construction of creative teaching aids, dramatization, nurturing child with special needs etc. helped her in acquiring the teaching skills.

The project on self-development and various speeches by resource person on life skill education, nurturing productive skill by constructive works like Terracotta Workshop, Bamboo Craft, Mask Making etc. helped her to develop holistic personality. Some other programs like Gender equality workshop, tree plantation, Community Festival etc. helped to developed empathy and communication in her. Gradually she developed good communication skill and became a good anchor along with development of other required skills for teaching profession which helped her to become a perfect teacher.

File Description	Document
Documentary evidence in support of the claim	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.4 Competency and Skill Development

2.4.1

Institution provides opportunities for developing competencies and skills in different functional areas through specially designed activities / experiences that include

- 1. Organizing Learning (lesson plan)**
- 2. Developing Teaching Competencies**
- 3. Assessment of Learning**
- 4. Technology Use and Integration**
- 5. Organizing Field Visits**
- 6. Conducting Outreach/ Out of Classroom Activities**
- 7. Community Engagement**
- 8. Facilitating Inclusive Education**
- 9. Preparing Individualized Educational Plan(IEP)**

Response: A. Any 8 or more of the above

File Description	Document
Reports of activities with video graphic support wherever possible	View Document
Documentary evidence in support of the selected response/s	View Document
Data as per Data Template	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.4.2

Students go through a set of activities as preparatory to school-based practice teaching and internship. Pre practice teaching / internship orientation / training encompasses certain significant skills and competencies such as

- 1. Formulating learning objectives**
- 2. Content mapping**
- 3. Lesson planning/ Individualized Education Plans (IEP)**
- 4. Identifying varied student abilities**
- 5. Dealing with student diversity in classrooms**
- 6. Visualising differential learning activities according to student needs**
- 7. Addressing inclusiveness**
- 8. Assessing student learning**
- 9. Mobilizing relevant and varied learning resources**

10. Evolving ICT based learning situations**11. Exposure to Braille /Indian languages /Community engagement**

Response: A. Any 8 or more of the above

File Description	Document
Reports and photographs / videos of the activities	View Document
Documentary evidence in support of each selected activity	View Document
Data as per Data Template	View Document
Attendance sheets of the workshops/activities with seal and signature of the Principal	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.4.3

Competency of effective communication is developed in students through several activities such as

- 1. Workshop sessions for effective communication**
- 2. Simulated sessions for practicing communication in different situations**
- 3. Participating in institutional activities as ‘anchor’, ‘discussant’ or ‘rapporteur’**
- 4. Classroom teaching learning situations along with teacher and peer feedback**

Response: A. All of the above

File Description	Document
Details of the activities carried out during last completed academic year in respect of each response indicated	View Document
Data as per Data Template	View Document
Any other relevant information	View Document

2.4.4

Students are enabled to evolve the following tools of assessment for learning suited to the kinds of learning engagement provided to learners, and to analyse as well as interpret responses

- 1. Teacher made written tests essentially based on subject content**
- 2. Observation modes for individual and group activities**

- 3.Performance tests**
- 4.Oral assessment**
- 5.Rating Scales**

Response: A. All of the above

File Description	Document
Samples prepared by students for each indicated assessment tool	View Document
Documents showing the different activities for evolving indicated assessment tools	View Document
Data as per Data Template	View Document
Any other relevant information	View Document

2.4.5

Adequate skills are developed in students for effective use of ICT for teaching learning process in respect of

- 1. Preparation of lesson plans**
- 2. Developing assessment tools for both online and offline learning**
- 3. Effective use of social media/learning apps/adaptive devices for learning**
- 4. Identifying and selecting/ developing online learning resources**
- 5. Evolving learning sequences (learning activities) for online as well as face to face situations**

Response: A. All of the above

File Description	Document
Sample evidence showing the tasks carried out for each of the selected response	View Document
Documentary evidence in respect of each response selected	View Document
Data as per Data Template	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.4.6

Students develop competence to organize academic, cultural, sports and community related events through

- 1.Planning and scheduling academic, cultural and sports events in school**
- 2.Planning and execution of community related events**
- 3.Building teams and helping them to participate**
- 4.Involvement in preparatory arrangements**
- 5.Executing/conducting the event**

Response: A. All of the above

File Description	Document
Report of the events organized	View Document
Photographs with caption and date wherever possible	View Document
Documentary evidence showing the activities carried out for each of the selected response	View Document
Data as per Data Template	View Document
Any other relevant information	View Document

2.4.7

A variety of assignments given and assessed for theory courses through

- 1.Library work**
- 2.Field exploration**
- 3.Hands-on activity**
- 4.Preparation of term paper**
- 5.Identifying and using the different sources for study**

Response: A. Any 4 or more of the above

File Description	Document
Samples of assessed assignments for theory courses of different programmes	View Document
Data as per Data Template	View Document
Any other relevant information	View Document

Other Upload Files

1

[View Document](#)

2.4.8

Internship programme is systematically planned with necessary preparedness..

Response:

1. Selection /Identification of schools for internship: participative/on request:

College provides list of schools for doing internship and students choose the schools as per their choice. Mentors provide them necessary guidance for it. Some students are placed in their own home district for their convenience. Permission is taken from Inspector of Schools, Nagaon before the internship starts in different schools by the student teachers.

2. Orientation to school principal/teacher:

An orientation program is organized in every session by the college. Orientation is organized for the principals of the Internship schools to know about the following:

1. Procedure of internship programme.
2. The practical strategies adopted for making internship programme success.
3. Individual attention of the interns.
4. Follow lesson plan.
5. Students engagement in different activities.

Principals of the schools are also oriented to appoint a senior teacher of the school as mentor for entire internship period. The duty of the mentors is to manage all activities that have to be done by the interns in internship period.

3. Orientation to students going for internship:

Students are prepared for the Internship in following ways-

1. Students go through the micro teaching and demonstration classes before start of internship classes.
2. Preparation of Lesson plan and checked by the mentor of the college.
3. Workshop organized for preparation of Teaching-Aid.
4. Workshop organized on how to conduct action research.
5. Workshop on text book analysis
6. Workshop on achievement test
7. Workshop on teacher made test
8. Workshop on how to maintain school diary
9. Workshop on how to prepare internship report
10. Workshop on communication skill
11. Workshop on classroom management
12. Workshop on problems of adolescence
13. Skill development workshop
14. Prepare the students for environmental awareness
15. Prepare the students to maintain health and hygiene
16. Prepare the students for community service
17. Prepare the students for guidance service

4. Defining role of teachers of the institution:

Role of the teachers of the institution is always very specific as they have to play mentors role of the student teachers. The teachers have to guide them in preparing lesson plan, teaching-aid, writing internship report, maintain school diary, supervision of action research, case study, participation in morning assembly, conducting internal examinations, organizing parent teacher meet, organizing different awareness programme on social issues, organizing different activities for skill development, organizing various co-scholastic activities for holistic development of the students.

5. Streamlining modes of assessment of student performance:

Student teachers performance assess by mentor of the respective schools and principal by checking lesson plans and observation of classroom teaching. Besides principal and college mentors supervise them in all activities conducted by them.

6. Exposure to variety of school set ups:

Students make familiar with the set-up of variety of schools by adopting the following ways by the college –

1. Students give assignment on comparative study between SEBA and CBSE board.
2. Students are sent to visit schools and said to write report on status of the school i.e. (i) regarding the medium of instruction (ii) govt. and private (iii) rural and urban (iv) co-education system (v) girls school or boys' school etc.
3. Students give assignment on analysis of school syllabus.
4. Student give assignment on school management system.

File Description	Document
Documentary evidence in support of the claim	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.4.9

Average number of students attached to each school for internship during the last completed academic year

Response: 1.44

2.4.9.1 Number of schools selected for internship during the last completed academic year

Response: 97

File Description	Document
Plan of teacher engagement in school internship	View Document
Internship certificates for students from different host schools	View Document
Data as per Data Template	View Document
Copy of the schedule of work of internees in each school	View Document
Any other relevant information	View Document

2.4.10

Nature of internee engagement during internship consists of

- 1. Classroom teaching**
- 2. Mentoring**
- 3. Time-table preparation**
- 4. Student counseling**
- 5. PTA meetings**
- 6. Assessment of student learning – home assignments & tests**
- 7. Organizing academic and cultural events**
- 8. Maintaining documents**
- 9. Administrative responsibilities- experience/exposure**
- 10. Preparation of progress reports**

Response: A. Any 8 or more of the above

File Description	Document
Wherever the documents are in regional language, provide English translated version	View Document
School-wise internship reports showing student engagement in activities claimed	View Document
Sample copies for each of selected activities claimed	View Document
Data as per Data Template	View Document
Any other relevant information	View Document

2.4.11

Institution adopts effective monitoring mechanisms during internship programme.

Response:**Monitoring Mechanism of the college****Role of Teacher Educators :**

College organises reflective teaching session before starting the internship period for B.Ed. 2nd year students to assess by the peer group under supervision of college mentors. Mentors evaluate the students teaching along with the peers' evaluation. Lesson plans checked carefully by the mentors of the college. Students are prepared for internship by providing theoretical knowledge of psychology and method of teaching. College organises various workshop to receive first-hand knowledge that will be used by the students in classroom teaching in internship. College organises workshop as follows –

1. Workshop on text book analysis
2. Workshop on content analysis
3. Workshop on blue print preparation
4. Workshop on achievement test
5. Workshop on teacher made test
6. Workshop on conducting Action Research
7. Workshop on conducting Case study
8. Workshop on Internship report writing
9. Workshop on maintenance of School Diary
10. Workshop on maintenance of health and hygiene
11. Workshop on environmental awareness.

College distributed the students under mentor to observe all the activities the students perform during their internship period. Physical visit is made by the mentors in the respective schools frequently to supervise the activities of the interns. Besides, WhatsApp groups are created under the mentors to know the day to day activities of the interns.

Role of School Principals:

College organises orientation session for School principals regarding the role and responsibilities as mentor of the interns. The school principal always monitors the regularities of the interns in their schools such as regular attendance, participation in morning assembly, punctuality in attending daily class, dress code, reason of absence. Student teachers can organise any activity in school with due permission of the principal. At the end principal of the school has to provide certificate of completion of the internship period.

Role of School Mentors:

Principal of the schools selects a senior teacher as mentor of the interns for the entire internship period. He has a vital role who monitors all activities of the interns such as time table allotment for class, organisation of various academic and co-scholastic activities in the school. School mentors are very close to solve any problems faced by the interns during the internship period.

Role of Peers:

Peers are the real and very close observer of the student teachers during the internship period. Peer observation makes the interns easy for classroom teaching. They sit in back of the classroom to observe the student teacher's teaching regularly and provide feedback to them. Teaching in front of peers makes the student teacher more confident. Peer observation is made mandatory monitoring mechanism of the college. Constructive feedback made by the peers always very encouraging to the student teacher for attain accuracy. Negative feedback helps to identify the problems and limitations of the teaching strategies. From the micro teaching period to internship, all the peers have to observe one another to make teaching accurate and effective.

File Description	Document
Documentary evidence in support of the response	View Document
Any additional information	View Document
Link for additional information	View Document

2.4.12

Performance of students during internship is assessed by the institution in terms of observations of different persons such as

1. Self
2. Peers (fellow interns)
3. Teachers / School* Teachers
4. Principal / School* Principal
5. B.Ed Students / School* Students

(* 'Schools' to be read as "TEIs" for PG programmes)

Response: A. All of the above

File Description	Document
Two filled in sample observation formats for each of the claimed assessors	View Document
Assessment criteria adopted by each of the selected persons (For Bachelor and PG Programmes as applicable)	View Document
Any other relevant information	View Document

2.4.13

Comprehensive appraisal of interns' performance is in place. The criteria used for assessment include

1. Effectiveness in class room teaching
2. Competency acquired in evaluation process in schools
3. Involvement in various activities of schools
4. Regularity, initiative and commitment
5. Extent of job readiness

Response: A. All of the above

File Description	Document
Format for criteria and weightages for interns' performance appraisal used	View Document
Five filled in formats for each of the aspects claimed	View Document
Any other relevant information	View Document
Any additional Link	View Document

2.5 Teacher Profile and Quality

2.5.1

Percentage of fulltime teachers against sanctioned posts during the last five years

Response: 100

File Description	Document
Sanction letters indicating number of posts (including management sanctioned posts) with seal and signature of the principal	View Document
English translation of sanction letter if it is in regional language	View Document
Data as per Data Template	View Document
Any other relevant information	View Document

2.5.2

Percentage of fulltime teachers with Ph. D. degree during the last five years

Response: 33.06

2.5.2.1 Number of full time teachers in the institution with Ph.D. degree during last five years

Response: 8

File Description	Document
Data as per Data Template	View Document
Certificates of Doctoral Degree (Ph.D) of the faculty	View Document
Any other relevant information	View Document

2.5.3

Average teaching experience of full time teachers for the last completed academic year.

Response: 6.12

2.5.3.1 Total number of years of teaching experience of full-time teachers for the last completed academic year

Response: 153

File Description	Document
Copy of the appointment letters of the fulltime teachers	View Document
Any other relevant information	View Document

2.5.4

Teachers put-forth efforts to keep themselves updated professionally through

- **In house discussions on current developments and issues in education**
- **Sharing information with colleagues and with other institutions on policies and regulations**

Response:

The college has the vision to prepare quality teachers who can serve for the welfare of the nation. To maintain it, college always gives stress on professional up gradation of faculties. The teachers always make efforts to refresh their knowledge and experience through various professional development activities. They attend seminars, workshop when they get opportunities. All the teachers made efforts to attend faculty development programme either online or offline mode. Faculties of the college attend various workshop or orientation programme organized by other Teacher Education College or by the University. College provides opportunities to the staff to take part in national and international seminars and workshop by offering seed money. College organizes orientation programme to keep the faculties updated with the new educational trends.

The college has published their own edited book (**Research Trends in Education**) annually where all the teachers contribute their research papers. The college library is a resource that provides all necessary information through newspapers, journals, research articles, text books, reference books and digital

library facilities. Free WIFI facility is provided in the college campus to utilize online facility. College organized a workshop on 'MOOC E-learning' on 25th January 2019 make updated the college faculties with new innovations of ICT. College organizes various sessions on 'NEP 2020', G20 summit to keep the college faculty familiar with national and international agenda.

The college authority always allows the faculty members to attend orientations, seminars, workshops from time to time. Principal always encourages the faculties to participate and present papers in national and international seminars. All faculties are allowed to attend workshops organized by other institutions as resource person. Faculties of the college also take the responsibilities of conducting final examinations as per the guidelines of Gauhati University. Faculties are also appointed by Gauhati University as Invigilator, Examiner, Scrutinizer, and Head Examiner of final examinations. College provides opportunities to the faculties to get qualified as per new recommendation of NCTE and Gauhati University. College sanctioned three (03) months of study leave with pay for that purpose. Again, seed money also provided to the faculties whenever needed. As such, four (04) faculties of the college completed their PhD degree from various Universities in-service mode. Few others are pursuing PhD in various universities right now.

All this kind of facilities and exposure provided to them helps the teachers to grow professionally and keep themselves updated with the new educational trends. Apart from this, all the teachers ready to engage themselves in any other professional development activities during the whole year. Recently, Principal and a faculty of the college have been invited by IITE, Gandhinagar to develop E-content and record some video lectures under the national programme Ek Bharat Shrestha Bharat Shiksharth Teacher Education.

All the faculties have research publications in edited books with ISBN, ISSN journals and UGC care journals. Faculty members are also invited to take part in syllabus review meeting of B.Ed. course and to provide suggestions for new syllabus construction by Gauhati University.

File Description	Document
Documentary evidence to support the claims	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.6 Evaluation Process

2.6.1

Continuous Internal Evaluation(CIE) of student learning is in place in the institution

Response:

The evaluation of academic and non-academic performance of learners is the integral part of teaching-

learning process. For that purpose, the College of Education, Nagaon has followed a systematic mechanism. The objectives of this strategy are as follows -

1. To evaluate the students progress continuously throughout the year.
2. To evaluate the students' performance as per the course objectives.
3. To measure the students' abilities and skills of co-scholastic areas.

The components of the Continuous Internal Evaluation of students' learning of the college are as follows

1. Sessional exams: The institution conducts two (02) sessional examinations for both B.Ed. 1st year & 2nd year. College organizes (01) sessional examination for M.Ed. 1st year & 2nd year. These internal examinations of B.Ed. are conducted at the beginning and one at nearly the end of the session. The results declare on time and return the answer sheet to the learners for self-evaluation. Remedial classes are arranged as per requirement and then re-evaluation proceeded by it. Sudden class (written) test is always adopted by the faculties to know the day to day progress of the learner. Oral test is also effectively applied by the faculties to assess the days learning of the lesson.
2. Assignments: The students are given assignment as a part of their internal evaluation. Students are also given assignments on important topic for upliftment of their learning.
3. Projects: Student are encouraged in learning by doing through various project works. These projects are given both individually and in groups. The projects are also given to increase critical thinking and problem-solving abilities.
4. Laboratory Work: Laboratory works are integral part of the internal evaluation. Students are also given project on Psychology practical, Geography practical and ICT practical and art and craft.
5. Seminars and Workshops: It is compulsory for the students to participate and attend the seminars/workshops organized by the college such as art workshop, life skill education, seminars, environmental awareness, health and hygiene campaigns, career guidance workshops etc.
6. Case study: The students are assigned to conduct case study on educational problems of school students. Then mentors evaluate it to know the problem solving ability of the student teachers.
7. Practice teaching and internships: The student teachers of B.Ed. 1st year and 2nd year go for practice teaching and internship respectively in different schools. The different groups created under one mentors to evaluate the student teachers and such a way they are regularly monitored.
8. Oral/Viva voce: The students also appear in viva voce exams as a part of their internal evaluation as a part of assessment.
9. Brainstorming: The college organizes brainstorming session for its students to encourage them to think creatively for new ideas. It enables not only problem solving but also develops their communication skills and a potent means to evaluate students' abilities.
10. Action Research: Students are engaged in conducting action research for solving classroom related problems. M.Ed. students conducts field study on different aspects of education for preparation of dissertation work under guidance of mentor. The reports are then submitted and are evaluated by the concerned guide.

File Description	Document
Relevant documents related to Internal Evaluation System at the institution level with seal and signature of the Principal	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.6.2

Mechanism of internal evaluation is transparent and robust and time bound; Institution adopts the following in internal evaluation

1. Display of internal assessment marks before the term end examination
2. Timely feedback on individual/group performance
3. Provision of improvement opportunities
4. Access to tutorial/remedial support
5. Provision of answering bilingually

Response: A. Any 4 or more of the above

File Description	Document
Documentary evidence for remedial support provided	View Document
Details of provisions for improvement and bi-lingual answering	View Document
Copy of university regulation on internal evaluation for teacher education	View Document
Any other relevant information	View Document
Annual Institutional plan of action for internal evaluation	View Document
Link for additional information	View Document

2.6.3

Mechanism for grievance redressal related to examination is operationally effective

Response:

A Grievance Box is placed in an open area of the college where the students can drop their problems and inconvenience they face in the college. College has a Grievance and Redressal Committee since 2010. The committee with the following members working for the session 2022-23-

1. Dr. Manoshikha Baruah, President
2. Sri Mausumi Dutta, co-ordinator
3. Dr. Sewali Borah, member
4. Sri Biplob Mahanta, member
5. Kishore Dev, Alumni member

College grievance and redressal mechanism always works for benefit of the students and try to make a conducive learning environment. Besides students can approach the principal and faculties very easily in their problem.

Grievance and Redressal mechanism of college are as follows –

1. Students can appeal for reschedule of internal assessment time table as per their inconvenience. If the students have genuine reason, authority reschedules the time table immediately.
2. Students if finds marks are not properly given they may approach for correction. Faculties have the responsibilities to recheck the copies as early as possible.
3. Students may complain for infrastructural deficiency of examination hall. College authority immediately tries to solve such problem of examination hall.
4. Students may suggest for adding new norms to conduct internal examinations. Students are informed immediately that all internal examinations are conducted adhering to the norms of the college.
5. The students are provided by the opportunity to redress their grievances concerning internal marks if any. College authority makes reply by show them the break- up of marks they obtain in different category.
6. If the students find any problem in the evaluation of question paper they may approach the examination committee. Examination committee look after the matter and correct it immediately after due discussion with the subject expert.
7. The students can request for recheck the internal marks if there any discrepancy in the assessment. On basis the request principal said the respective faculty to solve the problem as soon as possible.
8. The students may say on time issues in conducting internal examination. If the invigilator not starts examination in due time, students may request for few more time to write. After due consultancy with the principal the problem can be solved by giving extra few minutes in that particular examination room.

College has received very few grievances on the internal examination procedure in the last academic year 2022-23.

The first one was B.Ed. 2nd year students met the principal to request for postpone the second internal examination as maximum students have NET examination in that time parally. Principal took action immediately by postpone the second internal examination of B.Ed. 2nd year.

Another one was the written complaint regarding insufficient light in examination hall due to bad weather. College authority immediately solves the problem by putting LED bulb in all corners of the hall.

File Description	Document
Relevant documents reflecting the transparency and efficiency related to examination grievances with seal and signature of the Principal	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.6.4

The Institution adheres to academic calendar for the conduct of Internal Evaluation

Response:

Academic calendar is the roadmap of every institution to define how to work for achieving goals. IQAC, college of education, Nagaon prepares academic calendar every session as per direction of the academic calendar of Gauhati University.

The academic calendar prepared by the college for the following purpose.

1. College academic calendar is prepared to make students aware regarding the important dates to be observed.
2. College academic calendar makes aware regarding the internal examination dates of B.Ed., M.Ed.
3. College academic calendar display the dates of result announcement of internal examination.
4. College academic calendar shows the course division as per the dates of internal examination.
5. College academic calendar serves as the roadmap for observation of different events throughout the academic year.
6. College academic calendar shows the dates for organising various workshops relating to the B.Ed. and M.Ed. course.

College focuses in the following points that are marked in the academic calendar.

1. Regarding admission process
2. Regarding the induction programme for both B.Ed. and M.Ed. course.
3. Commencement of regular classes.
4. First internal examination of B.Ed.
5. Second internal examination of B.Ed.
6. Internal examination of M.Ed.
7. Declaration of results
8. Regarding remedial teaching
9. Final examination
10. Practice teaching schedule
11. Regarding micro teaching
12. Regarding internship
13. Evaluation of dissertation

For transparency of functioning, both the University and the college academic calendars are placed on the college notice board and websites. All information is reinforced during orientation of new students at the beginning of academic session. The Principal also conducts meetings with the Teacher-in-charge(s), and entire Staff including non-teaching to ensure smooth implementation of the activities as scheduled. For the purpose of conducting Continuous Internal Evaluation, teachers prepare their schedule of teaching, class tests and assignments in accordance with their allotted time table keeping the academic calendar and planned co-curricular activities of the college in mind. The students are informed well in advance about the deadline for assignment submissions, dates for class tests and presentations, as well as their final internal assessment marks. Criteria for assessment are also shared with the students. They are encouraged to seek guidance from teachers during the designated tutorial slots or the latter's free time. Multiple assessments are taken, with the aim of allowing the students to incorporate suggestions offered by the teacher, thereby making learning a continuum and creating various opportunities for the students to succeed. The institution's approach is re-oriented to suit the learner's pace, ensuring the mitigation of any pressure on the students. Academic calendar bears testament to the diverse arenas in which our students enthusiastically contribute and excel.

File Description	Document
Any other relevant information	View Document
Academic calendar of the Institution with seal and signature of the Principal	View Document
Link for additional information	View Document

2.7 Student Performance and Learning Outcomes

2.7.1

The teaching learning process of the institution are aligned with the stated PLOs and CLOs.

Response:

College of Education, Nagaon has made constant and conscious effort to achieve the goals of all the programme and courses offered. Courses offered in both the have the scope for all round development of the prospective teacher for the nation.

On the completion of the B.Ed. (2years) programme student teachers will be able to become an efficient teacher at secondary level. Following activities are organised to ensure alignment of stated PLOs and

CLOs of B.Ed. course -

- To impart the theoretical knowledge the institution follows student centric approach such as problem solving, participatory learning, experiential learning, role playing and discussion etc.
- Project works are given to the B.Ed. students for activity based learning of the theory papers such as Developmental Psychology (Paper 01), Teaching Approaches and Strategies (Paper 03), Language and Curriculum Transaction (Paper 04), Foundations of Education (Paper 05), Foundation of Curriculum Development (Paper 09), Inclusion in Education (Paper 11).
- Assignments works allotted to the students in every papers of B.Ed.
- Talk programmes are organized for Inclusion in Education (paper 11), Environmental education (Paper 13) etc.
- Students are encouraged to conduct Action research for solution of classroom problems during their internship period.
- Workshops are organized on text book analysis, achievement test, teacher made test, construction of blue print etc.
- Students are taught about preparation on lesson plan for method subjects i.e. Assamese, English, Hindi, Bengali, Social Science, Geography, and Mathematics.
- Workshop is organized on Micro teaching skills.
- Workshop organized on Teaching Aid preparation
- Demonstration classes are organized on various school subjects and discussion classes arrange afterwards.
- Group discussion, focused group discussion, small group discussion, brain storming are organized for Development for Self (Paper 14).

On the completion of 2 years M.Ed. programme student teachers will develop perfection in teaching and conducting research work.

- Learner centric approach is follows for theoretical classes.
- Brain storming and group discussions are organized to enhance professionalism and accountability of teacher trainees.
- Workshops are organized in various value based topic to develop in the students understanding regarding value education.
- Small group discussions are organized to acquaint the learners with the regulatory bodied for management and control of Higher Education like UGC, AIU, and NAAC.
- Talk programmes are organized to acquaint students about role of guidance for promoting psychological well-being.
- Discussion programme organized to impart the basic knowledge on measurement, its importance in Education.
- Assignments are given for every paper to acquaint the students with the concept, objectives and structure of elementary education.
- Focused group discussion organized to help the students to understand the role of RTE Act-2009 and its implications in the context of elementary education.
- Field visit and hands on activities are organized for completion of research project.
- Seminars are organized to understand the concept of mental health of teacher.
- Field visit to important place to identify the cultural heritage of different community people.
- Students are instructed to visit important places for Dissertation project, analyse the school system and utilizing community resource for learning purpose.

File Description	Document
Documentary evidence in support of the claim	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.7.2**Average pass percentage of students during the last five years****Response:** 100.77**2.7.2.1 Total number of students who passed the university examination during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
134	140	140	148	96

File Description	Document
Result sheet for each year received from the Affiliating University	View Document
Data as per Data Template	View Document
Certified report from the Head of the Institution indicating pass percentage of students programme-wise	View Document
Any additional information	View Document
Link for additional information	View Document

2.7.3**The progressive performance of students and attainment of professional and personal attributes in line with the PLOs and CLOs is monitored and used for further improvements****Response:**

The progressive performance of students and attainment of professional and personal attitudes in line with the PLO and CLOs is monitored and used for further improvements. College of Education, Nagaon, has a pre-planned and systematic policy to monitor the progressive performance of the students.

- The teachers of various subjects monitor the performance of students relating to their knowledge in respect to methodology of teaching and provide guidance for further improvement.
- The teachers who are given the responsibilities of mentors collect the information regarding the performance of their mentees in various non- academic activities and provided guidance for better performance in future.
- The performance of student teachers relating to teaching skills and developing other qualities of prospective teacher are supervised by the mentor and remedial measures are taken for improvements.
- The performance of interns are supervised by the mentors in regular interval during the internship period and provided guidance to do all activities perfectly like a regular teacher.
- The best performed interns are inspired and the poor performed interns are given proper guidance to improve their quality.
- The performance of students in all activities like games and sports, literary work, music and art etc. are supervised by the mentors and if any deficiency identified then proper suggestions provided accordingly.

Mechanism for monitoring course learning outcomes

- Course learning outcomes are monitored by each teacher during the development of classes through continuous observation in classroom.
- The sessional examination held with due time schedule for monitoring the theoretical performance of the students in various subjects. Discussion on results is held and remedial classes organize wherever needed.
- Value added courses provided by the college such as yoga and meditation, spiritual empowerment etc. for their wholistic development of the learners.
- Celebration of national and international days, community festivals organized by the college to provide scope for disciplinary knowledge and understand their applications. These events actively plan, organize and execute by the students themselves.
- The practical activities such as seminar presentation, reflective journal preparation, mythical thinking is organized by the college.
- Research work focuses on solving educational problems by applying scientific procedure, writing research papers, preparation of dissertation, presentation of seminar paper etc.
- Students are encouraged to conduct action research to solve classroom problems.
- The result of final examination of 1st year reflects the overall performance of all students during the

whole year. Each teacher collects information about the result and students are provided proper care in 2nd year.

- Teaching learning of the college in the cognitive dimension includes pedagogical interaction through discussions, participatory, collaborative and other approaches support with ICT.

- Co-curricular activities organized by the college such as games and sports, literary activities and cultural events to provide scope for disciplinary knowledge and understand their applications.

- Students are given to prepare assignment on every paper of B.Ed. and M.Ed. course and checked by the respective subject teachers. Correction is made and provides necessary guidance for further improvement.

File Description	Document
Documentary evidence showing the performance of students on various internal assessment tasks and the LOs achieved	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.7.4

Performance of outgoing students in internal assessment

Response: 96.43

2.7.4.1 Number of students achieving on an average 70% or more on internal assessment activities during last completed academic year

Response: 135

File Description	Document
Record of student-wise /programme-wise/semester-wise Internal Assessment of students during the last completed academic year	View Document
Data as per Data template	View Document
Any other relevant information	View Document
Link for additional information	View Document

2.7.5

Performance of students on various assessment tasks reflects how far their initially identified learning needs are catered to.

Response:

The college has a systematic mechanism to identify different learning needs of students in their entry level and provides academic support and personal guidance for enhancement of the student's learning.

At the entry level students are assessed and identified as per their learning ability and categorized accordingly. Besides assessment in academic aspect, college assesses the students performance in other aspects of personality for their holistic development.

Proper strategic plan is developed to increase their ability and accordingly different innovative methods such as small group discussion, discussion, use of TLM in classroom transaction, organization of motivational talk, workshop, project work, field study etc. are conducted. Special classes are organized for those having learning difficulties.

College organizes brain storming, problem solving, research paper writing, experiential learning session and seminar paper presentation for the students having high intellectual ability. Those students are encouraged to participate in national and international seminars for enhancing their knowledge and ability.

Average students are benefitted from day to day classroom interaction along with the active involvement in various activities of the college.

Instruction is provided in both Assamese and English languages as per students need.

Students with special need are carefully guided for the academic achievement.

The students who have less confidence to teaching, special care is taken during micro teaching workshop through repeated practices and regular care of mentors.

The students who feel hesitant to do any handicraft or other creative works arranged by the college are motivated to involve in those activities and thereby increasing their creativity.

Thus, the college has been providing individual guidance to all students according to their need and helps them to gradually improving their performance. The performance of students is reflected on the results and other creative activities at the end of the course.

The development of the strategic plan helps the students to improve their knowledge, skill, ability, and teaching proficiency to become an efficient teacher for the society. For example, a student was admitted during the session 2022-23 with some psychological problem. He was properly guided and encouraged to perform well, as a result of which the students shows brilliant result in B.Ed. 1st year final examination with first class and also qualified NET in his very first attempt.

Another example of a student admitted in PWD category was very irregular with a tendency to discontinue the study. After giving proper guidance and counseling to her parents, the student showed good result with first class.

File Description	Document
Documentary evidence in respect to claim	View Document
Any additional information	View Document
Link for additional information	View Document

2.8 Student Satisfaction Survey

2.8.1

Online student satisfaction survey regarding teaching learning process

Response: 3.71

Criterion 3 - Research and Outreach Activities

3.1 Resource Mobilization for Research

3.1.1

Average number of research projects funded by government and/ or non-government agencies during the last five years

Response: 0.2

3.1.1.1 Number of research projects funded by government and non- government agencies during the last five years..

2022-23	2021-22	2020-21	2019-20	2018-19
01	0	0	0	0

File Description

Document

Sanction letter from the funding agency

[View Document](#)

Data as per Data Template

[View Document](#)

Any other relevant information

[View Document](#)

Link for additional information

[View Document](#)

3.1.2

Average grants received for research projects from government and / or non-government agencies during the last five years (INR in Lakhs)

Response: 0

3.1.2.1 Total grants received for research projects from government and / or non-government agencies during the last five years (INR in Lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0.2	0	0	0	0

File Description	Document
Sanction letter from the funding agency	View Document
Income expenditure statements highlighting the research grants received, duly certified by the auditor	View Document
Any additional information	View Document
Link for additional information	View Document

3.1.3

In-house support is provided by the institution to teachers for research purposes during the last five years in the form of:

- 1. Seed money for doctoral studies / research projects**
- 2. Granting study leave for research field work**
- 3. Undertaking appraisals of institutional functioning and documentation**
- 4. Facilitating research by providing organizational supports**
- 5. Organizing research circle / internal seminar / interactive session on research**

Response: A. Any 4 or more of the above

File Description	Document
Sanction letters of award of incentives	View Document
Institutional policy document detailing scheme of incentives	View Document
Income-Expenditure statements highlighting the relevant expenditure with seal and signature of the Principal	View Document
Documentary proof for each of the claims	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

3.1.4

Institution has created an eco-system for innovations and other initiatives for creation and transfer of knowledge that include

- 1.Participative efforts (brain storming, think tank,etc.) to identify possible and needed innovations**
- 2.Encouragement to novel ideas**
- 3.Official approval and support for innovative try-outs**
- 4.Material and procedural supports**

Response: A. All of the above

File Description	Document
Reports of innovations tried out and ideas incubated	View Document
Documentary evidences in support of the claims for each effort	View Document
Details of reports highlighting the claims made by the institution	View Document
Copyrights or patents filed	View Document
Any additional information	View Document
Link for additional information	View Document

3.2 Research Publications

3.2.1

Average number of research papers / articles per teacher published in Journals notified on UGC website during the last five years

Response: 0.45

3.2.1.1 Number of research papers / articles per teacher published in the Journals notified on UGC website during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
8	2	1	0	0

File Description	Document
First page of the article/journals with seal and signature of the Principal	View Document
E-copies of outer jacket/content page of the journals in which articles are published	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

3.2.2

Average number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the last five years

Response: 0.54

3.2.2.1 Total number of books and / or chapters in edited books, papers in National / International conference proceedings published during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3	3	2	1	4

File Description	Document
First page of the published book/chapter with seal and signature of the Principal	View Document
E-copies of outer jacket/contents page of the books, chapters and papers published along with ISBN number in national / international conference-proceedings per teacher year-wise	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

3.3 Outreach Activities

3.3.1

Average number of outreach activities organized by the institution during the last five years..

Response: 4.2

3.3.1.1 Total number of outreach activities organized by the institution during the last five years.

2022-23	2021-22	2020-21	2019-20	2018-19
13	4	1	2	1

File Description	Document
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View Document
Report of each outreach activity organized along with video/ photographs with seal and signature of the Principal	View Document
Data as per Data Template	View Document
Any other relevant information	View Document

3.3.2

Percentage of students participating in outreach activities organized by the institution during the last five years

Response: 51.3

3.3.2.1 Number of students participating in outreach activities organized by the institution during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
143	149	7	60	15

File Description	Document
Report of each outreach activity with seal and signature of the Principal	View Document
Event-wise newspaper clippings / videos / photographs with captions and dates	View Document
Any additional information	View Document
Link for additional information	View Document

3.3.3

Percentage of student participation in national priority programmes such as Swachh Bharat, AIDs awareness, Gender sensitivity, Yoga, Digital India, National Water Mission during the last five years

Response: 54.73

3.3.3.1 Number of students participated in activities as part of national priority programmes during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
120	149	0	25	105

File Description	Document
Documentary evidence in support of the claim along with photographs with caption and date	View Document
Data as per Data Template	View Document
Any additional information	View Document
Any other relevant link	View Document

3.3.4

Outreach activities in the community in terms of influencing and sensitizing students to social issues and contribute to community development

Response:

College of Education in Nagaon has taken proactive steps to sensitize its trainees to various social issues such as gender inequality, health and hygiene problems, environmental concerns, class discrimination

and community development. Through a series of outreach activities, the institution aims to instill a sense of responsibility and awareness among its students, preparing them to become empathetic and socially conscious educators.

One of the primary methods employed by College of Education is organizing workshops and seminars focused on these critical social issues. Experts from relevant fields are invited to share their knowledge and insights with the trainees. For instance, sessions on gender inequality may feature discussions on stereotypes, discrimination and ways to promote gender equity in educational settings. Similarly, workshops on health and hygiene could address topics like sanitation practices, disease prevention and the importance of access to healthcare services, especially in rural areas where the college is located.

Furthermore, the institution collaborates with local NGOs and community-based organizations to facilitate practical learning experiences for its trainees. These partnerships enable students to engage directly with communities facing various challenges. For example, they may participate in health camps where they provide basic healthcare services and promote hygiene practices. They might also organize awareness drives on environmental conservation, conducting clean-up campaigns or tree planting activities to address local environmental concerns.

To address issues of class discrimination, College of Education encourages its trainees to critically examine societal structures and biases. Through interactive sessions and reflective exercises, students are encouraged to recognize privilege and inequality within educational systems and broader society. They may also undertake projects that involve working with underprivileged communities, thereby gaining firsthand experience of the challenges faced by marginalized groups.

Community development initiatives are an integral part of the college's outreach efforts. Trainees are encouraged to identify community needs and develop sustainable solutions in collaboration with local stakeholders. This might involve projects aimed at improving access to education, promoting livelihood opportunities or enhancing infrastructure in underserved areas. By actively engaging in community development activities, students not only contribute to positive social change but also develop important leadership and teamwork skills.

In addition to these structured activities, College of Education incorporates social issues into its curriculum, ensuring that trainees receive comprehensive education on these topics throughout their course of study. This integrated approach helps students understand the interconnectedness of social issues and the role of education in addressing them effectively.

Overall, the outreach activities conducted by the College of Education in Nagaon play a crucial role in sensitizing trainees to a wide range of social issues. By combining theoretical knowledge with practical experience and community engagement, the institution equips its students with the necessary skills and mindset to become compassionate, socially responsible educators who are capable of driving positive change in their communities. In this way outreach activities serve as an invaluable platform for engaging trainees of College of Education Nagaon with pressing social issues, fostering empathy, developing deeper understanding of societal challenges and problems and inspiring active involvement in community development.

File Description	Document
Report of each outreach activity signed by the Principal	View Document
Relevant documentary evidence for the claim	View Document
Any other relevant information	View Document

3.3.5

Number of awards and honours received for outreach activities from government/ recognized agency during the last five years

Response: 1

3.3.4.1 Total number of awards and honours received for outreach activities from government/ recognized agency during the last five years.

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	0	0

File Description	Document
Data as per Data Template	View Document
Appropriate certificates from the awarding agency	View Document
Any additional information	View Document
Link for additional information	View Document

3.4 Collaboration and Linkages**3.4.1**

Average number of linkages for Faculty exchange, Student exchange, research etc. during the last

five years

Response: 20.8

3.4.1.1 Number of linkages for faculty exchange, student exchange, research etc. during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
32	18	18	18	18

File Description	Document
Report of each linkage along with videos/ photographs	View Document
List of teachers/students benefited by linkage exchange and research	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

3.4.2

Functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the last five years

Response: 6

3.4.2.1 Number of functional MoUs with institutions of National and / or International importance, other universities, industries, corporate houses etc. during the last five years

Response: 6

File Description	Document
Data as per Data Template	View Document
Copies of the MoUs with institution / industry/ corporate houses	View Document
Any additional information	View Document
Link for additional information	View Document

3.4.3

Institution has linkages with schools and other educational agencies for both academic and outreach activities and jointly organizes

- 1. Local community base activities**
- 2. Practice teaching /internship in schools**
- 3. Organizes events of mutual interest- literary, cultural and open discussions on pertinent themes to school education**
- 4. Discern ways to strengthen school based practice through joint discussions and planning**
- 5. Join hands with schools in identifying areas for innovative practice**
- 6. Rehabilitation Clinics**
- 7. Linkages with general colleges**

Response: B. Any 5 or 6 of the above

File Description	Document
Report of each activities with seal and signature of the Principal	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate facilities for Teaching- Learning. viz., classrooms, laboratories, sports field, fitness center, equipment, computing facilities, sports complex, etc. for the various programme offered

Response:

Academic facilities:-

College of Education, Nagaon has a well established academic set up. Trained and experienced individuals as per NCTE norms forms the teaching staff the college. There are 24 competent teaching staff and 10 non teaching staff members. The teachers are well versed with the latest trends and innovation in the field of education. Apart from using lecture mode of curriculum transaction, the teachers adopt modern methods of teaching like power point presentation, project method and discussion method to enhance the cognitive ability of the learners. The non teaching staffs are also well experienced and trained in handling all officials' matters. Most of them are well equipped with computer skills and carry out most of the work on computers to same time.

Physical facilities:-

College of Education, Nagaon provides quality in terms of physical facilities to bring excellence in the teaching learning process. The college has total 15 classrooms including multi purpose hall, one auditorium and one conference hall during the session 2022-23. Among those 3 are ICT enabled. The classrooms are well ventilated with white boards. The seating arrangements are spacious and conveniently managed for the student's comfort. The classrooms have lights and fans abundantly. A well equipped ICT laboratory with sufficient computers and other ICT equipments for students and faculties present in the college.

The college also has a psychological laboratory for conducting psychological practical. The laboratory has all the provisions needed to fulfill the students' requirement for practice. The college also has a well equipped geographical laboratory. A well maintained language laboratory is also present in the college.

ICT facilities:-

ICT department of the college is maintained by an efficient ICT faculty. Well equipped ICT laboratory with 24 computers in present in the college. Other hand, colleges also have 10 computers, two printers, two projectors with screen and one smart monitor for took classes, faculty and office use. The college also has a high speed internet facility.

Library facility: -

The library of the college is well maintained by a well qualified librarian and a library assistant. There are more than 6500 books, many journals and reference books. The library is open for all the

faculties and students during the college hours. Proper register is maintained for record of book borrowing. Library records are maintained digitally.

Art classroom: -

The college has a well designed and well maintained Art room. The art room has well designed storage and showcase to display the best art pieces made by college students. The art room has table and chair that allows the art faculty to do all his paper works. The art room also well equipped with art related materials like paints, brushes, pencils, different type of colours and papers, canvases etc. the art room is well decorated with high quality decorations, lights and other such materials.

Physical Education room:-

A well equipped physical education room is also maintained in the college where the sports equipments are stored and issued when it required. Sports facilities such as Badminton, Cricket, Carom, Chess, Volleyball, Football, tug of war etc. are available in the physical education room.

File Description	Document
List of physical facilities available for teaching learning	View Document
Geo tagged photographs	View Document
Any additional information	View Document
Link for additional information	View Document

4.1.2

Percentage of classrooms and seminar hall(s) with ICT- enabled facilities such as smart classroom, LMS, video and sound systems etc. during the last completed academic year.

Response: 18.75

4.1.2.1 Number of classrooms and seminar hall(s) with ICT facilities

Response: 3

4.1.2.2 Number of Classrooms and seminar hall(s) in the institution

Response: 16

File Description	Document
Geo-tagged photographs	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link to relevant page on the Institutional website	View Document

4.1.3

Percentage of expenditure excluding salary for infrastructure augmentation during the last five years

Response: 59.46

4.1.3.1 Expenditure for infrastructure augmentation excluding salary during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
2.58	22.27	00	55.00	35.4

File Description	Document
Income Expenditure statements highlighting the expenditure on infrastructure augmentation with seal and signature of CA and the Principal	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

4.2 Library as a Learning Resource

4.2.1

Institution has adopted automation of library using Integrated Library Management System (ILMS) or any other software

Response:

College of Education Library is heart of the College which has been functioning since the establishment of the College in the year 1992. Initially it was located in the ground floor of the building with limited

number of books and facilities. Later, it was shifted to the 1st floor giving the name “Grantha Kanan” which means “The garden of Books”.

The library has a collection of 6500 numbers of text books, reference books and many other books. The library has a special collection of books on Tribal studies, Women studies and books written by Assamese saint and reformer Sankardeva and Madhavdeva, publication of faculty members and students, college publication, award winning books etc. Apart from these special collections, the library has a good collection of encyclopedias, dictionaries, yearbooks and books on competitive exam etc.

A wall book on Assamese General Bir Lachit Borphukan was installed in the library premises to commemorate the 400th birth anniversary that thwarted an invasion by the vastly superior Mughal Forces with the active participation of the students. A hand written magazine named “Oikyom” has been publishing from the library in every year since 2021.

The library is fully automated with Inter Library Management Software (ILMS) named SOUL 2.0. The SOUL 2.0 software was installed in 2014 for automating in-house activities and services of the library. Barcode facility is also available in the library. The online public access catalogue (OPAC) is made available for library users to know the status of availability of book and documents in the library. The library uses Dewey Decimal Classification (DDC) system for classification of books.

The library has set up of D-space – cloud hosting in 2023, where question papers, e-book, e-journals, college magazine, hand written magazines etc are kept in digitized form which can be accessed by the library users from anywhere. The entire library is Wi-Fi enabled. Students can use internet facilities in the digital library. All the computer system is equipped with power back-up facility available through online UPS system. Our library is an active member of National Digital Library (<https://club.ndl.iitkgp.ac.in/sign-up>).

The library offers various services to its users like automated circulation of books, on line Public Access Catalogue (OPAC), Reprography, Library orientation, Book bank facility for poor and differently able students. C.C. camera is installed inside the library for strict surveillance. The library has an active watch-up group with the students through which all necessary information are communicated.

File Description	Document
Bill for augmentation of library signed by the Principal	View Document
Any additional information	View Document
Web-link to library facilities	View Document
Link for additional information	View Document

4.2.2

Institution has remote access to library resources which students and teachers use frequently

Response:

The college library is a window to the latest information in teacher education, sciences, humanities and social sciences for both the students and teachers. Being an integral part of academic and research work the Library of College of Education, Nagaon (Granthakanan) serves as gateway to the world of knowledge for prospective teachers by offering a wide spectrum of books to ignite their minds and cultivate reading habits. Students and teachers who require any information and materials in the field of academic carrier are allowed to use all facilities provided by library at any time. Our college library provides information services to support the teaching and learning, research and outreach activities of the college by creating state-of-the art facilities and offering innovative services. Keeping students at the heart of the library hub, the library is engaged in designing and delivering need based information services.

The library offers free Internet access with high speed broadband, Wi-Fi facilities which are used by students, and faculty members for conducting research, writing research papers and to acquire knowledge and information etc. To make availability of e-resources in open access, the college library has a digital library with DSpace- Cloud Hosting software, where question papers, e- book. e- Journals, college magazine, hand written magazines and e-notes prepared by our college teachers and others, college publication etc are kept in digitized form which can be accessed by the library users from anywhere. The information and link needed to access the library resources is provided to the students and staff. Students are oriented on how to link to the library resources remotely during the Library Induction Programme.

college library is an active member of NDLI (National Digital Library of India). (<https://club.ndli.iitkgp.ac.in>), a virtual repository of learning resources. It provides a host of services including textbooks, articles, videos, audio books, lectures, fiction and all other kinds of learning media for the learners or users community. We have an active WhatsApp group where all the students and faculty are added in the group.

The Librarian and as its staff provide all possible help to students as well as to teachers by providing any materials through WhatsApp as per their requirement even if they are not present in the library.

To provide E resources we have also subscribed the Project entitled "National Library and Information Services Infrastructure for Scholarly Content (N-LIST) under ID 8795", provided by INFLIBNET Centre, an initiative of MHRD which is jointly executed by e-shodhsindhu consortium which provides access to more than 6000 e-Journals and 100000 e-Books. The college has also subscribed services of e-Shodhganga, which are digital repositories of Indian e-theses and e-dissertations set-up by the INFLIBNET Centre, through this, we have registered all the faculty members and students and have obtained and provided the individual login ID and Password to access the subscribed E Resources remotely from the N-LIST platform.

File Description	Document
Details of users and details of visits/downloads	View Document
Any other relevant information	View Document
Landing page of the remote access webpage	View Document

4.2.3

Institution has subscription for e-resources and has membership/ registration for the following

- 1.e-journals**
- 2.e-Shodh Sindhu**
- 3.Shodhganga**
- 4.e-books**
- 5.Databases**

Response: A. Any 4 or more of the above

File Description	Document
Receipts of subscription /membership to e-resources	View Document
E-copy of the letter of subscription /member ship in the name of institution	View Document
Data as per Data template	View Document
Any additional information	View Document
Link for additional information	View Document

4.2.4

Average annual expenditure for purchase of books, journals, and e-resources during the last five years (INR in Lakhs)

Response: 0.55

4.2.3.1 Annual expenditure for purchase of books, journals and e-resources during the last five years. (INR in Lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
.97	.54	.84	.2	.18

File Description	Document
Income Expenditure statements highlighting the expenditure on books, journals, e- resources with seal and signature of both the Principal and Chartered Accountant	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

4.2.5

Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year

Response: 7.01

4.2.5.1 Number of teachers and students using library for Month 1(not less than 20 working days) during the last completed academic year

Response: 317

4.2.5.2 Number of teachers and students using library for Month 2 (not less than 20 working days) during the last completed academic year

Response: 250

4.2.5.3 Number of teachers and students using library for Month 3 (not less than 20 working days) during the last completed academic year

Response: 212

4.2.5.4 Number of teachers and students using library for Month 4 (not less than 20 working days) during the last completed academic year.

Response: 184

4.2.5.5 Number of teachers and students using library for Month 5 (not less than 20 working days) during the last completed academic year.

Response: 214

File Description	Document
Document showing the number of teachers and students using library / e-library per working day/ logins in remote access for 10 days each for five months during the last completed academic year with seal and signature of both the librarian and principal	View Document
Any other relevant information	View Document
Link to certified copies of the ledger pages/screenshots of the data for 5 days each for 5 working months selected by the institution	View Document

4.2.6

Efforts are made to make available National Policies and other documents on education in the library suitable to the three streams of teacher education –general teacher education, special education and physical education by the following ways

- 1. Relevant educational documents are obtained on a regular basis**
- 2. Documents are made available from other libraries on loan**
- 3. Documents are obtained as and when teachers recommend**
- 4. Documents are obtained as gifts to College**

Response: A. All of the above

File Description	Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

4.3 ICT Infrastructure

4.3.1

Institution updates its ICT facilities including Wi-Fi

Response:

The College of Education Nagaon boasts a comprehensive array of digital technological facilities that have been seamlessly integrated into its academic infrastructure. These facilities are constantly evolving, with regular updates and new acquisitions aligning with the dynamic needs of modern education. One of the key strengths of the college is its modern ICT facilities, which have been integrated to a significant extent. These facilities are not static but are continuously updated to keep pace with technological

advancements. The college administration ensures that the ICT infrastructure remains at the forefront by procuring new equipment as per the evolving requirements. The computer lab is equipped with branded PCs that offer robust performance, complemented by a high-speed internet connection provided through 50 Mbps Rail Tel lease lines. This connectivity was further enhanced with an upgrade to JioFi during the 2023-24 session with a speed of 100 Mbps, ensuring seamless access to online resources for both students and faculty members. Within the ICT lab, 24 computers with internet connectivity are dedicated to academic use, while an additional 10 computers are strategically placed in administrative areas, including the Principal's office. This distribution facilitates efficient management of office tasks and supports faculty members in their administrative duties. Moreover, the lab is equipped with many system software and application software, empowering users with tools for various academic and professional tasks. The college has also embraced modern communication methods by implementing LAN, which connects the entire campus. In line with the growing demand for interactive learning spaces, the college has set up 3 smart classrooms and a smart lab. Additionally, 2 digitally equipped conference halls provide a versatile venue for seminars, workshops, and academic events. The college also installed a 6 KVA Online UPS backup system with a built-in isolation transformer and 10 laptops for academic purpose. Recognizing the importance of language proficiency, the college is currently undertaking the upgradation of the Language Laboratory. This initiative reflects a commitment to enhancing language learning resources and providing students with modern tools to improve their communication skills. In terms of hardware upgrades, the college has made investments in recent years. In the 2021-22 session, 5 new desktops with i3 processors, 4GB RAM, and 500 GB HDD were purchased to enhance the capabilities of the computer lab. Furthermore, an all-in-one PC was installed in the Principal's office, streamlining administrative tasks. Existing desktop computers were also upgraded and optimized to ensure optimal performance and reliability. Security is a top priority for the college, so the college installed 16 cameras with a backup of 15 days in the campus. Initially 8 cameras are strategically positioned at entry/exit gates, corridors, principal's room, library, classrooms, and the seminar hall, providing comprehensive coverage of key areas. An additional 8 cameras were installed in the 2023-24 session, bringing the total to 16 cameras and enhancing campus security. In conclusion, the college's commitment to adopt digital technology for educational excellence is evident through its robust ICT infrastructure. These facilities not only support academic endeavors but also contribute to creating a dynamic and conducive learning environment for students and faculty members.

File Description	Document
Document related to date of implementation, and updation, receipt for updating the Wi-Fi	View Document
Any additional information	View Document
Link for additional information	View Document

4.3.2

Student – Computer ratio for last completed academic year

Response: 5.96

File Description	Document
Purchase receipts and relevant pages of the Stock Register with seal and signature of the principal	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

4.3.3**Internet bandwidth available in the institution****Response:** 100**4.3.3.1 Available bandwidth of internet connection in the institution, in MBPS**

Response: 100

File Description	Document
Receipt for connection indicating bandwidth	View Document
Bill for any one month during the last completed academic year indicating internet connection plan, speed and bandwidth	View Document
Any other relevant Information	View Document
Link for additional information	View Document

4.3.4**Facilities for e-content development are available in the institution such as**

- 1. Studio / Live studio**
- 2. Content distribution system**
- 3. Lecture Capturing System (LCS)**
- 4. Teleprompter**
- 5. Editing and graphic unit**

Response: D. Any 1 of the above

File Description	Document
List the equipment purchased for claimed facilities along with the relevant bills	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link to videos of the e-content development facilities	View Document
Link to the e-content developed by the faculty of the institution	View Document
Link for additional information	View Document

4.4 Maintenance of Campus and Infrastructure

4.4.1

Percentage expenditure incurred exclusively on maintenance of physical and academic support facilities during the last five years (INR in Lakhs)

Response: 81.44

4.4.1.1 Expenditure incurred exclusively on maintenance of physical and academic support facilities during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
7.15	24.75	21.75	57.5	46.7

File Description	Document
Income Expenditure statements highlighting relevant items with seal and signature of the Principal and Chartered Accountant	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

4.4.2

Systems and procedures for maintaining and utilizing physical, academic and support facilities -

laboratory, library, sports complex, computers, classrooms etc. are in place

Response:

At the beginning of each session college prepares a budget for the expenditure of next financial year. The proposed budget is placed before Governing Body for its approval. The in charges of different committees prepares list for the requirements and submit it to the Principal/Secretary of the college. The Secretary/Principal placed the list before the Governing body for approval and Governing body authorized the Secretary/Principal to do the needful. Principal, in consultation with IQAC prepares a list of the activities need to be done on priority basis.

For maintaining and utilizing physical, academic and support facilities college has different committees. Some of those are-

1. Committee for Curricular Aspects:

This committee mainly focuses on the availability of facilities requires for curricular transaction. If the committee found some shortages they immediately report to the Secretary/Principal for its fulfillment.

2. Committee for Teaching Learning and Evaluation:

This committee focuses on day to day activities of teaching learning process. The committee arranges micro-teaching, practice teaching, internship, evaluation of students etc.

3. Committee for Research and Outreach Activities:

This committee aims at developing research culture among the student teachers and teacher educators. This committee organizes various outreach activities in collaboration with other institutions of the State.

4. Committee for Infrastructure and Learning Resources:

This committee aims to avail the physical and academic facilities of the institution. It tries to avail and maintain the facilities to ICT, Library and different laboratories of the college.

5. Committee for Student Support and Progression:

This committee maintains good relationship with the alumni of the institution and arranges different activities in collaboration with alumni association of the college in and outside the college. It also prepares and maintains data of student's progression and placement information.

6. Committee for Governance, Leadership and Management:

This committee works for administrative set up and prepare guidelines of code and conduct of the college for teachers, students and non-teaching staff. This committee also work to fulfill the vision, mission and goals of the college.

7. Committee for Institutional Values and best Practices:

This committee works for maintenance institutional values and focuses to creating work culture among the students and teachers. It also encourages the students to preserve the natural resources through examples.

8. Library Committee:

This is one of the most important committee that works for providing all the facilities in library such as books, e-books, journals, e-journals, reference books and also provide facility of remote access for students to the library.

9. Committee for Construction and Purchase:

This committee regularly observes the needs of the college and do construction and renovation works for the college development.

10. Committee for Cultural Events:

This committee arranges different cultural events and festivals throughout the year.

11. Committee for Literary Events:

This committee arranges literary events such as article writing, poem writing, extempore speech, quiz competition etc. in different occasions.

12. Committee for Sports Events:

This committee primarily organize intramural sports competitions among the students of the college. It prepares the sports field and propose the Governing Body for purchase sports goods if necessary.

File Description	Document
Any additional information	View Document
Appropriate link(s) on the institutional website	View Document
Link for additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

A range of capability building and skill enhancement initiatives are undertaken by the institution such as:

1. Career and Personal Counseling
2. Skill enhancement in academic, technical and organizational aspects
3. Communicating with persons of different disabilities: Braille, Sign language and Speech training
4. Capability to develop a seminar paper and a research paper; understand/appreciate the difference between the two
5. E-content development
6. Online assessment of learning

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Sample feedback sheets from the students participating in each of the initiative	View Document
Report on each capability building and skill enhancement initiative adopted with seal and signature of the Principal	View Document
Photographs with date and caption for each initiative	View Document
Data as per Data Template	View Document
Paste link for additional information	View Document

5.1.2

Available student support facilities in the institution are:

1. Vehicle Parking
2. Common rooms separately for boys and girls
3. Recreational facility
4. First aid and medical aid
5. Transport
6. Book bank
7. Safe drinking water
8. Hostel

- 9. Canteen**
10. Toilets for girls

Response: A. Any 8 or more of the above

File Description	Document
Upload any additional information	View Document
Geo-tagged photographs	View Document
Paste link for additional information	View Document

5.1.3

The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases such as

- 1. Institution has guidelines regarding redressal mechanism approved by appropriate statutory/regulatory bodies**
- 2. Details of members of grievance redressal committees are available on the institutional website**
- 3. Awareness programmes are conducted to communicate the guidelines for redressal of student grievances to teachers and students**
- 4. Provision for students to submit grievances online/offline**
- 5. Grievance redressal committee meets on a regular basis**
- 6. Students' grievances are addressed within 7 days of receiving the complaint**

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Samples of grievance submitted offline	View Document
Institutional guidelines for students' grievance redressal	View Document
Data as per Data Template for the applicable options	View Document
Composition of the student grievance redressal committee including sexual harassment and ragging	View Document
Paste link for additional information	View Document

5.1.4

Institution provides additional support to needy students in several ways such as:

- 1. Monetary help from external sources such as banks**
- 2. Outside accommodation on reasonable rent on shared or individual basis**
- 3. Dean student welfare is appointed and takes care of student welfare**
- 4. Placement Officer is appointed and takes care of the Placement Cell**
- 5. Concession in tuition fees/hostel fees**
- 6. Group insurance (Health/Accident)**

Response: A. Any 5 or more of the above

File Description	Document
Upload any additional information	View Document
Report of the Placement Cell	View Document
Income Expenditure statement highlighting the relevant expenditure towards student concession along with approval / sanction letter	View Document
Data as per Data template	View Document
Paste link for additional information	View Document

5.2 Student Progression

5.2.1

Percentage of placement of students as teachers/teacher educators

Response: 9.36

5.2.1.1 Number of students of the institution placed as teachers/teacher educators during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
10	47	1	2	3

File Description	Document
Upload any additional information	View Document
Data as per Data Template	View Document
Appointment letters of 10% graduates for each year	View Document
Annual reports of Placement Cell for five years	View Document
Paste link for additional information	View Document

5.2.2

Percentage of student progression to higher education during the last completed academic year

Response: 2.26

5.2.2.1 Number of outgoing students progressing from Bachelor to PG.

Response: 2

5.2.2.2 Number of outgoing students progressing from PG to M.Phil.

5.2.2.3 Number of outgoing students progressing from PG / M.Phil to Ph.D.

Response: 1

File Description	Document
Upload any additional information	View Document
Documentary evidence in support of the claim	View Document
Details of graduating students and their progression to higher education with seal and signature of the principal	View Document
Data as per Data Template	View Document
Paste link for additional information	View Document

5.2.3

Percentage of students qualifying state/national level examinations during the last five years (eg: NET/SLET/ TET/ CTET)

Response: 4.75

5.2.3.1 Number of students qualifying in state/ national level examinations (eg: NET/SLET/ TET/ CTET) during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	20	2	4	5

File Description	Document
Upload any additional information	View Document
Data as per Data Template	View Document
Copy of certificates for qualifying in the state/national examination	View Document
Paste link for additional information	View Document

5.3 Student Participation and Activities

5.3.1

Student council is active and plays a proactive role in the institutional functioning

Response:

Institution facilitates student's representation and engagement in various administrative co-curricular and extracurricular activities (Student council/students representation on various bodies as per established process and norms). After the new batch of students join the college, class representative are selected through discussion. The college has an active and well constituted student council that meets formally and informally. The selected members of student council include class representatives and representatives of different bodies such as sports literary and cultural activities to be organized in the academic years. The purpose of the student council is to give students an opportunity and carrying out responsible activities. Its aim is to connect the student body with administration and alumni as well as to support college initiatives in the area of recruitment and development. The co-curricular, extracurricular activities, seminars, conferences etc. are organized after a detailed discussion with the student council. The members assist their peers in sharing their thoughts, interests, and all the concerns during the course which in turn develops leadership qualities, organizational behavior, event planning and make them more responsible and proactive in reorganizing and managing both academic and co-curricular activities in the college such as, requests for spacing dates for different projects, seminars, submission of assignments, etc. The Chairperson calls for regular meetings with student council to discuss about various academic programs and other activities of the college thus decentralizing the power of decision making to them following discipline, decorum and protocol. The function of the student council is based upon Institutional guidelines. In addition to organizing events that contribute to the institution's spirit and community welfare, it takes an initiative to arrange various events of college such as picnics, field trips, organizes national and international days of significance and through these they develop responsibility and leadership. Student representatives play an active role in almost all the committees in the college, like the sports committee, library committee, the culture committee, the research committee, etc. Two students are there in each Committee that takes important decisions

Various curricular and co-curricular activities like special/extension lectures by experts, national and international level seminars/conferences/workshops, inter-institutional competitions and intra-institutional events etc. are organized by different association members. The main purpose of these associations is to make student teachers aware regarding social conditions and ways to blend them with the main stream. The student association members have frequent meetings on all matters regarding college and they work along with the rest of the students. Student's representatives are encouraged to give suggestions regarding up gradation of the teaching-learning process and their feedback is taken in to account. Apart from these the participation of students is done in the following Decision-Making Bodies.

1. Academics
2. College Events
3. Examination
4. Research
5. Cultural Activities
6. Picnic/ Tour
7. Grievance Redressed Cell
8. Placement Cell
9. Sports Committee
10. Field Engagement Program
11. Innovations
12. Waste Management Cell

All the decision-making bodies have student representative. Representatives attend meetings regularly and have their opinions. Their opinions/suggestions are executed through proper channel, in best interest of the institution. Funds are provided as per the needs.

File Description	Document
Upload any additional information	View Document
List of students represented on different bodies of the Institution signed by the Principal	View Document
Documentary evidence for alumni role in institution functioning and for student welfare	View Document
Copy of constitution of student council signed by the Principal	View Document
Paste link for additional information	View Document

5.3.2

Average number of sports and cultural events organized at the institution during the last five years

Response: 1.6

5.3.2.1 Number of sports and cultural events organized at the institution during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	4	1	1	1

File Description	Document
Upload any additional information	View Document
Reports of the events along with the photographs with captions and dates	View Document
Data as per Data Template	View Document
Copy of circular / brochure indicating such kind of events	View Document
Paste link for additional information	View Document

5.4 Alumni Engagement

5.4.1

Alumni Association/Chapter (registered / non-registered but functional) contributes significantly for the development of the institution.

Response:

Role of Alumni Association

The Alumni Association, College of Education, Nagaon was registered under vide Societies Registration Act, XX1 of 1860 vide Reg. No. NG/254/N/01 of 2014-15. The association is formed for the development of college with a minimum amount contributed by the alumni at the time of registration. The association is working for the benefit of the college with some active members of the association. Every trainee successfully passed out in every year registered in this association pay Rs. 350/- at a time. There are 1010 alumni registered till today. It meets periodically to discuss the ways and means to improve the academic environment of the institution as well as to exchange views on the scope of higher education and employment opportunities. Alumni meet is conducted ones or twice a year. Regular meeting of the association have contributed to the growth and development of the institution in redefining the curriculum process, teaching learning constructs, assessments techniques and many other student related issues. Supportive and amicable alumni network is most valuable to the college and they act as ambassadors in contributing toward academic and other activities. A wealth of experience and skills shared with in-house students via talks in induction programs, placements, bring better prospects in teaching. Because of the dedication and gratitude many alumni promote placements for the institution. Our alumni play a role in placements, career guidance and in other areas. The alumni members, who are working on various prestigious designations such as principals, coordinators etc. are helping in the placement of our students in different schools. These members are invited to the institution on various

occasions like teachers' day, annual function, and orientation day to motivate students, share their personal experiences during their professional capacities. They are also frequently invited during final discussion of skill in teaching for external supervision. During this event, they provide excellent feedback to improve interns' teaching abilities to serve better in real school environment. Their efforts are suitably recognized and acknowledged. Alumni of the institution contribute both financially and non-financially over the years in growth and development of the institution.

REPORT-1

Organization of Health Check-up Camp

An annual Health Check-up camp is organized by Alumni Association, College of Education, Nagaon. It is an important activity that because the health issues of the trainees bring into light with the help of a medical team sent by the Joint Director Office, Public Health.

Report – 2

A Workshop on Yoga and Meditation

A workshop on Yoga and Meditation was held on 5/2/2021 in the college auditorium. The resource person Smt. Sabita Saikia, prominent Yoga instructor was invited to give lesson on yoga and meditation to the teacher trainees. The instructor showed many useful tips theoretically and practically to all the trainees participated in the workshop. The yoga instructor explained the importance of yoga and meditation in our day to day life to overcome all the stresses and anxiety. The workshop was very useful and helpful to the trainees to do yoga regularly at home. Covid pandemic period was so stressful and no one can deny the utility of yoga and med, pranayan to overcome the breaking occurred in that period to almost all people.

File Description	Document
Upload any additional information	View Document
Details of office bearers and members of alumni association	View Document
Certificate of registration of Alumni Association, if registered	View Document
Paste link for additional information	View Document

5.4.2

Alumni has an active role in the regular institutional functioning such as

1. **Motivating the freshly enrolled students**
2. **Involvement in the in-house curriculum development**
3. **Organization of various activities other than class room activities**
4. **Support to curriculum delivery**
5. **Student mentoring**
6. **Financial contribution**
7. **Placement advice and support**

Response: A. Any 6 or more of the above

File Description	Document
Report of alumni participation in institutional functioning for last completed academic year	View Document
Income Expenditure statement highlighting the alumni contribution	View Document
Documentary evidence for the selected claim	View Document
Any other relevant information	View Document
Any additional link	View Document

5.4.3

Number of meetings of Alumni Association held during the last five years

Response: 8

5.4.3.1 Number of meetings of Alumni Association held during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
3	1	1	1	2

File Description	Document
Upload any additional information	View Document
Data as per Data Template	View Document
Agenda and minutes of the meeting of Alumni Association with seal and signature of the Principal and the Secretary of the Association	View Document
Paste link for additional information	View Document

5.4.4

Alumni Association acts as an effective support system to the institution in motivating students as well as recognizing, nurturing and furthering any special talent/s in them.

Response:

Objectives of Alumni Association

- To maintain the updated and current information of all alumni.
- To arrange and collect funds for the development of the college.
- To arrange placement and absorption of the employable students.
- To encourage, foster and promote close relations among the alumni.
- To enable the alumni to participate in curricular and other social activities that would contribute to the general development of the college.
- To keep all placement records.

Response:

Alumni members are actively involved in the various aspects of improving quality in the institution. Successful alumni are invited to motivate the student teachers. They are informed about the seminars and workshops for professional development. The Alumni supports the institution whenever required especially during the time of visits of various Apex bodies, Accreditation organizations etc. They continuously motivate, nurture special talents by providing a common platform for professional interest such as sharing of knowledge and experiences of their teaching. Many alumni teachers from different schools had volunteered their support in providing their valuable time to be judge for various co-scholastic activities such as Dance, Music, General Knowledge, Essay Writing, Debate etc. At times the best of the students with required qualifications are given opportunity to teach in the co-operating institutions, further with good performance they are recruited for faculty positions in this college. Students are accommodated in nearby practicing schools during internships where many of our alumni serve as Heads of Institution and Academic Faculty. On certain important occasions, some of the prestigious alumni have also graced the college as Chief Guests. It is this kind of reciprocal relationship of faith in each that has a lively interaction between college authorities and the alumni. The alumni are invited to publish articles in house research journals. They are informed about the seminars and workshops for professional development. Regular communications are through whatsapp with regard to meetings and other educational matters. The alumni support the institution whenever required specially

during the time of visits to various educational places. They continuously motivate, nurture special talents by providing a common platform for professional interest such as sharing of knowledge and experience of their teaching. Alumni are encourage to go for higher studies and to give professional help, provision for library reference whenever require qualify and competent alumni are communicated regarding requirement in college and other institution. They communicate vacancies arising in respective school to facilitate placements. Thus alumni create linkage with service and professional organization in the field of education. Many alumni teachers from different schools had volunteered their support in providing their valuable time for the institution in different curriculum programs organized at the college. Alumni association always tries to nurture special talent among the school children. For this purpose some of the active alumni organized Art competition, Health camp, Yoga practice in different practice teaching and internship school allotted by the college. The association tries to help physically challenge person to grow in the society. In this year they visited Blind school Barhampur and help the prominent Assamese writer Sarmistha Pritam by giving a small amount of money, a cheque of Rs 20000 from alumni fund to meet her needs.

File Description	Document
Upload any additional information	View Document
Documentary evidence in support of the claim	View Document
Paste link for additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The governance of the institution is reflective of an effective leadership and participatory mechanism in tune with the vision and mission

Response:

College of Education, Nagaon has specific vision and mission for the development of the students, faculty and to make distinguish contribution towards the nation. Following are the vision and mission of the college:

Vision of the College

- To be a world class educational and research institution in the service of humanity by promoting quality education and produce quality teacher who will be able to create new generation for the development of the society.

Mission of the College

- To produce Nation builder.
- To inculcate human values among the student teachers with special reference to the Indian Knowledge System.
- To make familiar with modern technological means.
- To create world citizenship.
- To upgrade the institution with new courses as per NEP 2020.
- To make aware the students gender mainstreaming.

Goals of the College

- To ensure fair and equal access for all.
- To provide conducive environment for attaining quality education with a strong emphasis on personality development.
- To make the teacher trainers aware of their commitments, obligations, and responsibilities to society.
- To provide leadership in the development of collaborative professional relationship with schools, organizations and other institutions focused on the holistic development of the learners.
- To build individual social and national character.

To operationalize the vision and mission of college the governing body provides all necessary support to manage, supervise and administer the college affairs. With the able guidance of the Governing Body, the principal takes decisions and delegate responsibilities to faculty and staff for effective and efficient functioning of the college to realize its goals.

The Coordinators and Teacher in-charges of various committees and cells along with the students and non-teaching staff work in tandem and play an important role in determining the institution policies, perspective plans and implementing the same.

Various cells and committees comprising of faculty members are constitutional every year to look after the day to day functioning and decision making in the college. Some of these committees are Academic committee, Admission committee, Examination committee etc. Faculty and Students are encouraged to organize and join respectively short-term courses aimed at capacity building, employability and imbuing human values.

The IQAC assists the principal in formulating policies to ensure the college is imparting quality education and procedures are established for transparent and smooth administration in the preparation of perspective plan. IQAC of College has taken initiative to obtain inputs from all stakeholders viz. the management, Principal, the faculty, the administrative staff, students, the Alumni, the parents and peer colleagues. Stakeholder's expectation, Management policies, goals and objectives and the vision and the mission statement of college and quality policy of the college are also considered as a base for formulation of the perspective plan. Staff committee and different cells also contribute to give direction to teaching learning process to achieve the vision and mission of college.

File Description	Document
Vision and Mission statements of the institution	View Document
List of teachers, students and non-teaching staff on decision making bodies of the institution with seal and signature of the Principal	View Document
Documentary evidence in support of the claim	View Document
Any additional information	View Document
Link for additional information	View Document

6.1.2

Institution practices decentralization and participative management

Response:

Faculty members of College of Education Nagaon, have active involvement in driving change and realizing the institutions mission and values. Students, Faculty and Staff are encouraged to participate in management process of the College. A particular reflection of this practice may be seen in the extensive delegation of authority to the principal then to coordinators and teachers in-charge of various cells in the college. Participative Management is promoted at the strategic level, functional level and operational level.

Strategic level: Governing Body, IQAC and Principal are involved in

defining policies, framing guidelines, rules, regulations pertaining to finance, admission, examination, code of conduct-discipline, grievances, support services, etc.

Functional level: An academic calendar is prepared at the beginning of the academic year and all the activities of the college are planned accordingly.

Operational level: The college staff interacts with Gauhati University authorities and government officials of Assam as and when required

The following committees and cells are operational in the institution to implement various activities.

- Governing Body of the College
- Members of the IQAC
- Committee for Curriculum Aspects
- Committee for Teaching Learning and Evaluation
- Committee for Research and Outreach Activities
- Committee for Infrastructure and Learning Resources
- Committee for Student Support and Progression
- Committee for Governance, Leadership and Management
- Committee for Institutional Values and Best Practices
- Admission Committee
- Committee for Academic Calendar, Prospectus and Time-Table preparation
- Committee for Internship & Practice Teaching
- Committee for Cultural Events
- Committee for Sports
- Committee for Food organization
- Committee for Literary Committee for Celebration of National and International Days
- Committee for celebration of festivals
- Decoration Committee
- Examination Committee
- Committee for Result Analysis and Feedback Analysis
- Committee for record keeping of Internal and External Examination:
- Committee for Monitoring of Students Activity:
- Committee for Research Work:
- Committee for College Magazine and Wall Magazine
- Committee for Field Trip and Excursion
- Committee for Construction, Purchase and Maintenance
- Committee for Library
- Committee for E-Governance and college website
- Committee for placement cell
- Alumni Association
- Committee for Guidance and Counselling of the Student
- Committee for Students Welfare Organization
- Students Union
- Electoral Literacy Club
- Committee on Stray Animal Care

The ways in which Coordinators and Teachers-in-charge of different cells and committees participate in the Management process is as follow:

The principal of the college oversees the activities of various committees and cells.

Academic Committee is empowered to make adjustments in the routine and to allot teaching assignments and evaluation duties.

Academic Committee / Research Committee often takes the lead in planning seminars, workshops, career counseling sessions, remedial measures and inter-college exercises. Academic Committee is at liberty to introduce creative and innovative measures for the benefit of the students. Cultural Committee / Youth Welfare Committee organize all the functions and morning assemblies in the college. Examination Committee prepares date sheet and conducts two house tests in a year.

File Description	Document
Relevant documents to indicate decentralization and participative management	View Document
Any additional information	View Document
Link for additional information	View Document

6.1.3

The institution maintains transparency in its financial, academic, administrative and other functions

Response:

Proper procedures are adhered to as per the norms of the State Government, NCTE and affiliating university in governing the day to day functions of the College.

Financial: All expenditure proposals are budgeted and approved by the Governing Body before the financial year begins. Regular internal and external auditing is done in the college. The Office computer contains all the data of the allocation under different heads and the expenditure details. The audited report and the balance sheet are uploaded online. Financial audit is done by an external auditor. The main purpose of audit are-

1. To prevent fraudulation
2. For good regulatory compliance
3. For easier Tax calculation
4. For easier insurance claim

5. For establishing internal controls
6. In establishing accountability
7. Better planning and budgeting
8. To determine profit or loss
9. Financial integrity and accuracy

Transparency is also followed in academic functioning of the college. All the guidelines given by NCTE and UGC are followed. Before the commencement of the session, College academic Calendar is prepared and all the academic and non-academic activities are scheduled beforehand. It is circulated to all the faculty members. Time tables and work load are also prepared and circulated too. Admitted candidates are given orientation by Principal and faculty members. Greater use of technology is encouraged to enhance teaching learning process. Periodical test and Class test are scheduled regularly to assess the progress of the students. At least two sessional examinations are conducted before the students appear in the final examination conducted by the university. There is an examination coordinator who takes the responsibility of submitting the student applications for the exams, prepares date sheet, manages seating arrangement, maintains the records of absentees and also prepares the accounts question papers. The examination coordinator works with Examination Committee of the institution to complete the examination process smoothly. Transparency in academic functioning eradicates barriers to participation for students, very beneficial to teachers in gauging class participation.

The results of students are also uploaded on College Website. The principal is responsible for overall administration and academic functioning of the institution in keeping with policies of the management as well as the mandatory regulations.

All the Administrative activities are also fair and transparent. Vacancies are advertised. Faculty is trained through participation in Continuous Professional Development. Every activity related to purchase and accounts is uploaded on Busy Software. All the records of students, admission work, examination work, purchase, accounts and inventory are maintained on Busy software. All these records are uploaded time to time. Admission process is fair and based upon merit and entrance test taken by affiliating university.

Library is partially automated e.g. records are maintained online for issuing and returning of books. The process of book selection, purchase and accessioning the same after purchase is done by the librarian of our College. Libraries provide the crucial role in promoting education, research, personality development, ethics and other important values.

File Description	Document
Reports indicating the efforts made by the institution towards maintenance of transparency	View Document
Any additional information	View Document
Link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional Strategic plan is effectively deployed

Response:

Strategic Development Plan is drawn in light of the College's vision and mission. Major thrust areas and actions are identified in the strategic development plans. The institution has successfully achieved most of the targets set in the years 2017. It was successful in producing quality teachers with good communication skills. Institutional strategic planning is a critical opportunity to imagine a better version of our institution, gather ideas from a wide range of stockholders, and get specific about how to achieve institutional goals with collaborative decisions about how and why to priorities resources.

Goal 1 Strategic goals of College of Education, Nagaon:

1. Improvement in teaching learning process.

Strategic plan:

1. Add on course content on need basis
2. Encouraging faculty to attend and organize a greater number of FDP/conferences/workshops.
3. Using ICT based techniques in teaching learning process
4. Mentoring system for students, emphasis on slow learners

Goal 2 improvement in students' skill

Strategic Plan:

1. Indicating lifelong learning skills by introducing self-learning components in the form of seminars, MOOCs training programs.
2. Establishing digital library in the campus for the benefit of all the students, to refer National and international journals and other e learning resources.
3. Incorporating project-based learning.
4. To develop ethical and ecological values in the students.
5. Establishing MOUs with other educational institution.

Goal 3 Involvement of Faculty and students in research and development

Strategic plan:

1. Faculty members are encouraged by suitable incentive to attend national and international seminar / workshop/conferences on Research.
2. Encouraging students to participate in national and international conferences to present and publish paper.
3. To encourage faculty members and students to present and publish Research paper. A book on Research trends in Education (Vol-I and Vol- II) is published by COEN.

Goal 4 Good Governance:

Strategic plan

1. Decentralization in working
2. Well defined and transparent governance system
3. Grievance redressal mechanism

Goal 5 Enhance Interaction with society

Strategic plan

1. Organizing awareness camp on health and hygiene
2. Awareness on gender equality
3. Organizing Bihu - festival of Assam
4. Observing Swachh Bharat Abhiyan

Goal 6 Enhance interaction with alumni

Strategic plan

1. College of Education, Nagaon has a separate Alumni Association
2. College of Education, Nagaon organizes regular alumni meeting.
3. Getting suggestions from alumni for upgrading of institution.
4. Encouraging alumni in the involvement of overall development of the institution.

Goal 7 Strengthening infrastructure and to develop Green and clean campus

Strategic plan

1. Separate administrative block
2. Equipping of auditorium and seminar hall
3. Strengthening of indoor
4. Creation of parking facility
5. Encouraging faculty and students to maintain green campus
6. Observing every Wednesday as vehicle free day
7. Observing 15th day of the calendar month as cleanliness day
8. Immovable dustbins are kept to collect garbage daily
9. On 2nd October Gandhi Jayanti is observed as social service day
10. Plantation and development of garden
11. Rainwater and waste water harvesting for water conservation
12. Vermi compost.

File Description	Document
Documentary evidence in support of the claim	View Document
Any additional information	View Document
Link to the page leading to Strategic Plan and deployment documents	View Document
Link for additional information	View Document

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.

Response:

College of Education, Nagaon (COEN) have multiple functions. The major function of COEN refers to instruction, organized research and other institutional activities.

COEN help to ensure that the next generation has the knowledge and skills they

need to succeed in society. To prepare students for the work force and for higher

education provide a large variety of learning environments and learning.

spaces. The well-defined function of COEN are mention below:

- **Policies:** College has well defined policies with different running programs. The college governing body grants approval and ratification of various policy decisions of the College. It approves budgets for administrative, academic and research programmes and activities. College formed different bodies as per the guidelines of NCTE and affiliated university. Accordingly, College has formed IQAC, and different committees monitored by the IQAC.
- **Administrative Set up:** College of Education, Nagaon has a well-defined organizational structure. The College is managed by Governing Body & Welfare Society. College Governing Body reviews and evaluates the academic progress, administrative process, and co-curricular and extension activities of the college. Different Committees are constituted for quality administration. All rules and regulations are stated in the service manual drafted by the Governing Council. The Principal is responsible for the College functions and growth including administrative, academic, co-curricular, extra-curricular and extension programme.
- **Internal Quality Assurance Cell (IQAC):** IQAC monitors the academic, research, co-curricular and extracurricular activities to ensure quality in teaching & learning.
- **Service rules:** The College is affiliated to Gauhati University, so it follows all the rules and academic calendar of the affiliating university and NCTE in running different programmes in the college. The Service rules of College of Education, Nagaon provide policy framework and direction to the functioning of the college.
- **Appointment:** Criteria for the selection of teaching staff are completely based upon the norms and conditions of NCTE and the affiliating university. For that advertisement is published in National as well as local newspapers. Eligible candidates are invited for the interview which is taken by selection committee and nominees of Gauhati University. The qualification, teaching experience and other eligibility for recruitment is as prescribed by state government/ NCTE/ and the affiliating university. Non-teaching staff are appointed by the Governing body of the College.
- The institution's constituted committees for implementing quality initiatives and transparent administration for the benefit of the students, faculty and staff at various levels are Committee for Student Support and Progression, Committee for Students Welfare Organization, Committee for Governance, Leadership and Management Committee for Institutional Values and Best Practices Library Committee etc. Every Committee constituted has its own terms of reference and responsibilities. The convener of the committee schedules the meeting of the members at regular intervals and/or as per the need. The decisions taken are documented in the form of minutes of the

meeting. In the due course of time or in the subsequent meeting, if necessary, the action taken report, is also submitted for approval.

File Description	Document
Documentary evidence in support of the claim	View Document
Any additional information	View Document
Link to Organogram of the Institution website	View Document
Link for additional information	View Document

6.2.3

Implementation of e-governance are in the following areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination System**
- 6.Biometric / digital attendance for staff**
- 7.Biometric / digital attendance for students**

Response: A. Any 6 or more of the above

File Description	Document
Screen shots of user interfaces of each module	View Document
Geo-tagged photographs	View Document
Data as per Data Template	View Document
Any additional information	View Document
Annual e-governance report	View Document
Link for additional information	View Document

6.2.4

Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions / decisions.

Response:

College of Education, Nagaon has a structure that embodies various committees, bodies and cells. The operations are carried out through regular meetings. The minutes are maintained and action taken reports are minutely detailed, and signed by the principal. All activities taken up in the college such as organization of seminars, extension lectures, workshops, remedial program for students, field activities done by students are discussed in a formal meeting chaired by the Principal/President of the college. One decision based on the minutes of the meeting of IQAC that successfully implemented was the Rongali bihu in the college premise. The institution has constituted various committees for successful and productive functioning of the college activities. These well-defined committees are responsible to discuss, decide plans of action and implement them. The institution conducts its day to day activities through the various committees - IQAC, Curricular committee, committee for teaching –learning and evaluation, research and outreach activities committee, Cultural Committee, Admission Committee, Library Committee, Examination Committee etc.

The Cultural Committee of the college holds various meetings with the Teaching, Non-teaching staff and Students for organising several programmes. The college successfully conducted the Bihu festival during the academic session (2021-22). The College of Education, Nagaon hosted Bihu Festival on 08/04/2022 at the college campus as pre bihu celebration.

The college Governing body grants approval and ratifications of various policies and decisions of the college & various committees. As per the decision of the governing body the college for the second time celebrate pre Rongali bihu in the institution on 11.04.23 session 2022-23.

Rongali bihu has a great significance among Assamese. Rituals like cow washing, deity worship and seeking elders' blessings make up the festival. Bihu folk songs, traditional clothing and dance performance are the highlights of the celebration. College celebrates Rongali Bihu with the prime objective to make the student teacher aware of one's own rich culture and transmit the same to the young citizens. The main objective of celebration of Rongali Bihu -

- To provide an opportunity to indulge in non-academic activities.
- To bond and break the ice with each other.
- To bring the students closer to the staff, making everyone feel like a family.
- To spread happiness, making memories with our near and dear loved ones.

To celebrate the Rongali Bihu the festival committee, food committee, decoration committee work together for making the programme success. For the said programme an eminent Bihu Rani of Assam Sri Rashmi Rekha Sharma lecturer Govt. College of Teacher Education, Tezpur, Assam was invited. She started dancing Bihu at the tender age of seven (07) and won the famous & prestigious title of Bihu Rani in the year 1996. She encouraged the students for developing cultural value in them. She emphasis the celebration of Bihu in traditional ways. The programme ended with serving of traditional Bihu Jalpaan to all.

File Description	Document
Minutes of the meeting with seal and signature of the Principal	View Document
Any additional information	View Document
Action taken report with seal and signature of the Principal	View Document
Link for additional information	View Document

6.3 Faculty Empowerment Strategies

6.3.1

Effective implementation of welfare measures for teaching and non-teaching staff is in place

Response:

The institution has welfare measures for both teaching and non-teaching staff. The welfare measures available for Teaching and Non-Teaching staff approved by College authority are as follows:

Welfare measures for Teaching Staff of the College:

- Training is provided for Teaching staff for various workshops/FDP/Seminars/ Conferences like legal rights, consumer rights, road safety, insurance, health and fitness, post office schemes etc.
- Regular and Emergency Loan Facility provided from College Mutual Fund.
- Free Medical Check-up of teaching staff.
- Health Insurance is provided to all regular teaching staff.
- Yoga Camps are organized from time to time.
- Duty Leave provided for attending workshops, orientation programme etc.
- Research facilities are available for teachers pursuing their Ph.D.
- CPF facilities available for the teaching staff.
- Staff can avail 12 days of Casual Leave per year.
- Staff can avail 15 days Medical Leave and Sick Leave per year.
- Ladies teaching staff can avail Maternal Leave for 3 months with pay.
- New Year gifts for Teaching staff.
- Pay leave facility for attending Ph.D. course work.
- Staff can avail study leave for three (03) months.
- Staff is allowed to use college ICT facilities for their research work.
- 1-month salary-in-advance can be avail by staff in need.
- Increments up to Rs 1000 per month on award of Ph.D.
- Staff achieving State and National award are felicitated by the institution.
- The college aids in procuring different types of loans to its teaching and non-teaching staff from banks.
- At the end of each academic year, data pertaining to the above categories are collected from each faculty member in the proforma as per Gauhati University guidelines. API scores are calculated for each of the three categories. All teachers fill a comprehensive Self-Assessment Performa at the time of their promotion.

Welfare measures for Non-teaching Staff of the College:

- Training is provided for Non-teaching staff for development of different skills.
- Health insurance scheme is introduced for the Non-teaching staff by college.
- Regular and Emergency Loan Facility provided from College Mutual Fund.
- Free Medical Check-up of Non-teaching staff.
- Yoga Camps are organized from time to time along with teaching staff.
- Duty Leave provided to meet the official purpose.
- CPF facilities available for regular Non-teaching staff.
- Non-teaching Staff can avail 12 days of Casual Leave.
- Non-teaching Staff can avail 15 days Medical Leave.
- Ladies Non-teaching staff can avail Maternity Leave for 3 months with pay.
- New Year gifts for Non-teaching staff.
- Non-teaching Staff is allowed to use college ICT facilities for their works.
- 1-month salary-in-advance can be avail by Non-teaching staff in need.
- Festival advance for Non-teaching staff.
- The college aids in procuring different types of loans non-teaching staff from banks.

File Description	Document
List of welfare measures provided by the institution with seal and signature of the Principal	View Document
List of beneficiaries of welfare measures provided by the Institution with seal and signature of the Principal	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.2

Percentage of teachers provided with financial support to attend seminars / conferences / workshops and towards membership fees of professional bodies during the last five years

Response: 5.79

6.3.2.1 Number of teachers provided with financial support to attend seminar / conferences / workshops and towards membership fees of professional bodies during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	2	0	2	2

File Description	Document
Institutional Policy document on providing financial support to teachers	View Document
Income Expenditure statement highlighting the financial support to teachers	View Document
E-copy of letter/s indicating financial assistance to teachers	View Document
Data as per Data Template	View Document
Certificate of participation for the claim	View Document
Certificate of membership	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.3

Number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years.

Response: 8

6.3.3.1 Total number of professional development /administrative training programmes organized by the institution for teaching and non-teaching staff during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	2	1	1

File Description	Document
List of participants of each programme	View Document
Data as per Data Template	View Document
Brochures / Reports along with Photographs with date and caption	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.4

Percentage of teachers undergoing online / face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes

Response: 8.26

6.3.4.1 Total number of teachers undergoing online/face to face Faculty Development Programmes (FDPs) viz., Orientation Programme and Refresher Course of the ASC / HRDC, Short Term Course and any other similar programmes during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
02	02	02	02	02

File Description	Document
Data as per Data Template	View Document
Copy of Course completion certificates	View Document
Any additional information	View Document
Link for additional information	View Document

6.3.5

The institution has a performance appraisal system for teaching and non-teaching staff

Response:

College of Education, Nagaon has a systematic procedure to assess both its teaching and nonteaching staff's performance and productivity. In addition to the actual performance, other aspects such as potential for future improvement, strengths and weakness are also factored into the appraisal. The objective is not only to evaluate the performance as per established norms, but to identify potential aspects for improvement that can eventually lead to further progress and growth. In this respect, the College strictly adheres to the NCTE norms on minimum qualifications for the appointment of the teaching faculty, who in due course staff may upgrade their qualifications. COE, Nagaon follow a regular activity of conducting feedback system. The institution arranges academic audit by resourceful academician. Performance of all the teaching and non-teaching staff is assessed accordingly. The Governing Body regularly monitors the activities of the college. Professional growth of the teaching staff is also assessed through the publication of research paper as well as books, engagement in FDP, Short term courses, evaluation process, Contribution to college administration committee, Engagement in GB, NAAC works etc.

The performance appraisal is a formal evaluation of the performance of all teachers. This evaluation will determine whether the incumbents' performance meet the required standards of the post he/she temporarily or permanently occupies. The main objectives of performance appraisal.

1. To review the performance of the employees over a given period.
2. To help the management in exercising organizational control.
3. To diagnose the training and development needs of the future.
4. To strengthen the relationship and communication between superior, subordinate and management.
5. To improve the awareness efficiency and performance of the institution.

College of Education, Nagaon follows a regular activity of conducting feedback system. The teacher performance appraisal is based on seven performance standards of teaching: knowledge of students; knowledge of contents and planning; instructional delivery; safe effective learning environment; communicational and collaboration; professionalism and assessment of learning and student academic

process. The evaluation of teacher's performance done on the basis of these core values. Student development, learning environments, content knowledge application of content, planning for instruction, teaching strategies, ethical practice, leadership and collaboration. The institution arranges academic audit by resourceful academician. The performance of all the teaching staff is assessed accordingly. Regular meeting is held to intimate the staff about any short coming or gap on their part and thereby suggestions are given for Improvisation of the same. Professional contribution to the academic environment is also assessed through the publication of research papers in Scopus indexed journals as well as books.

Regarding the appraisal of non-teaching staff, regular meetings are held to assess their attendance detail. The employees performance appraisal is based on three types of performance.

1. Self-assessment: Individuals rate their job performance and behavior.
2. Peer assessment: As individuals work group or co-workers rate their performance.
3. Feedback assessment: Includes input from an individual supervision and peers.

File Description	Document
Proforma used for Performance Appraisal for teaching and non-teaching staff signed by the Principal	View Document
Performance Appraisal Report of any three teaching and three non-teaching staff with seal and signature of the Principal	View Document
Any additional information	View Document
Link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution conducts internal or/and external financial audit regularly

Response:

Annual budget can be described as a plan laid out for the institution expenditure for a financial year. Laying down an annual budget helps the institution to keep the spending in check and make sure that the savings are on track for the future. Budgeting of the College of Education, Nagaon helps to set long term financial goal, keep it from over spending, help shut down risky spending and more. The Principal of the college is the disbursement officer for making payment of Salaries, Infrastructure augmentation and Academic facilities & Physical facilities etc. Governing Body, oversees the internal audit and reviews the finding of the external financial audit procedures.

Internal Audit: The Internal financial Audit Committee conducts audit in the following areas:

1. Audit of Financial transactions and maintenance of books of accounts in the Accounts Section.
2. Monitors the physical verification of stocks in the Departments and Library. The Internal financial Audit team monitors the accounting systems, policies, procedures, budgets and methods of accounting of the various transactions as per norms stipulated by the nodal agencies of state Government.

The main objective of College of Education, Nagaon to do Financial Audit

1. To prevent fraud.
2. For good regulatory compliance
3. For easier Tax calculation
4. For easier insurance claim
5. For establishing internal controls
6. In establishing accountability
7. Better planning and budgeting
8. To determine profit or loss
9. Financial integrity and accuracy
10. To get help in obtaining loan

Institution conducts internal and external financial audits regularly at the end of the financial year. The name of the internal auditors of the last five years.

2018- Sri Kunja Mohan Bora

2019- Sri Kunja Mohan Bora & Sri Biren Das

2020- Sri Biren Das

2021- Sri Atul Chandra Bora & Sri Birendra Kumar Das

2022- Sri Atul Chandra Bora & Sri Birendra Kumar Das

The name of the external auditors of last five years Sameer Das & Associates.

College regularly conducts financial audits to maintain transparency in the financial matters. Internal audit is conducted in its financial year by senior members of Governing Body to look after the proper utilization of money in every aspects of expenditure of the college. External audit is conducted by a registered Chartered Accountant. Permission is secured from the principal for all upcoming expenses which is submitted to the accounts branch for release of funds. Emphasis is placed upon e-payment wherever feasible. The details of all the transaction of the entire financial year is consolidated and maintained by the accountant. Both the external and internal audit are placed in the meeting of the Governing Body and discussion is held regarding the objections if any. The Secretary/Principal clarified the objections in written form and the meeting then approves the report after discussion.

Case Book is maintained by the Accountant to keep transaction details of the college properly. As per the decision of Governing Body the amount of cash in hand should not exceed Rs. 5000/- at a time.

File Description	Document
Report of Auditors of last five years signed by the Principal	View Document
List of audit objections and their compliance with seal and signature of the Principal	View Document
Any additional information	View Document
Link for additional information	View Document

6.4.2

Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the last five years (not covered in Criterion III)(INR in Lakhs)

Response: 0.04

6.4.2.1 Total funds received from non-government bodies, individuals, philanthropists during the last five years (INR in Lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
0.2	0	0	0	0

File Description	Document
Income Expenditure statements highlighting the relevant items with seal and signature of both the Chartered Accountant / Principal	View Document
Data as per Data Template	View Document
Copy of letter from the NGO / Individual / Philanthropists stating the Fund / Donation given	View Document
Any additional information	View Document
Link for additional information	View Document

6.4.3

Institutional strategies for mobilization of funds and the optimal utilization of resources are in place.

Response:

The institution and faculty take efforts for mobilization of funds. The IQAC always looks for the new measure for mobilizing funds and it has developed systematic procedures for their optimal utilization. The college has very transparent mechanism of auditing and a Specific Committee for utilizing this funds and resources.

The teaching and administrative staff and existing alumni contribute to mobilize the resources for college. Students tuition fees is the primary sources of funds and a regular fund is generated as rent from shop, Karate School and from the auditorium rent.

Optimal resource utilization measures the value of a service team's most valuable asset, it's people, by leveraging that asset in the most efficient way possible. The ability to optimize resources utilization and availability can help ensure project, health, profit gains and sustainable growth.

Mobilization of funds is the key to identifying potential sources of funds. Actively soliciting pledges, following up on pledges to obtain funds, depositing these funds and recording the transactions and any restrictions on their use. Mobilizing funding provides the capital needed to cover costs before work begins on a project or prior to invoicing. This can include such things as the transfer of both equipment and manpower, the installation of equipment's at the project site, personnel lodging and allowance, insurance and pay roll.

Optimum utilization of resources primarily coordination ensures that employees do not engage in cross-purpose work since it brings together the human and material resources of the organization. Therefore, there is less wastage of the resources which can help the organization utilize them optimally

Optimal utilization of Resources: The college keep its infrastructure updated from time to time. The received funds are collected and used through the cheque, cash, RTGS or NEFT mode. As per the priority and advice of Committees the funds are utilized for infrastructural development and beautification, ICT device and upgradation, student development and necessary equipment for the skill-based courses.

Institution Budget: Every year annual budget is prepared well in advance as per the needs and requirements of the college. It incorporates budget of academic department, research activities, computer lab, psychology lab, library and sports. As per budget the principal proceeds with the planned activities.

Purchase Committee: The Committee considers requirements from all the departments, invites quotations, prepares comparative statements, negotiates with suppliers and then purchase order is placed. The purchase procedure is scrupulously monitored by committee. The institution focuses on maximum utilization of resources.

Accounts and Audits: All funds mobilized are properly accounted for in the account books. The audited utilization statement of accounts is submitted to the funding agencies for specific grants. Every year the institution conducts external and internal financial audits by appointing statutory auditor in the annual general meeting.

File Description	Document
Documentary evidence regarding mobilization and utilization of funds with seal and signature of the Principal	View Document
Any additional information	View Document
Link for additional information	View Document

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) or any other mechanism has contributed significantly for institutionalizing the quality assurance strategies

Response:

IQAC is a mechanism to build and ensure the quality culture at the institutional level. The IQAC of College of Education, Nagaon has made numerous attempts to enhance the quality assurance of institution through various strategies. Organisation of various Workshop, Seminars and Other Educational Events are made a part of the Institution.

In the pursuance for quality assurance, quality up-gradation, assessment and accreditation, the college established the Internal Quality Assurance Cell (IQAC) on 5-08-2010. IQAC of college works for monitoring the implementation of vision and mission of the College.

For the improvement and maintenance of quality in the institution IQAC adopts following strategies through various committees.

IQAC of the college tries to maintain the effective mechanism through which holistic development of the learners can be ensured. For that purpose different committees are formed since its the inception of it. Meetings are organized to discuss the issues and prepare action taken policies for further improvement. Academic plan of college is prepared carefully as per the academic calendar of Gauhati University. IQAC monitors the distribution of works among the teachers and as per the need of student's diversity. IQAC conducts meeting with different committees in a frequent interval to monitor the quality for benefit of the institution, learners, and community.

The institution would like to highlight the following activities of the IQAC.

- To prepare innovative plan and mechanism of its execution for ensuring learner's holistic development.
- To facilitate learner-centric environment conducive to quality education.
- Organization of seminars, workshop, and special talk programme on quality related theme and current issues.
- To ensure the publication of college annual magazine, handwritten magazine, preservation of wall magazine and a handwritten magazine every year.

- To ensure the observation of National and International days with the collaboration of the community for developing the attitude of its relevance and social responsibilities.
- IQAC tries for maintaining green campus and plants trees in various areas of the community by the college student, alumni and community people to make them aware towards the maintenance of healthy environment.
- IQAC works for gender equality by organizing various awareness programme among the learners, faculties and community people frequently to lead the society for gender biasfree.
- IQAC honored an empowered women every year with Ananya Award to encourage girl education.
- IQAC establishes and maintains relationship with various educational and social agencies to work collaboratively for the purpose of educational well-being and upliftment of the society.
- IQAC put efforts for publication of research works by the learners, alumni and faculties.
- IQAC publishes one Edited Book with ISBN and one peer reviewed journal every year.
- IQAC organizes one skill based workshop under SWO (Students Welfare Organisation) for Outcome Based Education to lead the learners for entrepreneurship.
- IQAC organizes various skill based workshop and value added programme for enhancing qualities and holistic development in the learners.
- IQAC seeks feedback from Students, Employers, Alumni, Principals and Teacher Educators in various aspects of college functioning. After proper analysis action is taken by the college authority for future improvement.
- IQAC organizes various orientation programme, seminar, workshop for the faculties, students and non-teaching staff through the respective committees.

File Description	Document
List of activities responsible for ensuring quality culture in the Institution with seal and signature of the principal	View Document
Any additional information	View Document
Link for additional information	View Document

6.5.2

The institution reviews its teaching-learning process periodically through IQAC or any other mechanism

Response:

IQAC monitors all the activities of different criteria under it. As teaching – learning is the soul of all success of the institution, IQAC of the college adopts a systematic mechanism as follows -

1. In the beginning of every session IQAC ensures the preparation of Academic Calendar considering the academic calendar of affiliating university i.e. Gauhati University.
2. Class routine for B.Ed., M.Ed. and B.A. is also prepared by the both Curricular Aspect Committee and Committee for Teaching Learning and Evaluation.

3. Admission for both B.Ed. and M.Ed. is done purely on merit and as per the roles of Gauhati University and State Government. Besides face to face interview is conducted in the time of admission to know the interest and attitude of the students.
4. At entry level various activities conducted by the college to know the students diversity. Besides during the first month of admission all faculties takes written class test in their routine class period to identify the students diversity and immediate evaluation of the written test is mandatory to adopt further necessary action.
5. Seminars, workshop are organised by the Teaching Learning and Evaluation Committee as per the suggestion of IQAC in regular interval. Group discussion, experiential learning methods are used in classroom teaching. IQAC of the college monitors the teaching methods adopted by the teachers as per need of the students or not.
6. IQAC of the college sits frequently with the Teaching Learning and Evaluation Committee to get updated with the teaching learning situation of the college. The need and demands for running quality teaching learning to the learners. If there any deficiency IQAC immediately consulted with administrative authority to do needful.
7. IQAC of the college provides a research culture for the students, alumni and faculties to make them updated with the new trends of research and innovation.
8. IQAC of the college ensures the organisation of talk programme on current topics to make the learners updated with new thoughts.
9. Before organising seminar and workshop Teaching Learning and Evaluation Committee discusses with IQAC for planning and execution.
10. IQAC of the college also suggests to organise different programme for holistic development of students.
11. As a part of the curriculum IQAC suggest Teaching Learning and Evaluation Committee to organise co-curricular activities.
12. IQAC of the college always analyse the results of the students whether it is internal or final.
13. IQAC of the college monitors the attendance of the students and in case of regular absentee if any, informed the administrative authority to take necessary action.
14. Feedback is taken from the students regarding the quality parameters of the college once in a session and after proper analysis correction is made wherever possible.
15. IQAC of the college takes feedback on teachers to know the teachers effectiveness. The teacher is appreciated by the college authority in Teachers Day celebration by giving incentives. Again the teachers are asked to be rectified whose feedback is low in rating in their specific areas.

File Description	Document
Appropriate documents to show the visible improvement/s in Teaching-Learning Process with seal and signature of the Principal	View Document
Any additional information	View Document
Link for additional information	View Document

6.5.3

Average number of quality initiatives taken by IQAC or any other mechanism for promoting

quality culture during the last five years.

Response: 10.8

6.5.3.1 Number of quality initiatives taken by IQAC or any other mechanism for promoting quality during the last five years.

2022-23	2021-22	2020-21	2019-20	2018-19
22	9	7	7	9

File Description	Document
Report of the work done by IQAC or other quality mechanisms	View Document
List of quality initiatives undertaken by IQAC / other quality mechanism signed by the Principal	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

6.5.4

Institution engages in several quality initiatives such as

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC) or other mechanisms; Feedback collected, analysed and used for improvements**
- 2. Timely submission of AQARs (only after 1st cycle)**
- 3. Academic Administrative Audit (AAA) and initiation of follow up action**
- 4. Collaborative quality initiatives with other institution(s)**
- 5. Participation in NIRF**

Response: A. Any 4 or more of the above

File Description	Document
Supporting document of participation in NIRF	View Document
Feedback analysis report	View Document
e-Copies of the accreditations and certifications	View Document
Data as per Data Template	View Document
Consolidated report of Academic Administrative Audit (AAA)	View Document
Any additional information	View Document
Link to the minutes of the meeting of IQAC	View Document
Link to Annual Quality Assurance Reports (AQAR) of IQAC	View Document

6.5.5

Institutions keeps track of the incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives

Response:

College of Education have constantly strived for bringing excellence in education. It helps track of incremental improvements achieved in academic and administrative domains of its functioning through quality assurance initiatives.

(1) Academic - College of Education is a premier institution in providing quality education since its beginning. After its 1st NAAC assessment, the college got permanent affiliation from Gauhati University. It was a milestone achieved since the college was working really hard for this. After the first NAAC assessment, the college also got permission to introduce M.Ed. course under Gauhati University. This was a turning point in the college success story as the course was a hope for higher education seekers in whole of Nagaon and in the middle Assam. The course of M.Ed. has 50 seats and its introduction was welcomed by whole of educational society.

The institution also got its permission and introduced B.A course whereby making it an easy access to quality education for the general public. The BA Course has 120 seats.

The college with its courses of B.Ed., M.Ed. and B.A maintained a wholesome quality as per the latest trends in education. It maintained a conducive environment for learning and provided each students best possible instruction for learning. The teachers use innovative means and methods of teaching to provide quality education. Regular classes are held in both theory and practicals.

The students are encouraged in practical learning experience so that they are able to maintain quality and standard in real life. The college has a record in maintaining good results. A

consistency of 100% 1st class has been maintained all these years. The college also takes the pride that most of the students qualify in competitive exams held by the State and Central Government. The college has expert faculty members who provide extra discussion classes for the students who appears for competitive exams. The college also provides coaching for Teacher's Eligibility Test (TET) at both State and Central level. The students who are weaker in certain subjects are given extra classes for coping up with the fast pace competitive world. Sessional exams are regularly held and the results are given. The students who do not perform well are given remedial classes. After remedial classes, these students are again examined and their improvement is evaluated.

The college post its first NAAC assessment has always tried to maintain a good academic environment where a smooth teaching learning process is seen. Time to time staff meetings are held to discuss the syllabus coverage and completion updates. Regular meetings are also held with the students to cater to their needs. The college maintains a very positive bond with its students who are given priority in all the academic aspects. Regularly feedback forms are given to students who are asked to share their experience in the classroom teachings. This enables us to make changes and modifications in the teaching styles, methods and techniques.

In this way the college leaves no stone unturned to facilitate best teaching learning experience in the college campus.

Administrative - College of Education after its 1st NAAC assessment tries to maintain a quality administrative system. The college follows all the quality parameters to run the college smoothly. The quality parameters are as follows.

1. Infrastructure Maintenance - The college maintains a quality infrastructure to provide good education. After its 1st NAAC assessment, the college do not compromise with the needs and requirements of infrastructure. It maintains all the time a standard quality in its infrastructure. Time to time meeting are held with different committees who put forward their demands to meet their needs. The college administration fulfills all the qualitative standards. The classes are well build up. All the facilities are provided to comfort the learners for a good learning experience.

2. Curriculum - The college strictly follows Gauhati University curriculum for the courses. But the college does not restricts itself to the theory based learning. It also stresses importance on practical based learning. So, the college introduced some self study courses and skill development programmes for the benefit of the students. The college organized various workshops on Terracotta, Bamboo art making etc. Recently, a workshop was held in jewellery making using a clay named as "*pura matir gohona(???? ????? ????)* " where the students learned the art of making jewelery. These are certified training courses where the students receives certificates on the completion of the courses.

3. Library Maintenance - The college maintains a standard library with more than 6000 books. The administration of the college provides Rupees 1 lakh every year to buy books. The library has also been digitalized to maintain records. New upgraded books, journals, research articles are purchased every year. The library is easily accessible to all students.

4. Teaching Learning - The teaching-learning process is the key of any educational system. The college provides quality platforms for students to learn. The teachers of the college are well qualified and provide quality education. The college had only one smart classroom but post first

NAAC assessment, the college has a number of 3 smart classrooms to provide good education. The classrooms are well arranged to comfort the learners. ICT equipped classroom setting are highlights of the college.

5. Co-Curricular - The college recognizes the role of curricular activities in the holistic development of the learner. To achieve this, the college organizes college week every year to allow the students to participate in different types of literary, sports and cultural activities. The college provides various platforms to students apart from college week, like freshmen social, women's day, farewell, Rongali Bihu etc. to showcase this talents.

6. Community Service - The college plays a significant role in upliftment and development of the society. From time to time it organizes various programmes and seminars on issues related to societal benefits. Various awareness programs are organized to help the community people develop healthy attitude towards sensitive issues like gender equality, menstrual hygiene, cleanliness and sanitization etc.

In this way, the college maintains quality improvements in both Academic and Administrative domains since the previous accreditation.

File Description	Document
Relevant documentary evidence in support of the claim	View Document
Any additional information	View Document
Link for additional information	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has a stated energy policy streamlining ways of energy conservation, use of alternate sources of energy for meeting its power requirements

Response:

Energy policy of the college

- **Students are always made aware to switch off the lights and fans whenever they leave the classroom/anywhere else:** In the beginning of every session institution make arrangement of awareness programme on less energy consumption. They make aware regarding switch off immediately of lights and fans whenever they left any place. They are also making aware regarding less use of light and fan as per the student present in the classroom. Class rooms of the Institution are enough good and hygienic for passing of natural light and air.
- **Water motor is switched off immediately after filling the water tank:** All the Office employees of the Institution are always aware to switched off the water motor after filling the water tank. Even students are also make aware regarding the matter so that they can informed to the authority if water tank is over flowing in case of don't off the switched of the water motor after filling of the tank immediately.
- **Students and teachers are always use Wi-Fi of the Institution:** All the employees and the students of the institution always prefer to use Wi-Fi of the institution instead of their personnel mobile data and for that purpose they are all make aware in the beginning of the every session.
- **Institution has also online UPS system:** Institution has also online UPS system for maintaining of less power consumption for all computers.
- **College has enough windows and doors for passing of air and natural light:** Institution has a hygienic built up area and all the rooms of the Institution for different purpose are well organized. Doors, windows and ventilations are sufficient in the institution for maintaining a eco-friendly condition.
- **College has rain water harvesting system:** To save water is the supreme responsibility of every mankind. As a part of it college has a policy of rain harvesting system and rain water preserve there for less important purpose of the college.
- **Use of Water Tap:** All the Employees and students of the Institution are make alert regarding use of water tap by displaying some notice on the same.
- **Solar Power plant installed in the campus:** For less electricity consumption institution has installed Solar Power Policy. Use of Solar is one of the easy ways to cut down electricity costs at institution. In our area, we receive sunshine throughout the year. By Installation of Solar Power Plant college has reduces electricity consumption. At night no electricity is required for lighting of the area because institution installed five Solar Plate, two are for the two gates of the college, One for the main door of the college, another one for the M.Ed. Block and One for the Chowkidar Set.
- **Use of LED bulbs:** Institution has a policy of employing LED lights throughout the campus. The Institute initiates the implementation of replacing all the lights with LEDs.
- **Use of AC:** College has total 7(Seven) AC but all the employees of the college use these only

when it is needed. All ACs have 3(three) star power saving rate.

File Description	Document
Institution energy policy document	View Document
Any additional information	View Document
Link for additional information	View Document

7.1.2

Institution has a stated policy and procedure for implementation of waste management

Response:

College of education, Nagaon has systematic policy regarding the waste management. The Institution takes initiative to maintain the waste product in a positive way to develop eco-friendly environment inside of the campus.

1. Food waste management:

The food waste generated from the college kitchen and canteen is collected, decomposed and used as manure to be used for gardening purpose. The leftover food of various occasions specially freshers, Saraswathi puja and Magh Bihu are donated to a nearby orphanage Sankar Mission, Nagaon. A committee is formed by the College for the proper distribution of the food items in the orphanage. The committee is consist of two teachers and two members from the non-teaching staff.

a) Solid waste management:

The college has implemented a solid waste management system which involves segregation of wet, dry, paper and green waste. Solid Waste Segregation is done by hand sorting. The dry waste which includes paper, cardboard, plastics, scrap materials is separated from others. Organic wastes like the leftover food, peels, scrapings from fruits etc. are also collected in bins separately.

c) Plastic and Paper waste management:

The Institution always use less Plastic in the office and other purpose. Waste of Paper is also very less though if there is any mistake in paper work then those are stored in a paper dustbin for rough work in future. If there any plastic waste in the institution those are generated to the external agencies for reuse. Waste Paper boxes have been placed at appropriate places in the labs, staff rooms and administrative room of the Institution.

d) Garden waste management:

Garden of the college frequently cleaned by the gardener and sometime by the help of outside workers. All the waste material of the garden is decomposed and used as manure. Institution uses earthen tub

instead of plastic for flowering. Broken earthen tubs are used in garden soil as reuse of the product.

e) Water Waste Management:

The water that used in kitchens and other college work is utilized in cleaning and gardening purpose. Rain water harvesting is a technique followed since a long time to utilize and consume water. The rooftop rain water is collected in reservoirs and utilized for cleaning and gardening purpose.

f) Pollution Management:

The college strictly follows principles of 3R-reduce, reuse and recycle in all phases of work. The role purpose is to minimize pollution and create a healthy waste management system. All the water material that are segregation are attempted to reuse for various purpose. The non-degradable waste is dumped for municipality collection.

g) E-Waste management:

In College of Education, Nagaon E-waste like old, outdated & non-working electronic items such as monitors, computers, keyboard, mouse, power supplies, printers, batteries, network cables, switches etc. are handled by proper procedure of buy back arrangement with different vendors. The electronic equipment's that needs to be completely disposed is collected at store room of the college & handed over to the local vendors to disposed all the hazardous materials on monthly yearly basis. The vendor ensuring that e-waste will be disposed as per prevailing norms without harming the environment.

File Description	Document
Documentary evidence in support of the claim	View Document
Any additional information	View Document
Link for additional information	View Document

7.1.3

Institution waste management practices include

- 1. Segregation of waste**
- 2. E-waste management**
- 3. Vermi-compost**
- 4. Bio gas plants**
- 5. Sewage Treatment Plant**

Response: C. Any 2 of the above

File Description	Document
Income Expenditure statement highlighting the specific components	View Document
Geo-tagged photographs	View Document
Documentary evidence in support of each selected response	View Document
Any additional information	View Document
Link for additional information	View Document

7.1.4

Institution has water management and conservation initiatives in the form of

- 1. Rain water harvesting**
- 2. Waste water recycling**
- 3. Reservoirs/tanks/ bore wells**
- 4. Economical usage/ reduced wastage**

Response: C. Any 2 of the above

File Description	Document
Income Expenditure statement highlighting the specific components	View Document
Geotagged photographs	View Document
Documentary evidence in support of the claim	View Document
Any other relevant information	View Document
Any additional link	View Document

7.1.5

Institution is committed to maintenance of cleanliness, sanitation, green cover and providing a pollution free healthy environment

Response:

Cleanliness is incredibly important to maintain a healthy academic and non-academic environment in the institution. College of Education, Nagaon has a smart policy to maintain clean and green cover

environment inside the campus and always tries to spread the awareness among the community people regarding the concept.

- College of Education, Nagaon has one permanent sweeper for the cleanliness of the campus.
- Provide door mats in each door of the college.
- Aware and sensitize students and teachers to maintain cleanliness in the campus.
- Removing damaged, waste of unusable material immediately from the college campus.
- Basins and sinks are placed for cleaning purpose in easily reachable position in the college campus.

Policy

- Safe and clean drinking water facility is available in the college campus.
- All the toilets, wash room, sinks, basins, aqua guard are clean and hygienic.
- Institution provides safe and hygienic for the menstruating girls.
- Institution keep keen attention regarding waste water disposal and recycling.
- Institution has a systematic management policy on solid waste.
- Girls and Boys common rooms are safe and hygienic.
- Teachers common room, Principal room, Office room, Library, Class rooms are clean and hygienic.
- Sun Light and fresh air can reach all the corner of the built-up area very easily.
- College flower garden and vegetable garden is maintained by Alumni Association of the college and it is fresh and hygienic.
- College always maintain a very beautiful and attractive outlook by plantation of different flowers and ornamental plants in the campus season wise.
- Water closets are equipped with soap, air freshener and naphthalene balls in the Institution.
- The Water tank is cleaned frequently by the college.
- For maintaining cleanliness and hygiene out side of the college social service programmes are organized by the students.
- Green plants add to its beauty with more than 500 plants.
- Some of the green practices that the college endorse and adopted are as follows:

1. **Plastic Free Campus:** Reduce plastic used in the campus. Segregation of waste manually separating plastic waste helps in maintaining a clean and green environment.
2. **Green landscape with tress and plants:** The college campus has tress and plants that makes the environment carbon dioxide free. Lot of plantation is done every year. A recent area plan plantation drive was carried out in the college where 100 areca palms were planted by students.
3. **Utilization of natural Light and air:** The college has an infrastructure which is designed in such a manner that permits free flow of air and natural light in almost all the corner of the building.
4. **Pollution free healthy Environment:** The college works hard to maintain a pollution free healthy environment. Some measures adopted are-

1. E-Waste Management.
2. Plastic free campus.
3. Use of LED bulbs in the college.
4. Waste water recycle.
5. Use of white board of black marker to avoid chalk dust.
6. Dustbins made by waste cartoons are placed in different corners of the campus.
7. Maintaining a green campus inside the institution by alumni association.
8. Time to time cleaning of the campus.

File Description	Document
Documents and/or photographs in support of the claim	View Document
Any additional information	View Document
Link for additional information	View Document

7.1.6

Institution is committed to encourage green practices that include:

- 1. Encouraging use of bicycles / E-vehicles**
- 2. Create pedestrian friendly roads in the campus**
- 3. Develop plastic-free campus**
- 4. Move towards paperless office**
- 5. Green landscaping with trees and plants**

Response: A. All of the above

File Description	Document
Videos / Geotagged photographs related to Green Practices adopted by the institution	View Document
Snap shots and documents related to exclusive software packages used for paperless office	View Document
Income Expenditure statement highlighting the specific components	View Document
Circulars and relevant policy papers for the claims made	View Document
Any additional information	View Document
Link for additional information	View Document

7.1.7**Percentage of expenditure on green initiatives and waste management excluding salary component during the last five years (INR in Lakhs)****Response:** 0.31**7.1.7.1 Total expenditure on green initiatives and waste management excluding salary component during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0.16	.17	0.1	0.06	0.12

File Description	Document
Income Expenditure statement on green initiatives, energy and waste management	View Document
Data as per Data Template	View Document
Any additional information	View Document
Link for additional information	View Document

7.1.8

Institution puts forth efforts leveraging local environment, locational knowledge and resources, community practices and challenges.

Response:

College of Education, Nagaon leaves no opportunity to care and invest in local resources, environment and in community practices. One of the prime benefit is the that the college is located in the main area of the city. As such it becomes convenient and easy for the students and staff to utilize local resources. The college provides it playground for Karate classes after the college timing. Every year the college organizes various community service programme. The college shares a strong bond with the co-operating schools associated with practice teaching and Internship. Many events, awareness programmes are organized in in these schools as a part of community development. Plantation programmes, health awareness campaigns, community welfare programmes etc.

During the Covid-19 Pandemic, the college organized awareness programmes. These were followed by distribution of Covid-19 essentials like face mask, sanitizer, gloves in the nearby local areas. The pandemic came as a big challenge to everyone. Even during that crisis the college organised an international webinar on covid-19 impact on women's mental health. The webinar was an excellent platform for the women of different sections of the community to improve their mental health by listening to the talks of some renowned dignitaries of national and international fame.

The college also invites local community people to the college campus to attend various programmes. Seminars, workshops and other events like college week get invitees from the local community people. Faculties from other colleges are invited by the college to deliver lectures and talks. The college also organised an International Art Exhibition and Workshop which was open for the local community members. The event was of international standard that invited students of the collaborating schools for internship and practice teaching. The students and also children from the community wholeheartedly participated in this program. The principals and teachers of the schools were also invited in the international exhibition cum workshop. The two day programme received a positive response from all the students, teachers and community members.

College of Education, Nagaon, puts forth efforts to leveraging local environment. Every year, college had organised community service programs in the nearby areas and daily market with the help of the students. Through these programmes an attempt was made to provide knowledge about the need of hygienic environment in our locality. Sufficient number of dustbins was also provided by the college in nearby market areas. Plantation program was organised in nearby areas and in some secondary school campus of the community. For upgrading locational knowledge of the students, various aids and equipments are available in the Geographical Lab like World maps, Atlas, Globe etc. which are also used by all the teachers. Local field trips are also organised. These field trips are meant to sensitize the students and make them aware about the local resources available. It educates the learners about their local lands and develops in them a sense of belongingness towards their local place.

The college also faced challenges in execution of community practices in different forms. But amidst every hardship the college maintains a strong stand to work for the upliftment and development of the community.

File Description	Document
Documentary evidence in support of the claim	View Document
Any additional information	View Document
Link for additional information	View Document

7.1.9

Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways

- 1. Code of Conduct is displayed on the institution's website**
- 2. Students and teachers are oriented about the Code of Conduct**
- 3. There is a committee to monitor adherence to the Code of Conduct**
- 4. Professional ethics programmes for students, teachers, administrators and other staff are organized periodically**

Response: A. All of the above

File Description	Document
Web-Link to the Code of Conduct displayed on the institution's website	View Document
Reports / minutes of the periodic programmes to appraise adherence to the Code of Conduct	View Document
Details of the Monitoring Committee, Professional ethics programmes, if any	View Document
Copy of the Code of Conduct for students, teachers, administrators and other staff of Institution / Affiliating University	View Document
Any additional information	View Document
Link for additional information	View Document

7.2 Best Practices**7.2.1**

Describe at least two institutional best practices (as per NAAC format given on its website)

Response:

Best practice-1

Title of the practice: Gender Equality in the Community and College**The Context:**

General biasness is one of the major issues faced by women even in today's modern society. Women often fall prey to the society's pressure and superstitions, physical/mental harassment etc. It is extremely important to still among the young generation values that enables them to treat everyone equally.

Objectives:

1. To give equal status to both men and women.
2. To uplift women and encourage their self-development.
3. To develop self confidence in women.

The Practice:

College have been making constant effort in creating a healthy and bias free environment in the college campus. The college treats equally all its male and female employees. Distribution of duties are done equally among the staff and students. Every individual inside the campus enjoys equal rights. It also makes effort to create awareness on gender issues in the community level. Time to time gender related awareness campaigns is conducted in college and at the community level. College organizes gender awareness programmes in different community sectors.

Evidence of success/Impact:

Gender equality is seen in the college premises in all its works. Equal status is enjoyed by all the working staff and students. The awareness programmes organised at community level received immense positive response from the people.

Problems Encountered:

None

Best Practice-2**Title: Green Campus**

The context: A green campus is a place where environmentally friendly practices and education combine to promote sustainable and ecofriendly practices in the campus. It enhances the quality of the environment and enables to make a healthy and hygienic campus to work.

Objectives of the practice:

- i) To maintain a pollution free environment
- ii) To improve the efficient use of all resources including energy and water

iii) To ensure plastic free campus

iv) To adopt sustainable practices to conserve and preserve the environment.

The practice: College of Education Nagaon has adopted ways and means to create a green campus. The college has strictly instructed its students and staff members to put a stop to use of plastic products in the campus. The college maintenance a green campus with trees and plants and a flower garden to reduce the production of carbon dioxide. Regular waste management strategies are adopted including solid waste management, water waste recycling, e waste management etc. Dustbins are placed in every nook and corner of the college. Cleaning of the campus, toilets, classrooms are done from time to time. The college has an infrastructure which is designed in such a manner that permits free flow of air and light in almost all the corners of the college buildings. The college also creates awareness programmes on the need and significance of green campus. It encourages and trains the students to adopt measures to create a green campus. These students further work to encourage and create green campuses in the school that they attend for internships.

Impact/Evidences of Success: The college is able to maintain a green compass whereby there is a reduction in pollution and use of plastic products.

Problems encountered: The main problem encountered in the green campus is development and maintenance of green practices.

File Description	Document
Photos related to two best practices of the Institution	View Document
Any additional information	View Document
Link for additional information	View Document

7.3 Institutional Distinctiveness

7.3.1

Performance of the institution in one area of distinctiveness related to its vision, priority and thrust

Response:

Performance of Institution in one Area of Distinctiveness

College of Education has always been towards working for the all round development of its learners. As a result, the college has taken initiative by forming an organization named “Student’s Welfare Organization (SWO)” to provide a platform for the students who could enhance their skill based abilities to meet the purpose of Outcome Based Education. This organization was formed in the year 2017. The Student welfare Organization is maintained by the IQAC, College of Education, Nagaon. The principal of college is the President and the student of every session since 2017 is its member.

Objectives of the organization:

- To enhance the professional and vocational qualities of the learners.
- To bring out the inherent potentials of the learners.
- To make the learner's creative.
- To develop entrepreneurship.

Skill development is the process of improving specific skills to be more efficient and effective when you perform a task. College of Education, Nagaon whole heartedly contributes towards the development of students. As a result, a skill development program was designed under “Student Welfare Organization”. Under this program several skill based trainings were organised to engage the students on hand-on-activities, leading to the overall development. One such significant training was a “Workshop on Terracotta”. The workshop was conducted from 1.02. '23 to 7.02.'23, a week-long program. The workshop was conducted by Dr. MithunDas, Assistant Professor College of Education, Nagaon. Renowned artists Shankar Das and Sri Chittaranjan Bora were invited for training the students.

Apart from Terracotta, the students were given training on paper bag making, mask making, pot painting etc. These workshops enabled the students to learn new and innovative skills that would help them to utilize the talent in later parts of their life. It could be a means of earning livelihood. The students also could train community members specially in rural areas where earning is a challenge most of the time. All the students were provided certificates which would be useful to them in their future endeavors.

College of Education, Nagaon have therefore always made sincere efforts in Student's Welfare and development. The college received several milestones in this regard. Such initiatives are intended to make the students self dependent and self sufficient.

A Report on Terracotta Workshop Organised by College:

College of Education, Nagaon, 12th,13th,14th and 15th Dec,2022 :As a part of Youth Empowerment and Skill Development College of Education, Nagaon organized a four day terracotta workshop at the college premises. All the teacher-trainees participated in the workshop.

The event was inaugurated at 10 am by the Principal of the college, Dr. Manoshikha Baruah. Mr. Chittaranjan Bora was invited as the Resource Person of the event

In this workshop the trainees have learnt about different processes for toys, tiles making and also sculpture making. The trainees also learned about different process of clay modeling and also how they can use this for their career prospects as artist, architect or interior designer.

At the end teacher-in-charge Dr. Mithun Das offered the vote of thanks to all the participants and the members who made the workshop successful.

File Description	Document
Photo and /or video of institutional performance related to the one area of its distinctiveness	View Document
Any additional information	View Document
Link for additional information	View Document

5. CONCLUSION

Additional Information :

The college of education Nagaon is a premier Teacher Education Institution situated at the heart of Nagaon Town of Assam, India. The college is run by a registered society namely Society of College of Education Nagaon. The college has completed 32 years of its existence and celebrated its Silver Jubilee in the year 2017. The college is permanently affiliated by Gauhati University. The college has collaborated with many National and International organization to organize different workshops, seminars, Lecture program etc.

Concluding Remarks :

The college of Education Nagaon was established in 1992 by a group of educationists of Nagaon town. The institution is affiliated to Gauhati University and recognized by National; Council for Teacher Education (NCTE). Since its inception the college has been trying to provide quality education to the learner . The trend of result is sharply increasing each year and the institution is now recognized as one of the premier teacher education institution of the country. The college was assessed by NAAC in the year 2014, accredited with B grade. Now the college is preparing for NAAC second cycle of assessment and trying to convert the institution to a multidisciplinary institution following the guidelines of NEP 2020.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.4	<p>Students are encouraged and facilitated to undergo self-study courses online/offline in several ways through</p> <ol style="list-style-type: none"> 1. Provision in the Time Table 2. Facilities in the Library 3. Computer lab facilities 4. Academic Advice/Guidance <p>Answer before DVV Verification : A. All of the above Answer After DVV Verification: C. Any 2 of the above Remark : Input edited as per supporting documents</p>																				
1.2.5	<p>Percentage of students who have completed self-study courses (online /offline, beyond the curriculum) during the last five years</p> <p>1.2.5.1. Number of students who have completed self-study course(s) (online /offline, beyond the curriculum) during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>100</td> <td>133</td> <td>94</td> <td>86</td> <td>140</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Input edited as HEI has not uploaded related certificates</p>	2022-23	2021-22	2020-21	2019-20	2018-19	100	133	94	86	140	2022-23	2021-22	2020-21	2019-20	2018-19	0	0	0	0	0
2022-23	2021-22	2020-21	2019-20	2018-19																	
100	133	94	86	140																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
0	0	0	0	0																	
2.1.3	<p>Percentage of students enrolled from EWS and Divyangjan categories during last five years</p> <p>2.1.3.1. Number of students enrolled from EWS and Divyangjan categories during last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>15</td> <td>12</td> <td>1</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>15</td> <td>12</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	16	15	12	1	0	2022-23	2021-22	2020-21	2019-20	2018-19	16	15	12	0	0
2022-23	2021-22	2020-21	2019-20	2018-19																	
16	15	12	1	0																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
16	15	12	0	0																	

Remark : Input edited as per supporting documents

2.3.4 **ICT support is used by students in various learning situations such as**

1. **Understanding theory courses**
2. **Practice teaching**
3. **Internship**
4. **Out of class room activities**
5. **Biomechanical and Kinesiological activities**
6. **Field sports**

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: B. Any 3 of the above

Remark : Input edited as per supporting documents

3.2.1 **Average number of research papers / articles per teacher published in Journals notified on UGC website during the last five years**

3.2.1.1. **Number of research papers / articles per teacher published in the Journals notified on UGC website during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
9	2	1	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
8	2	1	0	0

Remark : Input edited as per supporting documents

3.2.2 **Average number of books and / or chapters in edited books published and papers in National / International conference-proceedings per teacher during the last five years**

3.2.2.1. **Total number of books and / or chapters in edited books, papers in National / International conference proceedings published during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
3	5	3	1	4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
3	3	2	1	4

Remark : Input edited as per supporting documents

4.1.3 Percentage of expenditure excluding salary for infrastructure augmentation during the last five years

4.1.3.1. Expenditure for infrastructure augmentation excluding salary during the last five years (INR in lakhs)

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
3.88	22.37	11.35	55.67	35.4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2.58	22.27	00	55.00	35.4

4.3.4 Facilities for e-content development are available in the institution such as

1. **Studio / Live studio**
2. **Content distribution system**
3. **Lecture Capturing System (LCS)**
4. **Teleprompter**
5. **Editing and graphic unit**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. Any 1 of the above

Remark : Input edited as per supporting documents

5.2.2 Percentage of student progression to higher education during the last completed academic year

5.2.2.1. Number of outgoing students progressing from Bachelor to PG.

Answer before DVV Verification : 2

Answer after DVV Verification: 2

5.2.2.2. Number of outgoing students progressing from PG to M.Phil.

Answer before DVV Verification : 0

Answer after DVV Verification: 0

5.2.2.3. Number of outgoing students progressing from PG / M.Phil to Ph.D.

Answer before DVV Verification : 4

Answer after DVV Verification: 1

Remark : Input edited as per supporting documents

5.2.3 Percentage of students qualifying state/national level examinations during the last five years (eg: NET/SLET/ TET/ CTET)

5.2.3.1. Number of students qualifying in state/ national level examinations (eg: NET/SLET/ TET/ CTET) during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1	50	2	4	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	20	2	4	5

Remark : Input edited as per supporting documents

5.3.2 Average number of sports and cultural events organized at the institution during the last five years**5.3.2.1. Number of sports and cultural events organized at the institution during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
20	25	3	20	20

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	4	1	1	1

6.4.2 Funds / Donations received from non-government bodies, individuals, philanthropists averaged over the last five years (not covered in Criterion III)(INR in Lakhs)**6.4.2.1. Total funds received from non-government bodies, individuals, philanthropists during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0.75	0.16	0.1	0.06	0.12

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0.2	0	0	0	0

Remark : Input edited as per supporting documents

7.1.3	<p>Institution waste management practices include</p> <ol style="list-style-type: none"> 1. Segregation of waste 2. E-waste management 3. Vermi-compost 4. Bio gas plants 5. Sewage Treatment Plant <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : Input edited as per Geo-tagged photos</p>																				
7.1.4	<p>Institution has water management and conservation initiatives in the form of</p> <ol style="list-style-type: none"> 1. Rain water harvesting 2. Waste water recycling 3. Reservoirs/tanks/ bore wells 4. Economical usage/ reduced wastage <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: C. Any 2 of the above Remark : Input edited as per Geo-tagged photos</p>																				
7.1.7	<p>Percentage of expenditure on green initiatives and waste management excluding salary component during the last five years (INR in Lakhs)</p> <p>7.1.7.1. Total expenditure on green initiatives and waste management excluding salary component during the last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1" data-bbox="306 1429 1046 1563"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>.2</td> <td>.17</td> <td>.2</td> <td>.26</td> <td>.14</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1" data-bbox="306 1641 1046 1776"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>0.16</td> <td>.17</td> <td>0.1</td> <td>0.06</td> <td>0.12</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	.2	.17	.2	.26	.14	2022-23	2021-22	2020-21	2019-20	2018-19	0.16	.17	0.1	0.06	0.12
2022-23	2021-22	2020-21	2019-20	2018-19																	
.2	.17	.2	.26	.14																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
0.16	.17	0.1	0.06	0.12																	

2.Extended Profile Deviations

ID	Extended Questions
1.5	<p>Number of graduating students year-wise during last five years..</p> <p>Answer before DVV Verification:</p>

2022-23	2021-22	2020-21	2019-20	2018-19
133	129	142	143	99

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
133	162	142	137	99

2.1 **Total expenditure excluding salary year wise during the last five years (INR in lakhs)..**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
20.37	35.08	29.74	65.77	44.52

Answer After DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
20.06	34.58	29.42	65.51	44.26