

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	Sualkuchi Budram Madhab Satradhikar College (SBMS College)
1.2 Address Line 1	Sualkuchi, P.K.Road, P.O: Sualkuchi, District: Kamrup
Address Line 2	
City/Town	Sualkuchi
State	Assam
Pin Code	781103
Institution e-mail address	collegesbms@gmail.com
Contact Nos.	09435109206, 09707023066
Name of the Head of the Institution:	Dr. Bilash Chandra Das
Tel. No. with STD Code:	0361-2913902
Mobile:	09864142468

Name of the IQAC Co-ordinator:

Mrs. Mamani Devi,
Mr. Nihar Ranjan Kalita

Mobile:

09435109206, 09707023066

IQAC e-mail address:

collegesbms@gmail.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN12241

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC/35/199 dated 28-02-2005

1.5 Website address:

www.sbmscollege.org

Web-link of the AQAR:

www.sbmscollege.org/report-of-2008-2009.html

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C+		2005	2005-2010
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY

25-06-2005

1.8 AQAR for the year (for example 2010-11)

2008-2009

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _____ 2007-2008 _____ (11/11/2014)
- ii. AQAR _____ 2005-2006-,2006-2007 _____ (11/11/2014)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

DCA

1.12 Name of the Affiliating University (*for the Colleges*)

GAUHATI UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

DST Star Scheme

UGC-Special Assistance Programme

UGC-Innovative PG programmes

UGC-COP Programmes

UGC-CPE

UGC-CE

DST-FIST

An other (*Specify*)

√ Affiliated
College

2. IQAC Composition and Activities

2.1 No. of Teachers

15

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

01

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and
community representatives

03

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 03

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="01"/>	Faculty	<input type="text" value="01"/>
Non-Teaching Staff	<input type="text" value="01"/>	Students	<input type="text"/>
Alumni	<input type="text"/>	Others	<input type="text"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.	<input type="text"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text"/>	Institution Level	<input type="text" value="01"/>
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(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Initiating to open a centre of KK HANDIQUE STATE OPEN UNIVERSITY in the college
- Initiating to open a centre of DISTANCE AND OPEN LEARNING in the college
- Introducing NCC in the college
- Organising Remedial classes
- Initiating the faculties for individual Minor Research Projects
- Ensuring an echo friendly campus
- Organising co-curricular activities.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
<ul style="list-style-type: none">• To review the Academic progress• To arrange inter-college competitions, for students• To organize lecture on various UGC schemes, inviting resource persons from UGC and Parent University• To encourage the faculties to apply for more minor and major projects to UGC and also for collaborative research works• Introducing innovative methods of teaching, learning and evaluation.• To conduct book fair and exhibition on art and culture• To complete the construction of existing building under UGC grants• To continue with the practice of existing programmes for students progression of teaching and learning• To organize programmes for non-teaching staff• To continue with the best practices.	<ul style="list-style-type: none">• Reviewed the Academic progress• Organised inter-college debating competition• Organized lecture on various UGC schemes• A few faculties applied for minor projects to UGC• Applied to UGC for fund to introduce innovative teaching equipments• A book fair and exhibition on art and culture was organised by College Study Circle• Construction of existing and new building under UGC grants is started• Continued with the practice of existing programmes for student's progression.

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body Governing Body

Provide the details of the action taken

The core committee of IQAC reviewed the activities of the previous year and tried to locate the weak points. In its annual meeting with the principal, the cell chalked out the necessary actions for quality enhancement of education. Proposal has been submitted to the UGC for infrastructure and academic development of the college as a whole. The faculty members encouraged are to engage in Research works. Students are motivated to perform better results.

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	01		02	01
Others				
Total	03		02	01
Interdisciplinary				
Innovative				

- 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options
 (ii) Pattern of programmes:

Pattern	Number of programmes

Semester	
Trimester	
Annual	04

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students

Mode of feedback : Online Manual Co-operating schools (for PEI)

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Revision /updating is done as per the guidelines of Gauhati University time to time

1.5 Any new Department/Centre introduced during the year. If yes, give details.

The College introduces a center of Distance and Open Learning and a center of KK Handique State Open University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
33	19	14		

2.2 No. of permanent faculty with Ph.D.

03

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	03								03

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		08	--
Presented papers		08	--
Resource Persons		--	--

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- Arranged training programme for teachers on ICT enable teaching and learning
- Provided an orientation programme to the staff and students to introduce the details of research methodology to prepare a project report
- Conducted a training programmes in personality development and soft skills
- Disseminating information on various quality parameters of higher education
- Introduced innovative methods of teaching, learning and evaluation such as project works, field study, educational tours etc.

2.7 Total No. of actual teaching days

during this academic year

190

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

As per university guidelines, in the under graduate level, the college conducted one internal examination. The evaluated answer scripts are given to the students with valuable suggestions for further improvement, if required.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

02	--	--
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2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG	32(Major)	03	03	26	--	84.37%
	45(Pass)				38	84.44%
	04 (Science, Pass)				04	100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

The IQAC monitors the progress of teaching- learning processes by:

- a) feedback mechanism from students
- b) Periodical meeting with the Departments
- c) By reviewing the examination results of students
- d) By taking necessary steps to improve academic activities of teaching and learning.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	07
HRD programmes	
Orientation programmes	

Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	01		
Technical Staff				01

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC encourage the faculties to engage with research work
- The College authority and IQAC provides all the necessary arrangements for the smooth progress of the research projects carried out by the faculties
- A good number of faculty members of the College are actively engaged in research activities
- The College has been organising different workshops, training programmes, sensitization programmes on different vital issues at sporadic intervals. Such ventures have been immensely helpful not only in generating research problems but also in identifying research questions. Moreover the faculty members are as well benefitted by such programmes finding new themes and ideas for their research
- The faculty members are inspired by the College authority and IQAC to present their research findings in different Conferences and Seminars specifically by granting leave to them. Moreover, the Principal of the College constantly inspires the faculty to publish the findings of the individual research works in journals, magazines, etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	01	02	01
Outlay in Rs. Lakhs	2.20			

3.4 Details on research publications

	International	National	Others
Peer Review Journals		01	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		02	03

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	1.5	UGC	2.40	2.40
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	02	UGC	2.40	2.40

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges

Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					04
Sponsoring agencies					Self

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
02				02		

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. Of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

Unit/Cell	Programme	Date
NSS	Awareness programme on HIV/AIDS	1 st December, 2008
NSS	Regular and Special activities on environmental issues	5 th June, 2008
NCC	Cleanliness drive and tree plantation	10 th January, 2009
Women Cell	Weavers enlightenment Programme	8 th March, 2009
NSS	Village adaptation programme	2 nd April, 2009

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	181620sq.mts	253.5sq.ft	UGC	181620sq.mt
Class rooms	18			
Laboratories	05			
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--			
Value of the equipment purchased during the year (Rs. in Lakhs)	--			
Others	--			

4.2 Computerization of administration and library

The college established a new library committee with Principal as Chairman. The committee helps in the proper functioning and development of the library with valuable suggestions. The committee also discussed about the infrastructural development of the college and prepared UGC proposal

However the administration is partially computerized:

Year	Area of operation	Computerization
2008-09	<ul style="list-style-type: none"> ◆ Admission ◆ Fees Collection ◆ Examination Results ◆ Issue of Certificate ◆ Time Table 	<ul style="list-style-type: none"> ◆ Partially computerized ◆ Partially computerized ◆ Partially computerized ◆ Partially computerized ◆ Notified in the Prospectus and College Notice Board

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8915		872	70,015	9787	
Reference Books	9200		3	5,47	9203	
e-Books						
Journals	02		--	--	02	
e-Journals						
Digital Database						
CD & Video						
Others (specify)	02		--	--	02	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	14	10	--	--	--	02	--	02
Added		--	--	--	--	--	--	--
Total	14	--	--	--	--	--	--	--

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The college has a gymnasium room with modern equipments. The authority of the college purchased a total of 15 modern equipments for the Gymnasium. A few number of computer sets have been purchased for the computer science laboratory with one scanner and a printer. The following programme has been arranged only for the non-teaching staff and teaching staff

1. Office Management and automation	Non-Teaching staff	Third Eye, Sualkuchi	12.09.2008
2. E-Content Preparation	Teaching staff	Computer science section SBMS College	12-14 th August 2008

4.6 Amount spent on maintenance in lakhs :

i) ICT	64,000/-
ii) Campus Infrastructure and facilities	15,00000 /-
iii) Equipments	
iv) Others	
Total :	15,64000/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students from SC/ST, OBC and economically weaker sections are provided with support facilities through scholarships.
- Special care to safeguard the interests of the students belonging to the SC, ST, OBC, the minorities' community and also the economically weaker sections.
- The number of physically disabled students is quite negligible in the Institution. However the numbered few are given special attention at the time of examination by allotting separate seating–arrangements, if required.
- Students qualifying for national and international competitions are extended academic guidance by the teaching- faculty and financial aid is provided after obtaining it from various sources other than institutional.
- Medical assistance and health care facilities are made available to students through free medical-camps.
- The Slow Learners are detected through Sessional tests and class-assignments. Tutorials and Remedial classes are taken by the teachers of the respective Departments.

5.2 Efforts made by the institution for tracking the progression

We have our own mechanism of continuous academic audit which helps us to closely monitor the performance of each and every student in respect of their achievements. Students with high risk of drop-out are identified and are then encouraged to improve themselves. They are also advised to take part in remedial teaching program. Their attendances in classes are also monitored. Finally they are advised for go through more student-friendly texts and reference books

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
365			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	138	37.81		227	62.19

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
223	91	--	27	--	341	247	77	04	37	--	365

Demand ratio 1.1 Dropout %

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

There is no placement provision in this college; however the faculties and the Carrier Counseling and Guidance Cell take the responsibilities to guide the students whenever necessary.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The Career Guidance Cell of the College also plays a key role in disseminating information as per the needs of the students. Stress is given upon providing information on quality institutions of open and distance learning so that aspiration for higher learning could be materialized against all odds.

Besides, the Career Guidance Cell of the Institution extends formal guidance and counseling to students seeking placement in jobs.

No. of students benefitted

50%

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			Data not available

5.8 Details of gender sensitization programmes

The Women Cell of the college carryout the gender sensitization programme by celebrating the International Women's Day. The Cell always remain sensitive to solve any problem to a girl students with the authority .A number of programmes on women related issues are carried out by the Women Cell to empowered the female community of the greater Sualkuchi area.Equal opportunities are enjoyed by the female member of the college in each and every activities of the college.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level

25

National level

International level

No. of students participated in cultural events

State/ University level

06

National level

International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	21	4650/-
Financial support from government	35	1,06,750/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _ The **Grievance Redressal Cell (GR Cell)** of the college plays a positive role in sensitizing the staff and students in favour of a positive gender-friendly attitude. Complaint or issues centring on gender are dealt with a firm hand to propagate the message of upholding a healthy attitude among all concerned in this regard.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

❖ **Our Vision**

As the only seat of higher education of the locality, this institution aims to impart quality education to learners and to enable them to meet the needs and challenges of the time. It also envisages in erecting a proper platform for the learners to mould high degree of intellectuality, spirituality and social allegiance for building a sound and healthy social order and discipline within the plurality and diversity of religion and culture of the nation.

❖ **Our Mission**

The missions of our college are:

- I. To impart higher education to the eligible youths in general and SC/ST/OBC and those belonging to the weaker section including the women in particular
- II. To promote ideas of national integration, secularism, a scientific outlook and, a cosmopolitan, humanistic and a holistic approach towards life
- III. To impart training in games and sports, music, literature, arts and culture
- IV. To promote among the students and teaching faculty an awareness and understanding of the social needs of the hour
- V. To work for the appreciation, preservation and dissemination of art and culture
- VI. To ensure higher education in science accessible to the rural youths. To arrange remedial teaching for the improvement of quality in the needy section of the learners

To lead the rural youths to the national mainstream with better preparedness to prove themselves as human resource for development of the self and the nation in its true sense.

6.2 Does the Institution has a management Information System

- Maintain the records of students achievements
- Displaying the information's through college notice board
- Regular meeting between authority and faculties
- Transparent evaluation method of internal examination

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

. Following the guidelines of the Gauhati University the institution prepared the internal examination for the under graduate classes. The examination marks along with examination answer scripts are sent to the university. Marks obtained by the students are also notified in the college notice board. Students are personally contacted for further improvement by the teachers with valuable suggestions

6.3.2 Teaching and Learning

- Feedback mechanism
- Regular class assignment
- Remedial and tutorial classes
- Study tours, project works for students
- Organised student seminars.

6.3.3 Examination and Evaluation

The examination committee of the college takes the responsibility of conducting internal examination of the college.

The college follows the guidelines of the parent University for Final Examinations.

All the departments of the college have the full autonomy to conduct seminars, home assignments, and project work for the students. The college follows strictly the academic calendar. Timely evaluation and declaration of results are done by each department. The weak students are guided with remedial classes followed by conducting a re-examination.

6.3.4 Research and Development

- Encouraging the faculty members to pursue research works
- Encouraging the faculty members to publish research articles
- Encouraging the faculty members to attend seminars and workshops
- The institute planning to establish a Research Committee.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library Advisory Committee has been re-constituted
- Initiative has been taken to improve the reference section of the library
- Construction of a library reading room has been started with infrastructure facilities.

6.3.6 Human Resource Management

- Different committees have been constructed for overall management of the college
- Student welfare fund and faculty development funds are maintained by the staffs for the welfare of the students and the staffs.

6.3.7 Faculty and Staff recruitment

Teacher recruitment against approved post is done as per the guideline laid down by Govt. of Assam in compliance with that of U.G.C.

Staff recruitment (Non-teaching) is done as per the guideline laid down by Govt. of Assam.

6.3.8 Industry Interaction / Collaboration

The college has not established any direct interaction with the industry so far. But few awareness and motivation training programmes towards entrepreneurship have been conducted to motivate the students for self employment.

6.3.9 Admission of Students

Admission Committee prepares the merit list on the basis of the achievement score of the students obtained in the last qualifying public examination. Admission to UG program is offered as per the merit list prepared. This of course not necessarily ensures that the concerned student will be offered all subjects to his/her expectation. Admission to Major programs is rather tough and it is strictly limited. A second line selection is done by the respective Departments and again on the basis of the merit of the students, admission to Major programme is recommended by the HoDs.

On the basis of recommendation of the HoDs, the Principal finally approves the admission to Major programme. Adequate weightage is given to students belonging to reserved categories.

6.4 Welfare schemes for

Teaching	03
Non teaching	03
Students	01

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DHE	Yes	The College
Administrative	Yes	DHE/CA	Yes	Governing Body

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The college follows the guidelines of its parent university; however regarding internal examination the college follows its own time schedule

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Considering the potential and excellence of the affiliated/ constituent colleges, the university makes the provision of promoting autonomy to the colleges

6.11 Activities and support from the Alumni Association

The Alumni Association of the college is an integral part. Most of the alumni extend their support by taking classes. Their active participation in the college activities encouraged the student community.

6.12 Activities and support from the Parent – Teacher Association

The Parent Teacher meet in the college generally discusses the overall performances of their wards. They look after the discipline of the college, the teaching methodology and also the course content. Their suggestions are highly honoured by the authority. There are members from the guardian community in the Governing Body of the college to look after the overall development.

6.13 Development programmes for support staff

The authority arranged development programme for non-teaching staff whenever required. Two administrative staff members namely Mohindra Das and Niren Sarma attended a computer training programme organized by National Institute of Information Technology, Guwahati, in the year 2008

6.14 Initiatives taken by the institution to make the campus eco-friendly

Environmental consciousness is enshrined in the main objective of the institution and plantation of tree is the major concern carried out by the authority to maintain an eco-friendly atmosphere inside the campus.

. The NSS and the NCC units plant herbs and trees and this is their joint venture to celebrate World Environmental Day in the campus. This is a non-academic pursuit that develops eco-friendly concern among the students

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- a) Special coaching classes for slow learners
- b) Financial help to poor and needy students
- c) Orientation programme for new course
- d) Educational Excursion for Under-Graduate students
- e) Arranged a Computer training programme for teaching and non-teaching staff and for the students

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

The core committee of IQAC reviewed the activities of the college and tried to locate the weak points. In its annual meeting with the principal, the cell chalked out the necessary actions for quality enhancement of education. Proposal has been submitted to the UGC for infrastructure and academic development of the college as a whole. The faculty members encouraged are to engage in Research works. Students are motivated to perform better results.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

1. Introducing a center of K K Handique State Open University
2. Introducing a center of Distance and Open Learning.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Celebration of World Environmental Day
- Plantation of trees
- Cleanliness Drive
- Arranged seminar and workshop on Environmental Day.

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

. The Institution has a systematic and integrated framework for Quality Assurance of the academic as well as administrative activities. The excellence in performance of the institution is the outcome of integrated effort for improvement in academic and administrative front. The Principal all the time tries to simultaneous improvement in both the front

The IQAC works as a monitor and mediator to facilitate the co-ordinate output from different constituents of the institution

The IQAC facilitate SWOC analysis at the different Departmental level

8. Plans of institution for next year

- To take new initiative for introducing new academic approach
- To organize popular talks on current social and academic issues.
- To arrange orientation programme for the fresh students including parents in the first day of admission, to inform them about the new course and about college administration.
- To introduce new combination for major subjects and this to be notified in the college prospectus.
- To introduce coaching classes for different competitive examination
- To complete the ground floor of the Women Hostel

Mrs Mamani Dev

Dr.Dipesh Chandra Bhagabati

Mr Nihar Ranjan Kalita

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE I

a. Students' Feedback

b) Student Feedback on Teachers

SI No	Particular	Very Good	Good	Satisfactory
1	Ability to bring conceptual clarity and promotion of thinking ability by teacher	30%	60%	10%
2	Motivation provided	56%	20%	24%
3	Teachers Communication Skill	67%	30%	3%
4	Teachers Regularity and Punctuality	80%	10%	10%
5	Teachers Subject Knowledge	60%	35%	5.0%
6	Completion and Coverage of Course	50%	30%	20%
7	Complement theory with practical examination	45%	50%	5.0%
8	Teacher interaction and guidelines out site of the class	50%	35%	15%
9	Teachers computer /IT Skills, if applicable	60%	35%	5,0%
10	Teachers overall performance	70%	25%	5.0

a. Students' Feedback (outgoing)

b) Student Feedback on course

SL NO	Parameters	Percentage
01	The syllabus of UG course was adequate	65%
02	How much of the syllabus was covered in the class	72%
03	Your opinion about the availability of the reading material in the Library	70%
04	Your opinion about the teacher prepare for the class	80%
05	Your opinion about the communicative skill of the teacher	75%
06	Your opinion about the teaching method used by the teacher	75%
07	How far the teacher encourages student participation in class	80%
08	Your comment on internal assessment and feedback on the assessment process	70%
09	Your comment on course curriculum	30%

a. Parents' Feedback form

SI No	Particular	Excellent	Good	Average	Poor
1	Views on organizing parents-	10%	65%	20%	5.0%

	teachers meeting				
2	Academic progress of your ward at SBMS College	20%	60%	10%	10%
3	Quality of academic researches namely teachers, course material, environment, etc.	20%	65%	10%	5.0%
4	Efforts taken by department for overall growing and personality development	20%	70%	5.0%	5.0%
5	Encouragement to students for participation in different co-curricular activities	30%	50%	10 %	10%
6	Programmes arranged by the department/ authority for achieving students' exposure to institutes of higher education	10%	70%	10%	10%
7	Infrastructure facilities namely library, laboratory, canteen, lavatory and other campus facilities	10%	50%	30%	10%

ANNEXURE II

Best Practice I

K.K. Handiqui State Open University

Objective:

There is a study centre of K.K. Handiqui State Open University (KKHSOU) in the college. This study centre provides equal opportunity to a large number of students from Sualkuchi and its adjoining villages which help them to pursue both Higher Secondary and Undergraduate degrees.

Goal:

. The main purpose of this centre is to promote education to reach the unreached through the open and distance learning system. The courses of this University are open for working people, house-wives, and drop-out students and for any persons, who want to pursue higher studies.

Context:

The study centre of the college however, only offers the following courses to students at present:

1. Bachelor Preparatory Programme(BPP)
2. Bachelor of Arts (BA)
3. Master of Arts (MA in Assamese, Economics, Education & Political Science).

Practice:

An optimistic trend is seen in the percentage of students progressing to higher education or employment from our center of K.K. Handiqui State Open University.

Best Practice II

IDOL (Institute Of Distance And Open Learning)

Objective and Goal:

The University provides for the flexibility of combining the conventional face to face and Distance Mode of Education for students to choose their courses/ combination of their choice through Institute of Open and Distance Learning (IDOL). S.B.M.S. College too has a centre of this Distance Mode of Education. Many students, alumni of the college and from outside deprived of post graduation due to family compulsion or professional constraints are encouraged to pursue their post graduate studies under IDOL.

Practice:

A large number of students also enrolled of which details are given below:

S. NO	Programme	No. of students
1	M.A. (Assamese)	18
2	M.A. (English)	3
3	M.A. (Economics)	4
4	M.A. (Political Science)	2

A post graduate diploma course in computer application program under the IDOL is also offered with the full facilities of computer laboratory and qualified faculties.