**Name of the Department: English**

Year of Establishment: 1998

Head of the Department: Dr Nazrul Haque Barbhuiya

| Metric No | Description | Response | Weightage |
| --- | --- | --- | --- |
|  | Total No. of Seats (Major) | 40 in each Semester |  |
|  | Total No. of Students at present | 411 |  |
|  | No. of sanctioned faculty positions | 03 |  |
|  | No. of filled up faculty against sanctioned posts | 03 |  |
|  | No. of other faculty | Nil |  |
| 1.1.1.a | The Institution ensures effective curriculum delivery through a well-planned and documented process:  (Response-Yes/ No)   1. Lesson plan is maintained by the teachers 2. Course progress record is maintained by the teachers 3. Course completed in stipulated time 4. Feedback on teachers collected from the students 5. Internal examination results are analysed and necessary action taken | Yes. Detailed responses are furnished in a separate sheet attached hereto. | 20 |
| 1.1.1.b | The institution adheres to the academic calendar including for the conduct of CIE  (Response-Yes/ No)   1. Academic calendar is maintained for teaching 2. Academic calendar is maintained for CIE | Yes. |
| 1.2.1.a | Number of Add on / Certificate programs offered during : 2021-22 | One Certificate Course : BCE (Business Communication in English) | 15 |
| 1.2.1.b | No. of students enrolled in Certificate/ Add-on programs last year | 12 | 15 |
| 1.3.1. | Following issues are integrated to curriculum: (Response-Yes/ No)   1. Professional Ethics 2. Gender 3. Human Values 4. Environment and Sustainability | 1. Professional ethics is encouraged by incorporating topics for study such as ‘Ethics and Education in Children’s Literature’, ‘Ethics and the Novel’, ‘Crime Fiction and Ethics’, and so on. 2. To promote gender sensitivity and gender equality, the curriculum has integrated the following into its corpus:  * A historical understanding of the space accorded to women throughout history. * An understanding of the manner in which the social construction of gender comes about. * The ability to critique the stereotypical notions of such patriarchal constructions.  1. Many of the topics included in the curriculum are aimed at inculcating human values in the students. 2. Ability Enhancement Courses integrated into the curriculum encourage environment and sustainability awareness. | 10 |
| 1.3.2 | % of students undertaking project work/field work/ internships | 100% of the students are given home assignments. Students taken on an academic tour are required to submit field visit reports. Students opting for Creative Writing as part of Skill Enhancement Courses (Eng-SE) need to submit creative writing projects. | 20 |

| 2.2.1 | Student- Full time teacher ratio | 137 : 3 | 40 |
| --- | --- | --- | --- |
| 2.3.1 | Department assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners  Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences  No. of Teachers use ICT enabled tools for effective teaching-learning process.  Percentage of teachers uses ICT for teaching  Ratio of mentor to students for academic and other related issues | Yes, the Department of English accesses the learning levels of the students by conducting class tests after each lesson and singles out the slow learners in order to make them more advanced in their learning approaches. Slow learners are motivated and advised accordingly to participate in and join the remedial classes as organized by the department from time to time.  The Department of English has three full-time teachers, and all of them use ICT tools for effective teaching. Further, the teachers also divide the students offering honours in the subject into three equal groups in order to monitor their academic and other related issues. The department attaches importance to participatory learning so that students feel free to solve their problems with a view to enhancing their learning experiences. | |
| 2.4.2 | No. of Teachers with PhD/NET/SLET | 03 | |
| 2.5.1 | Mechanism of internal assessment is transparent and robust in terms of frequency and mode.  Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient | Yes, the Department of English continuously assesses the learning progress and performance of the students. The department frequently organizes class tests, mock tests, and unit tests for every lesson or chapter. Upon evaluation of the scripts, the concerned teachers show the errors committed by them so that they can avoid making the same mistakes in the future. Besides, the department, at the very beginning of the session, splits the syllabus semester wise for each teacher and makes it available to the students so that they can pursue the particular teacher in order to complete their required tasks. The outcome of the assessment is displayed on the department notice board, and students are encouraged to reflect on it. The department maintains transparency in all its activities. | |
| 2.6.1 | Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution. | The Department of English pursues outcome-based education and therefore adheres to the following mechanisms:   * Students are introduced to the teachers in their induction programme, where they are informed of the learning outcomes the institution seeks to achieve. * Conceptual understanding of the core areas of the syllabus is regularly encouraged. * The department has formed separate WhatsApp groups for each semester where a soft copy of the daily schedule is distributed. * Throughout the academic year, the department’s action plan is communicated to the students, and the same is implemented in terms of teaching and learning. * In order to promote the students’ holistic growth, they are also informed of and encouraged to take part in the co-curricular activities of the department, such as wall magazines, printed magazines, project work, study tours, and so on. | |
| 2.6.2 | Attainment of Programme outcomes and course outcomes are evaluated by the institution. | Since the college is affiliated to Gauhati University, the examinations are conducted by the Controller of Examinations, Gauhati University. After the declaration of the results, the department concerned preserves the records and places them on the agenda of the Departmental Meeting for future action. | 20 |
| 2.6.3 | Pass percentage of final year Students in the last year | 67% | 45 |
| 3.1.1 | Grants received from Government and non-governmental agencies for research projects / endowments | Nil | 10 |
| 3.2.1 | Institution has created an ecosystem for innovations (patents, incubations etc.) | Yes, the institution has installed solar lighting on campus to save energy and has signed Memorandums of Understanding with government and non-government groups to create and transform knowledge. | 10 |

| 3.2.2 | Number of  Seminars/conferences/workshops conducted on IPR, Research Methodology, Entrepreneurship | Nil | 5 |
| --- | --- | --- | --- |
| 3.3.1 | Number of papers published per teacher in the Journals notified on UGC website | Nil | 10 |
| 3.3.2 | Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings | Yes  Publications by Dr Hasinus Sultan:   * Chief Editor : *Cross-Currents: An International Peer-Reviewed Journal on Humanities and Social Sciences* (ISSN: 2394-459X) * *Kar Babe Likhiso Kabita* (Assamese Poetry Volume), 2021, SAS Publishers, Hojai, & HAA College, Doboka, ISBN 978-81-932299-8-9 * *Immigration and Assam: Past, Present and Future* (Ed.), 2021, Assam College Teachers Association (ACTA) & Pratishruti Prakashan, Guwahati, ISBN 978-93-89696-33-2 * Poems published with bio-profile of the poet in the international poetry volume *I Can’t Breathe:A Poetic Anthology of Social Justice* edited by Christopher Okemwa, published by Kistrech Theatre International, Kisii, Kenya, ISBN 978- 9914-9885-0-5 * Poems published with bio-profile of the poet in *May Love Heal the World*, an international Anthology of Poetry edited by Misna Chanu, published by Authors Press, New Delhi, ISBN 978-93-90588-64-0 | 15 |
| 3.4.1 | No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development | * HoD Dr N. H .Barbhuiya is involved with running an Anglo-Arabic institute to develop English language among the marginalised section of the society. * Dr Hasinus Sultan is an activist, literary person, educator and motivational speaker who regularly takes part in outreach initiatives in the neighbourhood community sensitizing students to social issues, for their holistic development. He is actively associated with a good number of literary organisations, and is presently the President of Asam Kabi Chakra. * Dr Sahab Uddin is also associated with many social, cultural and literary organisations. | 15 |
| 3.4.2 | Number of awards and recognitions received for extension activities from government / government recognised bodies | Yes. Dr Hasinus Sultan has received the following awards and recognitions:   * Kavya Kaumudi International Poetry Award(2021, instituted by Kavya Kaumudi International Multilingual Poetry Forum) * Rabindranath Tagore Memorial Literary Appreciation(2022, instituted by Motivational Strips in association with the Department of Culture, Government of Seychelles, Africa, and its journal SIPAY) * Certificate of Appreciationas a Poet(2021,from Telengana Sahitya Akademi, the Department of Language and Culture, Govt. of Telengana, and Kavya Kaumudi) * Certificate of Appreciation as a Teacher(from Fatima Welfare Foundation, Doboka, Hojai, Assam, on September 5, Teachers’ Day, 2021) * Certificate of Appreciation as a Literary Person and Teacher(from Assam State Journalists’ Association on November 7, 2021) | 5 |
| 3.4.3 | No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs ) | The college has an NSS unit, and students of the English Department also participate in the programmes. | 20 |
| 3.5.1 | Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. | Nil | 20 |
| 4.3.1 | No. of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc | The college has two smart classrooms and a well-equipped auditorium. They are used for both teaching-learning experiences in an ICT-rich environment and screening educative movies and plays. | 20 |
| 5.1.2 | Capacity building and skills enhancement initiatives taken by the department include the following   1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) | Soft skills are promoted among the students by inculcating in them good interpersonal communication, leadership, teamwork, problem-solving ability, a positive attitude, and all-round personality development. The department has also provided a Certificate Course in Business Communication for the students. Students of the department actively participate in yoga, physical fitness, and health and hygiene programmes at the college. | 10 |
|  | 4. ICT/computing skills Options:   1. All of the above 2. 3 of the above 3. 2 of the above 4. 1 of the above 5. none of the above | 2 |  |
| 5.2.1 | No. of placement of outgoing students &  No. of students progressing to higher education | **Students of the 2020-21 Batch**  Total No. of Students: 15   * No. of students who got placement: 04 * No. of students pursuing higher studies: 11   **Students of the 2021-22 Batch**  Total No. of Students: 28   * No. of students who got placement : 06 * No. of students pursuing higher studies: 20 | 25 |
| 5.2.2 | No. of students qualifying in state/national/ international level  examinations during the last five years  (eg: JAM/CLAT/GATE/  GMAT/CAT/GRE/ TOEFL/ Civil  Services/State government examinations) | 02 | 10 |
| 5.3.1 | Number of awards/medals for outstanding performance in sports/cultural activities at  university/state/national / international level | 05 | 20 |
| 5.3.2 | No. of number of sports and cultural events/competitions in which students of the Institution participated | The students of the English Department have participated in various competitions such as quizzes, debates, essays, sports, etc. in and outside the college, along with students of the college. | 25 |
| 6.3.2 | % of teachers provided with financial support to attend conference/workshops and towards membership fee of professional bodies during last 5 years. | 66%, i.e., 02 number of teachers out of 03 | 12 |
| 6.3.3 | % of teachers undergoing online/face-to face Faculty development Programmes (FDP) | 02 | 15 |
| 7.2.1 | Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual. | **Practice I:** Environment-friendly Academic Atmosphere: (a) The college is situated in a natural environment with zero carbon emissions. (b) The campus is declared a 'No Plastic Zone' and a 'No Tobaco Zone'. (c) The college has an Environment Committee dedicated to preserving the green environment. (c) 'World Environment Day' and other environment awareness programmes are organised. (d) Special emphasis is laid on energy conservation measures to protect the green environment. (e) Cleanliness drives are organised by NSS on campus and in the surrounding area. (f) The college conducts an audit on environment.  **Practice II:** E-learning and E-Teaching: The following points highlight the emphasis on the e-teaching-learning practice at the college: (a) E-classes were conducted through college portal during Covid-19. (b) Study materials were uploaded to the college portal so that the students could download them at their convenience. (c) Audio and video classes were given through the college portal.  (d) Assignments were given and received through the college portal. (e) Whatsapp groups were created semester wise for easy contact with students. (f) Online surveys were conducted and data collected for analysis on administration, infrastructure facilities, academic and extra-curricular activities. Students made use of e-journals and e-books throughout the Covid-19 period. | 20 |

\*Use separate sheet for all QLM metrics