

**GOVERNMENT OF ASSAM  
HIGHER EDUCATION DEPARTMENT  
DISPUR : GUWAHATI-6**

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No.AHE.544/2021/9

Dated Dispur, 11<sup>th</sup> February, 2022.

**OFFICE MEMORANDUM**

**Subject : NAAC Assessment and Accreditation**

To expedite NAAC Accreditation of the provincialised colleges of Assam, the Government of Assam after due consideration of all aspects, framed the following broad guidelines for necessary follow up by all concerned.

- 1. Reconstruction of IQAC:** IQAC must be formed as per NEW guidelines of UGC/NAAC and develop infrastructure for IQAC office room (ICT-enabled IQAC office, with modular cabinet etc. for keeping all documents, department wise).
  
- 2. Formation of Special Committees for NAAC:** At least 7 Special Committees must be formed for 7 Criteria of NAAC (1-7, Criteria wise). The 7 criteria of NAAC are:
  1. Curricular Aspects
  2. Teaching, Learning, and Evaluation
  3. Research, Innovation, and Extensions
  4. Infrastructure and Learning Resources
  5. Student Support and Progression
  6. Governance, Leadership, and Management
  7. Institutional Values & Best Practices

Each criterion must comprise of two Associate Professors. If not available, the responsibility may be assigned by the Principal concerned.

- 3. Teachers' Quarterly Profile:** Creation of Personal Profiles of all the Teachers and uploading the same in the college website regularly. Every teacher shall submit
  - (a) courses covered,
  - (b) extension activities undertaken with pictorial and videographic evidences (through mobile) endorsed by Principal.
  - (c) Student related activities e.g. student career counselling, soft skills like computer skills, communicative skills in Hindi and English, conducting debates, extempore speech, group discussions etc..
  - (d) Any other works pertaining to the overall development of the college like examination, IQAC, admission, college student union election etc.
  - (e) Academic works like research articles, publication works, research projects undertaken and ongoing etc. These would be taken into consideration while considering each faculty member for promotion. The methodology of such evaluation would be developed by the Department of Higher Education.

4. **Department Profiles:** Developing Departmental Profile of each Department with Vision and Mission of the department and other details (information from past to the present including students progression of at least for last five years). Department profile will also contain names of notable alumni from the Department since its inception. All departmental activities should have audio-visual testimonials to be recorded through individual faculties' android phones and must be uploaded in the college website.

5. **The NAAC 7 Criteria Team will specifically look into:**

- i. **Provisions for keeping detail records of Continuous Internal Evaluation (CIE)**
- ii. **Program Outcomes (POs) and Course Outcomes (COs)**

Making arrangement for Continuous Internal Evaluation, keeping all records of evaluation processes etc. and developing policies on Grievances Resolution measures.

Defining the importance of POs and COs and students must be informed about Program Outcomes and Course Outcomes. Moreover, there must be certain mechanisms for measuring the achievement level of Program Outcomes and Course Outcomes by the students.

6. **Innovative Teaching Practices/Experimenting learning practices:** Developing Innovative practices in Teaching/learning by the faculty members of each department. *Use of ICT in Class rooms:* There must be a practice of keeping daily records of ICT-used in teaching by individual faculty member in each dept. (At least 50% courses must be taught using ICT). Log books must be used for ICT enabled class rooms for various users. *Smart Class rooms:* There must be minimum 3-7 smart class rooms, developing ICT enabled class room/conference halls etc.
7. **NAAC awareness program:** There must be series of regular discussions in each dept about how to make students aware of New NAAC procedures and also Students Satisfaction Survey (SSS) particularly. *Analysis of each Semester Results:* There should be a regular practice in the department for analysing of Results of students after declaration of each semester results.
8. **Alumni Association:** Developing a strong alumni connection/network and register the Alumni Association and record Alumni contributions on yearly basis. Each year each department may conduct Alumni get together and involve them in overall development of the department in particular and college in general.
9. **Institutional Social Responsibility (ISR):** As a part of ISR initiating dynamic activities for helping community in nearby villages, institutions/schools/ under privileged sections of the society should be undertaken.

Colleges may contact the following persons for any NAAC related information and other activities mentioned above: