

The Annual Quality Assurance Report (AQAR) of the IQAC (Year 2016-2017)

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

1. 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 PO: Sualkuchi District: Kamrup (Assam) Pin 781103
Address Line 2	
City/Town	Sualkuchi
State	Assam
Pin Code	781103
Institution e-mail address	collegesbms@gmail.com
Contact Nos.	09435103147(M) 0361-2830030(O)
Name of the Head of the Institution:	Dr. Dipesh Ch. Bhagabati
Tel. No. with STD Code:	0361-2830030(O)
Mobile:	09435103147(M)

Name of the IQAC Co-ordinator:

Mrs. Mamani Devi (coordinator)
Dr. Nihar Ranjan Kalita (joint coordinator)
Dr. Anima Baishya ((joint coordinator)

Mobile:

09435109206
09707023066
09864142748

IQAC e-mail address:

collegesbms@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

ASCOGN12241

1.4 NAAC Executive Committee No. & Date:

EC//10/A&A/67.2

Dtd. 15-11-2015

1.5 Website address:

www.sbmscollege.org

Web-link of the AQAR:

www.sbmscollege.org/report-of-2016-2017.html

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	B	2.27	2015	2015-2020
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)

2016-2017

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 2015-2016 _____ (05/10/2016)
- ii. AQAR 2014-2015 _____ (30/05/2015)
- iii. AQAR 2013-2014 _____ (11/11/2014)
- iv. AQAR 2012-2013 _____ (11/11/2014)
- v. AQAR 2011-2012 _____ (11/11/2014)
- vi. AQAR 2010-2011 _____ (11/11/2014)

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)

- Diploma in Computer Hardware and Networking Under UGC sponsored Community College Scheme
- Three Years B. Voc. Program in Fashion Technology
- Three Years B. Voc. Program in Animation and Graphic Designing, approved by UGC
- Post Graduate Diploma in Computer Education (Self Finance)
- Diploma in Computer Application (Self Finance)
- K.K. Handiqui State Open University Centre for B.P.P and Undergraduate Programme

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

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (Specify)

Affiliated College

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

15

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="2"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="24"/>

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="19"/>	Faculty	<input type="text" value="7"/>
	Non-Teaching Staff/ Students	<input type="text" value="2"/>	Alumni	<input type="text" value="2"/>
			Others	<input type="text" value="8"/>

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" value="10"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text" value="2"/>	Institution Level	<input type="text" value="8"/>
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(ii) Themes

- Workshop on ***Role of Stakeholders in B.Voc. Programmes : An interactive session*** on 26th August,2016
- Workshop on ***Drafting of Research Project and Manuscript in Scientific Research*** on 27th Feb,2017

Institutional Level Seminars and Workshops:

- Invited lecture on *Historiography* on 3/11/2016
- A periodical lecture on *Human Rights, Democracy and Civil Responsibility* on 11/11/2016
- A periodical lecture on *Feminism and Literature* on 15/11/2016
- A periodical lecture on *Kobitar Bhaxa* on 17/11/2016
- A periodical lecture on *Brain and Our Nervous System and Human Blood Group* on 07/11/2016

- A periodical lecture on *Basic Concept of Quantum Mechanics* on 17/11/2016
- *Ethno Botanical Study of Edible Plants in Mayang Reserve Forest of Assam and its Conservation* on 24th & 25th June, 2016
- A periodical lecture on *GST and its effects on the Indian Economy* on 1/11/2016

2.14 Significant Activities and contributions made by IQAC

The IQAC has been instrumental in promoting a culture of quality education within the institution. This is supported by several initiatives taken by the cell throughout the academic year.

- Being the only institution in the region providing Science Steam education, the IQAC lent its support to the college authority in submitting the proposal for Star College Scheme in the beginning of this year. The proposal already has been granted by the DBT and this will go a long way in providing facilities for pursuing science education by the students.
- SBMS College presently runs several vocational courses. The IQAC encourages the students of these courses to participate in various state and national level competitions and this leads to the promotion of these courses amongst the students and general population.
- Another outstanding contribution made by IQAC was the organization of a workshop on “Role of Stakeholders in BVOC Program”. Besides the Rector, Gauhati University and Controller of Examinations, Gauhati University, thirteen colleges having vocational courses participated in this workshop, the highlights of which included curriculum designing, exam pattern etc. with a view to sensitize people regarding the provision of vocational education under the same roof of traditional curriculum.
- IQAC also inspired each and every department of the college to organize seminars, popular talks and workshops on relevant topics, which leads to organizing of about sixteen events by the various departments of similar kind.
- IQAC actively involved in celebration of college week so as to ensure maximum participation of students and teachers, resulted in taking out a cultural procession portraying the diverse items of both local and national importance enthralling the viewers of the most of the nearby villages.

Other activities such as :

- Revision of students’ and parents’ feedback forms and analysing them so as to ensure follow up action
- Monitoring students’ progression at individual level in teaching department
- Supervising the Academic Audit Report for Phase I and Phase II which included Class Record and course completion of each teacher
- Periodical sessions and meetings were conducted with each department for preparing departmental action plan and the road map to implement them.
- Meetings were conducted with the different committees and cells to ensure their efficient performance.

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 complete the Basketball court and Lawn Tennis court which are under construction • To start constructing the second floor of the multi storied building under RUSA grants • Beautification work to be carried out in the existing fishery • Solar Panels to be installed shortly under Ministry of Renewable Energy grants • Introducing Best Graduate Award sponsored by Sri Umesh Ch Das, President, 	<ul style="list-style-type: none"> • Construction of the same are underway and amount received in first instalment is fully utilised • Started constructing the second floor of the multi storied building under RUSA grants and the work is in progress • Beautification work has been carried out in the existing fishery and cleaning of old pond has been done with the help of Sualkuchi C.D. Block (under MGNREGA scheme) • Proposal has-been submitted under Govt. subsidy • Sri Champak Das, student of Assamese Department received the Best Graduate Award sponsored by Sri Umesh Ch Das, President, Governing Body • Late Subhendru Baishya

<p>Governing Body</p> <ul style="list-style-type: none"> • Late Subhendu Baishya Memorial Award for the students admitted to 1st Semester under graduate class with highest percentage of marks amongst freshers • Best Reader Award for the library users (students) in the memory of Late Nityananda Baishya of Sualkuchi 	<p>Memorial Award for the students was received by Miss Sanghamitra Choudhury of Political Science Department</p> <ul style="list-style-type: none"> • Best Reader Award for the library users (students) was received by Sri Rupak Das of Philosophy Department.
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* 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

- Three seminar proposals have been submitted to UGC for National level
- Three minor project grants received by two faculties of Assamese , Chemistry & Economics Department
- Received grant for five departments of science stream under the scheme of Star College under DBT, Govt. Of India.
- Three faculties from Philosophy, Zoology and Botany department submitted their PhD. Thesis to their respective universities
- Three minor project proposals have been submitted to UGC
- Participated and received three awards in the Great North East India Design Contest by the Department of Fashion Technology(B.Voc)
- Published two bi-lingual research journals
- Construction of the second floor of the multi-storeyed building is likely to be completed under RUSA grants
- Completed the boundary wall of the Girls hostel
- Beautification work has been carried out in the existing fishery and cleaning of old pond has been done with the help of Sualkuchi C.D. Block (under MGNREGA scheme)
- A Photo copier machine was installed
- A Diesel Generator was installed
- Received permission for Introducing Post Graduate courses under Institute of Distance and Open Learning

Part – B
Criterion – I
1. 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	05	Nil	01	03
PG Diploma	01		01	01
Advanced Diploma				
Diploma	01	Nil	01	01
Certificate				
Others				
Total	07	Nil	03	05
Interdisciplinary				
Innovative				

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

ARTS:

Compulsory Subject:

- (i) English (ii) Assamese(MIL)/ Alternative English

Major Subjects:

- (i) Assamese (ii) Economics (iii) Education (iv) English

- (v) History (vi) Philosophy (vii) Political Science

Subsidiary Subjects:

- (i) Assamese (ii) Economics (iii) English (iv) Political Science
(v) History (vi) Philosophy (vii) Education
(viii) Computer Application (ix) Assamese Second Language

SCIENCE:

Compulsory Subject:

- (i) Functional English

Major Subjects:

- (i) Botany (ii) Chemistry (iii) Mathematics
(iv) Physics (v) Zoology

SELF FINANCING COURSES:

- (i) Bachelor of Computer Application (BCA)
(ii) Post Graduate Diploma in Computer Application (PGDCA)

B.VOC. PROGRAMMES:

Three years Bachelor of Vocational (B.Voc.) Degree Programmes are:

- (i) B.Voc. in Fashion Technology
(ii) B.Voc. in Animation and Graphic Design

COMMUNITY COLLEGE SCHEME (UGC SPONSORED)

- (i) Diploma in Computer Hardware and Networking

OPEN COURSES:

All courses under K.K. Handique State Open University.

***Post Graduate courses under Institute of Distance Learning are likely to be introduced from the year 2017 in all Subjects of the ARTS stream**

- (ii) Pattern of programmes:

Pattern	Number of programmes
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Semester	5 (BA,BCA,B.VOC and Community college programme)
Trimester	
Annual	

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 guidance of Affiliating University from time to time.

So far as the revision and updating of the syllabus is concerned, the Institution has some representatives to extend their valuable suggestions by participating in different workshops from time to time. Dr.Jogesh Deka, faculty, Political Science has been elected as a member of Gauhati University Academic Council.

Our faculty in vocational programmes are actively involved in curriculum design and its alignment as per NSDC guidelines

With the introduction of B.Voc. And Community College programmes the faculty members have attended and gave their valuable suggestions in **Curriculum Alignment** sessions organised by **Media and Entertainment Skill Council (MESC), Powai, Mumbai** on 25th March 2016. They also participated in a workshop on E-Learning and Online Course Development (**Technology Enabled Teaching- and Learning Pedagogies Implementations, Challenges and Solutions organised jointly by AICTE and British Council**). In addition to formulation of curriculum, a good number of our senior faculty in different disciplines are instrumental with setting of question paper for

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	30	17	----	----

2.2 No. of permanent faculty with Ph.D.

12

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
6		6						11	

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	Nil	06
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	5	24	07
Presented papers		24	
Resource Persons		02	03

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

SBMS college is the only institution providing higher education of graduate level in Sualkuchi. The academic performance of the students depends mainly on the teaching-learning process of the institution. The introduction of the semester system by Gauhati University has brought about changes in every direction of the education system including the curriculum, the examination system, the academic session, the teaching methodology etc. These changes have been challenging to the institution to adjust and excel and SMBS college is trying its best to match up to that level.

The following are some of the steps taken by the college to meet the challenges of the newly introduced semester:

- The first step taken is the preparation of the daily class routine in accordance with the UGC norm and distribution of the workload amongst the lecturers.
- The institution with the understanding that technology will play a vital role in changing the traditional teaching-learning process has developed six ICT enabled classrooms where sessions of every department are conducted as per need and demand.
- The institution always tries to propagate a healthy academic atmosphere. One of the methods of doing this is by holding elections for the student union body in a time efficient and peaceful manner. The process is carried out within a day with efficiency and care is taken to uphold the democratic spirit of the election. This encourages the initiative taking and leadership qualities amongst the students in their academic career. The semester system always faces a shortage in the number of classes held, so the efforts of the college always remain with effective and efficient utilization of time.
- Keeping in mind the all-round development of the students along with the day to day academic classes, the college holds the yearly college week whereby students get to showcase their talents in various cultural programs throughout the week. The festivities this year were kicked off with the cultural procession by the students for the first time and this stood as a symbol of cohesiveness and cooperation of a healthy academic life in the institution.
- A number of workshops, seminars and talks are organised under the aegis of the various departments and cells of the institution with the objective of promoting learning and discussion amongst the professors and students
- In order to regularise attendance of the students, the authority send important information to all students at the same time by adopting the system of bulk messaging and its effectiveness has been seen in achievement of required percentage of attendance.

2.7 Total No. of actual teaching days during this academic year

180

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

- The college follows the guidelines regarding examination system of its affiliating university. So far in case of any change or reformation in examination system it is required to take prior permission from the affiliating university. However, the sessional or internal examinations are run by the college examination committee.
- The institution offers best possible opportunities to teachers to involve themselves in administering in public exams.
- With view to ensure the same, a mechanism has been developed so that at least one new teacher member is inducted as Assistant Office -In- charge to replace one of the existing members.
- CC Camera has been installed in Halls so as to ensure monitoring of invigilators' movement and to prevent the chances of occurrence of any unfair practice in Halls. The monitoring is done centrally by the Principal himself.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

06

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

65%

2.11 Course/Programme wise Distribution of pass percentage :

(i)

Total Students Appeared		Total No of Successful Students		Percentage	
Arts	Science	Arts	Science	Arts	Science
193	23	154	11	79.79%	47.82%
Major Course Appeared		Successful Students		Percentage	
Arts	Science	Arts	Science	Arts	Science
120	09	111	04	92.05	44.44
General Course Appeared		Successful Students		Percentage	
Arts	Science	Arts	Science	Arts	Science
73	14	43	07	58.90%	50.00%

	Subject	Appeared	Passed	1st Class	Percentage
Major Course	ASSAMESE	38	34		89.47%
	CHEMISTRY	02	---	----	----
	ECONOMICS	20	19		95.00%
	EDUCATION	34	33		97.06%
	ENGLISH	05	03		60.00%
	MATHEMATICS	02	02		100%
	PHILOSOPHY	09	09		100%
	Major Course	PHYSICS	01	---	----
POLITICAL SCIENCE		14	13		92.85%
ZOOLOGY		04	02		50.00%
Total major students		129	115		89.14
General course	Arts	73	43		58.90%
	Science	14	07		50.00%

(ii) **Successful candidates under Community College programme (Job Role IT)**

Total Students Appeared	Successful Students
34	27

(iii) **Successful candidates under Community College programme
(Job Role Field Technician-Networking and Storage)**

Total Students Appeared	Successful Students
34	31

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

- Preparing the schedule of internal examination with the college examination committee twice in a year
- Reviewing the progress of curriculum transaction by means of analysis of duly filled in Academic Audit Format (Phase II) submitted by every teacher
- Periodical review of the teaching-learning process at the end of each semester
- Feedback from students on curriculum, teaching, learning and evaluation with follow-up action according to the situation demand.
- Ensure the meeting of Academic Committee with all the Heads of the Departments, the authority conducts formal discussion regarding the completion of curriculum in stipulated period of time
- Eminent speakers from different research institutes are invited for motivational talks.
- Seminars and workshops are organized with active participation of students.
- Encourage the faculty members to attend faculty development programmes
- Conduct skill development programmes for effective teaching-learning process by IQAC
- The self appraisal of the faculty members were collected and verified by IQAC.
- Industry visit, Field trips, Excursion and Inter institutional exchange programme are carried out on regular basis in every academic session.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	-----
HRD programmes	02
Orientation programmes	02
Faculty exchange programme	02
Staff training conducted by the university	-----
Staff training conducted by other institutions	03
Summer / Winter schools, Workshops, etc.	02
Others	11

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	18	02		
Technical Staff				03

Criterion – III

3. Research, Consultancy and Extension

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

- Encourages the Research Committee of the college to monitor and address the issues of research.
- Verifies the committee's recommendation of the research project proposals and selection of research scholars for research projects as per the UGC guideline.
- Inculcates an academic atmosphere and awareness among the faculty members to pursue research activities, monitors and reviews the standard of research reflected in the proposals as per the UGC Guideline.
- Circulates and provides up-to date UGC guideline and notification to the faculty members about research project issued by various funding agencies like UGC, ICSSR etc.
- It recommends suggestions so as to maintain qualitative improvement of the research project submitted by the faculty members.
- The students at their final year of graduation are also required to submit a paper on Environment, where teachers of different departments supervise the work of the students
- Annual publication of two Research Journal with ISSN no from the institution
- Besides the College authority provides all the necessary arrangements for the smooth progress of the research activity.
- Took the initiative to conduct workshop on preparation of Project Proposal and funding sources by the Science stream

3.2 Details regarding major projects : Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	02	04	02
Outlay in Rs. Lakhs			6,88,000/-	

3.4 Details on research publications

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

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	2years	UGC	Rs 6,88,000/	Rs 6,88,000/
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				Rs 6,88,000/

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

Nil

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number					02
Sponsoring agencies					Self

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

06

3.13 No. of collaborations

International

National

Any other

05

3.14 No. of linkages created during this year

03

3.15 Total budget for research for current year in lakhs :

From Funding agency

UGC

From Management of University/College

Total

Rs.6,88,000/

3.16 No. of patents received this year: Nil

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
08		03	04	01		

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

01

07

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

Nil

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

01

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

- Celebrated NSS Day with local community
- Celebrated Gandhi Jayanti with local community at Rawanboi Baragopal namghar under NSS and NCC unit of the college

- Donation to school – on 5th October NSS and NCC unit of the college donated some study and other materials to Jagyaram Medhi LP School, Rawonboi under Village Adoption Program.
- Various social and other activities were performed by the institution like *Shram Daan*, school campus cleaning, gardening in the adopted school, *Yoga*, march past, fencing on the school campus, survey of the village etc, under community services.

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	15,783unit	nil	nil.	15,783 sqm
Class rooms	26+4=30	03	State Govt. Fund	27
Laboratories	09	-----	-----	-----
Seminar Halls	1	---		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	----	22	UGC	22
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC	Rs. 43,38,801/
Others	--	--	--	

4.2 Computerization of administration and library

<ul style="list-style-type: none"> • The student management system including admission process is fully computerized in office. However the fee needs to be deposited in the respective banks. • The accounting package system is also computerized for which the college has installed

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13825		3856		17685	24706
Reference Books	10800		20		10820	
e-Books	80,000		10,000		90,000	
Journals	07		--		7	
e-Journals	20,000		20,000		40,000	
Digital Database	--		--			
CD & Video	12		--			
Others (specify)	108 free E-books, 902 free E-journals 7 newspapers		--		7 news papers	18802

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	04	15	6	4	5	13	
Added	45		03				4	2
Total	85	04	18	6	4	5	17	2

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

This year the college made an arrangement for a training on Computer, Internet access for the students of the undergraduate programs on 21/10/2016-24/10/2016 which was organised by Department of History.

4.6 Amount spent on maintenance in lakhs :

i) ICT	----
ii) Campus Infrastructure and facilities	Rs. 13,59,239/
iii) Equipments	Rs. 1,11,547/
iv) Others	---
Total :	Rs. 14,70,786/

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students were provided with free admission (100%) having annual parental income of less than 1 lakh rupees. Their fees were subsidised by Government of Assam.
- Continued with the orientation program on different subjects (both major and general) for new entrants to make them familiar with the courses.
- Prospectus having information on both academic and infrastructure of the college are distributed to the students at the time of admission
- Regular meeting with the students' representative and the authorities help with the progression of the students
- Academic analysis of the students' progression for each semester helps both the faculty and students for academic development and evaluation
- Students' Welfare fund of the college provided scholarship to the poor and meritorious students
- The IQAC also provides information to the students regarding the government scholarship
- Every year IQAC organises different events, workshops, seminars and competitions with the involvement of the students for their knowledge enhancement

5.2 Efforts made by the institution for tracking the progression

- Analysis of students' feedback forms by the IQAC and takes up for follow up measures
- Results analysis is done by every department at the end of each semester
- Sessional tests are conducted to regulate study habit of the students
- Frequent meetings and discussions on improving the academic performance of the students are held between the various Head of Departments, IQAC and the college authorities
- Seminars, popular talks and workshops are conducted by each department on relevant topics and course curriculum
- The Academic Audit report phase III is maintained by each department which recorded and compared marks of every student in each semester
- In case of any academic or non-academic problems faced by students, the college authority in consultation with the stake holders concerned settles the same.
- Regular feedback analysis from both parents and teachers help in better academic performance of a student
- Parents teacher annual meet with IQAC also helps in maintaining the quality and improvement of academics for the students
- Organising literary competition amongst the students to inculcate literary taste and competitiveness.
- The institution gives an effort to make or create holistic development of the students by making an arrangement for education tours and industry visits within an academic year.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1310	--	---	49

(b) No. of students outside the state

02

(c) No. of international students

Men

No	%
648	47.7

Women

No	%
711	52.3

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
425	152	06	71	01	655	979	234	06	139	01	1359

Demand ratio 1.1

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

The Guidance and Counselling Cell and the Placement Cell of the college highlight the various job opportunities to the students. Besides these the Guidance and Counselling Cell also organised the following career oriented programs for the students:

Serial No	Name of the Program	No of Students Participated	Date

1	Seminars on career in Government Jobs and how to crack UPSC/IAS/IPS/APSC/SSC/bank and Railway examinations	146	30/06/2016
2	Skill Development (Information Technology, Retail, Tourism, Hospitality, Beautician)	210	23/06/2016
3	Career Opportunities for undergraduate students	33	24/06/2016

No. of students beneficiaries

389

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 Counselling Cell and the Placement Cell of the college arranged workshops on Personality and Stress Management Program on 25/08/2016. The workshop tried to prepare the students to face any Interviews or Group Discussions or presenting a seminar paper etcetera whenever required.
- The Guidance and Counselling cell organised a special training and workshop in the field of full time placements, further higher studies and vocational courses for the undergraduate students.
- The institution also has diploma and certificate courses on computer hardware and networking and every year about ten to fifteen students secure placements in both public and private sectors.
- The NCC wing of the college also provides full opportunity to its students to appear in different certificate examinations. This year seven students were able to get jobs in the police forces.
- The IQAC regularly provides information about job opportunities in the college notice board and with the initiatives of the Guidance and Counselling Cell helps the students to appear in interviews in both private and public sectors.

No. of students benefitted

421

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
03	150	3	12

5.8 Details of gender sensitization programmes

The Women Cell of the college functions actively and deals seriously with each and every problem of female students and women faculty members.

The women cell organised a seminar on “*Sexual harassment of women in the workplace*”. The Sexual Harassment Cell and Complaint Committee established in March 2016 under the guidelines of UGC and Supreme Court of India extended its full support to solve any problem faced by a female faculty member and girl students.

Several competitions were organised on 09/02/2016 to enable the female students to exhibit their talents and creativity such as Mehndi Competition, Flower Arrangement, Bridal makeup, Hairstyle, Sewing and Stitching Competition etc. About fifty students participated in the competitions which were appreciated by the authority and the judges of different competitions.

Celebrating the International Women’s Day 2017 in collaboration with the ACTA Women forum, Kamrup B Zone, the Women Cell invited Dr. Monorama Sarma from NEHU. The main theme of the program being “*Be Bold For Change*” the Women Cell organised a seminar on the topic “*Personality Development Gender and Human Dignity*” . About thirty participants from colleges across Kamrup ‘B’ zone participated and expressed their views on overall development of women and having the strength to face every aspect of life with strength and dignity.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level 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	28	Rs. 23,520 /
Financial support from government		
Financial support from other sources	27	-----
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: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our Vision:

- To ensure quality of education, infrastructure and services for the holistic development of young minds, we are someone here at Sualkuchi.

Our Mission:

The missions of our college are:

- 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
- To promote ideas of national integration, secularism, a scientific outlook and, a cosmopolitan, humanistic and a holistic approach towards life
- To impart training in games and sports, music, literature, arts and culture
- To promote among the students and teaching faculty an awareness and understanding of the social needs of the hour
- To work for the appreciation, preservation and dissemination of art and culture, education in science accessible to the rural youths.
- To arrange remedial teaching for the improvement of quality in the needy

6.2 Does the Institution has a management Information System

- Yes, the institution has a Management Information system which supplies: The college website provided all the valuable information both academic and administrative.
- The college publishes various important news and events through radio and television
- Local and national level newspapers play another vital role in disseminating information on the various programs and activities of the institution
- Social media applications like email and Whatsapp are often used by the college to pass on information amongst the faculty on important programs and events
- Sometimes the college hold press conferences for publicity of its programs and activities
- The information regarding admission to various courses, examination schedule, results, daily class routine, important events and holidays ,etc, which are displayed in the notice board.
- Information regarding faculty development programmes are highlighted in the college notice board
- Govt. Notifications, UGC guidelines, etc are put up in notice board.
- Administrative and official files are documented in conventional files which have maintained transparency and cater to the needs of the information seekers when it is asked for.
- Students are provided with their answer scripts for self- evaluation.
- Moreover, bulk message facility is also available for both teachers and students in regards to the sudden demand of any situation.
- The policies are implemented by the Principal with the help of different sub-committees

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

6.3.1 Curriculum Development

- There are some faculty members of the institution who represent the curriculum designing & developing committee of the affiliating University, who at times, extend their views regarding the curriculum design and implementation meant for the undergraduate level.
- In the beginning of every academic session the Head of each department allocates the course-contents to each faculty at the departmental level. Each department then prepares the teaching -plan for the whole academic session. The duly filled up ‘Students Feed-Back’ forms also maintain the progress report of each individual teacher and the course so as to review the implementation of the curriculum and for improved future plans and actions. The ‘Students Feed-Back’ mechanism tries to analyse and assess all deliberations, particularly those pertaining to the class-curriculum and syllabus coverage.
- Regular ‘Parent-Teacher Meet’ gives guardians an opportunity to interact with the teaching faculty. The Academic Peer Team of the affiliating university occasionally visits our college, as resource persons for workshops and seminars or for inspections, and college avails of the opportunity of benefitting itself by taking their valuable suggestions on the effective implementation of the curriculum. Workshops and seminars are attended by the teachers so as to keep themselves abreast with various fields of study.
- Workshops on Curriculum Development have been attended by teachers at the University level. Class-room deliberations are made through the smart board, multi-media and audio-visual aids, as far as feasible. Physical education, sports, yoga-classes

6.3.2 Teaching and Learning

Besides following the guideline of the affiliating university, each department adopts some innovative processes in teaching and learning:

- Besides written tests, guest lectures, assignments, seminars and projects are used by the college to evaluate the students which help in further enhancing their creativity and original thinking.
- Students' feedback on faculty performance is collected for quality teaching environment.
- Prepared Academic audit reports containing class records of each individual teacher, syllabus covering and submitted to the authority through IQAC.
- Organized seminars and workshop having relevance to curriculum and some emerging issues as well.
- A few departments have carried out study tours and project works and field works
- There is an arrangement for co-curricular guidance for students .The College organises short and long term student oriented programmes to build up their carriers in non- traditional ways. The study circle of the college also organised a workshop and competition to fulfil the need of the students.
- The newly introduced vocational courses are expected to fulfil the job requirement of students with higher quality of training.
- Field visit study tours, project works are carried out for further exposure of the students.
- Arrangement of remedial classes for students with poor performance.

6.3.3 Examination and Evaluation

The college maintains rigor and transparency in publishing departmental examination results and supplying answer scripts to the students. The entire assessment process of final examination is planned by the parent university but we have a pivotal role to play in smoothly conducting, evaluation and even in declaration of the result in time, such as:

- Internal examinations are conducted as per University norms
- Class tests are held under the guidance of Head of each department
- Ensuring the participation of all teachers in different capacities and performance of assigned evaluation duty compulsorily is our basic principle to ensure effective implementation of reforms in evaluation system. The approaches in detail taken up in this regard are as follows:
 - Our timely response to University notices requesting names of teachers for recruitment of examination duties.
 - Teachers engaged by University for evaluation duty are allowed duty leave accordingly.
 - All teachers assigned with evaluation of answer scripts of the sessional tests.
 - Timely completion of assigned duties is strictly monitored.
 - The parent university has assigned us an Evaluation zone in every session of semester examination.
 - A good number of senior teachers are also assigned to set question papers for the Semester end examination.

6.3.4 Research and Development

The faculty members are inspired by the Research Committee to present their research findings in different Conferences and Seminars. Moreover, the Research Committee also takes initiative to inform and helps the faculties regarding publication of research articles in national and international journals, publication of research journals, to carry out research project etc. The Principal of the College constantly inspires the faculty to publish the findings of the individual research works in journals, magazines, etc.

- Regular publication of two research journals.
- The IQAC notified different funding agencies for submission of project proposals.
- The IQAC also encourages the staff to publish their research papers in both national and international journals.
- Arrangements are made by the authority through granting of leaves to faculties for attending seminars and workshops.
- A workshop on Research Methodology was conducted for the benefit of the both students and faculties.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Revise

To develop and update facilities in the Library, ICT, and infrastructure the college has adopted the following strategies:

- The physical infrastructure has remarkably improved to fulfil the demands of the

6.3.6 Human Resource Management

- Annual meeting held between the college Principal and the Heads of the Departments to discuss academic matters
- Periodical Governing Body meetings are held to look after the overall affairs of both academic nature and infrastructure development of the college
- Teachers Staff Council meetings are held from time to time to deal with the various teachers' affairs
- Presence of a Students Union body in the college helps in looking after the various affairs of the students in collaboration with the college authorities
- Orientation programs are arranged by the college authority to inform the students about the need based certificate courses of the college

6.3.7 Faculty and Staff recruitment

- Transparent methods are adopted in the recruitment against approved post 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
- Contractual teachers are recruited in some departments by the authority in consultation with the head of the required department concerned which the final approval from the Governing Body is a must.

6.3.8 Industry Interaction / Collaboration

Industry partners play a vital role in providing hands on and on the job training in making the newly introduced Community college program a success and after completing them the students can benefit by improvement of their skills.

For this Community college program, S.B.M.S College, Sualkuchi signed a MOU with five industry partners Viz—

- MSME Tool Room Training Centre, Amingaon Industrial Estate, Guwahati -31
- National Institute of Electronics and Information Technology (NIELIT), Government of India, Vittiya Bhavan, AFC Building, Paltan Bazar, Guwahati-8
- AK Laptop Repairing, G.S Road, Guwahati-7
- Xavier Institute of Management and Information Technology, Bamunimaidan, Guwahati-781021
- Guwahati Management Association (Under All India Management Association—AMIA, New Delhi) Rajgarh Main Road, Guwahati-3
- Sualkuchi being the hub of silk production with attire manufacturing, the faculty members of the college often work in close association with the local industry population and play a vital role in their commercial decision making
- The silk industry often attract local and foreign tourist who also visit the college to exchange their views and ideas.

6.3.9 Admission of Students

- All students who wish to take admission have to pay their fees through bank challan (SBI, Sualkuchi). No fees will be collected at the office of the Principal
- Students who wish to get admitted in the Degree first semester (for both Major and Subsidiary subjects) will be selected purely on merit basis. They have an opportunity to select three subjects at the maximum for both Major and Subsidiary subjects
- All students have to furnish their caste status in the application form
- To be eligible for admission into the first Semester of Degree, a student has to pass the H. S, Examination or its equivalent level of exam notified by Gauhati University.
- Application of admission into the college should be made in the prescribed form issued by the college office along with the prospectus
- Students from Board, Council and University other than S.E.B.A., A.H.S.E.C., CBSE and Gauhati University shall have to produce migration certificate at the time of admission
- In the Degree Level, student counselling is compulsory. A student has to attend counselling session arranged by the college authority before taking admission into the 1st semester of TDC course
- Students passing the qualifying examination earlier than the current year will have to submit a gap certificate from a Govt. Gazetted Officer testifying to his/her activities during the interim period or from a registered physician if the cause is related to health problem
- Candidates are required to produce at the time of admission the original copies of

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> Financial Institutions Loans from Provisions for Earn Leave, Maternity & Paternity Leave, Child Care Leave etc.
Non teaching	<ul style="list-style-type: none"> Financial Institutions Loans from Provisions for Earn Leave, Maternity & Paternity Leave, Child Care Leave Saturday Leave
Students	<ul style="list-style-type: none"> Student Welfare Fund Free admission to students having parental income of below 1 lakh.

6.5 Total corpus fund generated

Rs. 8.7 lakh

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	The GB
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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. Utmost care is taken so that no attempt of unfair means is adopted by students. All halls and rooms are under CC TV connectivity.

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

Regular visit of the alumni in the college encourages the college authorities to take more initiative for further development of the college

6.12 Activities and support from the Parent – Teacher Association

Each department arranges Parent- Teacher meets to discuss the academic performance of their wards.

However the college authority also maintain a close relationship with the parents through annual meetings organised by IQAC

6.13 Development programmes for support staff

A well maintained technical support has been made available to the support staff to carry out both academic and administrative functions very smoothly.

The authorities also organise workshops from time to time for their benefit.

Mr. D. Baishya was deputed to attend workshop on (i) Handling accounts in PFMS organised by AHSEC, in Cotton College

(ii) Hands on training on online preparation and submission of Salary Bill, held at Pub-Kamrup College

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

The campus is embellished with open fields, fishery, gardens and a luxuriant cluster of trees. The verdant environment of the campus conveys the universal message that we need to be nurtured by nature and nature is to be nurtured by us. The environment nurtured in the college campus reveals our love for nature. Maintenance of cleanliness in the classroom as well as in the campus, plantation of trees, hygienic disposal of wastes are normal practices exercised in the campus which have been made possible by the cooperation of each and every member of the college family to make the campus eco-friendly:

- Green Audit are done annually
- Campus declared no smoking zone and plastic free zone
- Arranged awareness programme on eco-friendly atmosphere
- We are maintaining a complete noise free atmosphere in rather a sylvan solitude.
- Environmental projects are carried out students for campus beautification
- A proposal has been submitted to MNRE for installation of solar panels in the college campus
- The boundary wall of the college with tree plantation was carried out.

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.

- Providing sports facilities starting with the construction of basket ball and tennis courts
- Providing WiFi facilities to each and every department and the central library
- Introduction of mentorship program for the science stream students
- Psychiatrists were invited to create awareness on Student Psychology and Behaviour vis-a-vis stress management etc.
- Celebrations are held heralding the great works of various leaders and famous personalities.
- Student participation in various National and State level competitions
- The college for the first time in 2016 became an exam centre for Chemistry Olympiad with the active participation of the Department of Chemistry
- Introduction of Skill based programme to enhance employability
- Conferring various awards to students to arouse competitive spirit among them.
- For the first time the institution makes an arrangement for a cultural rally in order to inculcate solidarity amongst students
- Participated in Brahmaputra Literary Festival and joined exhibition with a stall. The Festival was organised jointly by Government of Assam and Sahitya Academy, Government of India.

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

- Organised seminar, workshops and popular talks by each department on current issues for students benefits
- Popularised vocational courses of the college through students participation in national and state level competitions
- Arranged national level workshop on “Role of stake holders in B VOC programme “
- Received the grants from DBT STAR College scheme for strengthening of Science stream
- Started the construction of the second floor of the multi-storeyed building under RUSA grants
- Provided wifi facility in office and central library
- Strengthen the infrastructure facilities of vocational courses of the college under UGC grants
- Regular repairing and maintaining the college infrastructure under State Government development grants

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

- (i) Introduction of Vocational Education through B.Voc courses and Community College Programme
- (ii) The Practice of Providing Platform to develop the finer faculties of students

(Details in Annexure 1)

7.4 Contribution to environmental awareness / protection

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.

‘Green Audit’ of the campus is carried out and maintained especially by the department of Botany, which is also supervising the maintenance of the existing trees and planting new trees. 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.

Moreover, the Department of Botany celebrated World Environment Day on 5/5/2017 and took a leading role by inviting Mrs. Purnima Devi Barman, Green Oscar Awardee in 2017.

The Assam Science Society, Sualkuchi Branch which is activated by S.B.M.S College also observed World Environment Day by making awareness through planting saplings in College premises.

A continuous effort has been made to making awareness among the students especially 4th semester students through survey and their findings have been portrayed in their project work.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

- Increase in the number of students admission
- Support programme for slow learning
- Maintaining well established relation with other higher educational institutions
- Well equipped laboratory facilities in both science and Education department
- Well maintained infrastructure facilities for quality education
- Provided excellent library facilities with text books, reference books and journals
- Arrangement for co –curricular guidance
- Well equipped physical exercise centre for students
- Introduction of Vocational education to create employment opportunities
- A Ready-to- Respond administrative culture

Weaknesses

- Non availability of a play ground under non utilisation of landed property
- Non availability of a Auditorium
- Limited number of certificate courses
- Teacher to student ratio is not adequate

Opportunities

- Increasing opportunities to introduce more vocational courses
- Increasing interest from other institutions from across the country for academic collaboration in major research work
- Growing popularity of the institution reflected not only in increasing enrolment but also attracting students from different districts of the state.
- The only institution to impart science education within a radius of more than 10

8. Plans of institution for next year

- 1 Completion of multi storied building under RUSA grant
2. Providing Hostel facility to students
3. Expansion of Science laboratory and other facilities under DBT Star College Scheme
4. Opening a Centre for PG Courses under IDOL
5. Provide facilities to access free IT(online& offline) courses under SPOKEN TUTORIAL PROJECT of Bombay IIT for students
6. To attract more students towards the vocational programmes.
7. To increase the frequency of holding seminar in college
8. To open specialised study centre in library in collaboration with local NGO
9. To reduce the under utilization of landed property in the campus.
10. Installation of another Digi Set.

Name: Mrs. Mamani Devi

Name : Dr. Dipesh Chandra Bhagabati



(Coordinator, IQAC)



(Chairperson, IQAC)

Annexure 1

Best Practice--1

Introduction of Vocational Education through B.Voc courses and Community College Programme

- (i) The SBMS College is one of the eleven colleges of Gauhati University providing vocational education on various trades at undergraduate level. The two trades that the institution is focusing at present time are as the following:
- (a) Animation and Graphic Design
 - (b) Fashion Technology

Objectives:

The basic objectives of the Programme are as the following:

- (a) To impart skill based education relating to a profession along with appropriate content of General Education
- (b) To ensure that the students can work at each exit point of the programme
- (c) To promote Entrepreneurship among students
- (d) To integrate students with general line of degree programme with the enhancement of employability factor as per the industry requirement.
- (e) To provide vertical mobility to students coming out of 10+2 with vocational subjects.

Goal:

Situated in a rural backdrop, the SBMS College has been maintaining its level for preparing a platform for our students through entrepreneurial skill development programme. With a very limited exposure in and around the village, the institution is providing Bachelor of Vocational Courses with multiple exits in undergraduate level incorporating specific job roles along with broad based general education. The vocational programme in Animation and Graphic Design is a judicious mix of skills, professional education related to Animation and Graphic Design along with appropriate content of general education. It is designed in such a way that the students can be able to cope up with the emerging trends and challenges in the field of animation and Graphic Design. Similarly, Fashion Technology is focusing in skill part, professional aspect of Fashion Technology with the combination of general education. Certification is awarded to students in 3 stages as Multiple Exit Points are available as per the convenience of students

*At the end of First year -- Diploma

*At the end of Second Year -- Advanced Diploma

*At the end of Third Year -- B.Voc Degree

The Practice:

The Programme attributes a positive impact among the students. Since 2014 after the launching of the B.Voc courses by UGC, the institution has been running the two trades to 6th semester until now with a very minimum cost. It is a continuous process.

(a) **(Animation and Graphic Design)**

(i) **Course Highlights :**

- 2D,3D Animation
- Advanced Photography
- Visual Effects(VFX) used in Cinematography
- 3D Modelling and Rendering
- Sound Design & Recording

(i) **Career Opportunities:**

- Career as an Animator for various 2D& 3D motion pictures
- Career as VFX Artist and Compositor using techniques like matte painting and computer generated imagery to add visual effects in movies
- Career as a Sound Designer and Recording Artist
- Career as a Director of Photography
- Career as a Cinematography
- Career as a Roto Artist, Rendering Artist used for creating virtual objects using 3D tools

(b) (Fashion Technology)

(i) Course Highlights :

- Apparel –Costume Design
- Export/ Domestic Merchandiser
- Fashion Management
- Couture Tailoring
- Pattern Making
- Fashion Illustration

(ii) Career Opportunities:

- Export houses dealing with garment/textile/handloom exports
- Retail and wholesale garment business in men’s /women’s /children clothing in sportswear/casual wear, etc
- Haute Couture
- Handloom/textile manufacturers
- With Film Production units
- Costume-Apparel Design

(ii) UGC Sponsored Community College Scheme on Skill Development

1.Introduction:

S.B.M.S College, Sualkuchi is situated at the north bank of mighty river Brahmaputra at a distance nearly 32 kms. away from Guwahati. S.B.M.S College is only premier Higher Education Institution in the village Sualkuchi (known as Manchester of East) within a radius of 3 kms. in the district Kamrup(Rural).

Aiming with skilled development among the local youths of greater Sualkuchi area, S.B.M.S College Sualkuchi had introduced the UGC sponsored Community College programme under the trade Computer Hardware and Networking from the academic session 2015-16.

It is a matter of great pride and pleasure that with a great responsibility to develop the skill of the youth of the greater rural area of the village Sualkuchi, S.B.M.S College introduced this skill development program under Community College scheme.

2. Objective of the project:

The main objective of this project is to develop the skill of the youth of the greater Sualkuchi area about the knowledge related to Hardware maintenance of Computer.

One of the main objectives of this programme is to provide vertical mobility to students coming out of 10+2 level with vocational subjects and to integrate them with NSQF with a provision to enhance employability of the students and to meet industry requirements.

3. Description: Goal & Practice

Now-a-days Computer becomes an integral part for every human being. Without the knowledge of Computer education in this century, one can't be fully literate. No one can think about Skill India Mission without having the knowledge of Computer education. Even Digital India Mission can't be fully success without having the knowledge of Computer education.

Keeping in mind the views of employability of youths, to meet industry requirements, S.B.M.S College Sualkuchi introduces the Community College programme in Computer Hardware and Networking from the academic session 2015-16 with the support of UGC as per the guidelines of NSQF and NSDC. The Community College programme provides judicious mix of skill relating to the profession and appropriate content of general education. Community College programme provides flexibility to the students by means of predefined entry and multiple exit points, which ensure that the students have adequate knowledge and skills, so that they are ready to work at each exit point of the programme.

S.B.M.S College Sualkuchi, is running this Community College programme for each academic session from 2015 onwards with one year duration (two semesters) having the job roles viz-

1. IT Coordinator in School (QP No-ELE/Q4701) for 1st semester,
2. Field Technician Networking and Storage (QP No-ELE/Q4606) for 2nd semester under NSQF level 4 and NSQF level 5.

It may be mentioned in a tabular form:

Table 1: SKILL DELEVERY SYNOPSIS BASED ON CURRICULUM OF ESSCI

Sl No	Year	Semester	NSQF level	Job Role	QP No (ID)
1	First Year	Semester-I	4	IT Coordinator in School	ELE/Q4071

2	First Year	Semester-II	5	Field Technician Networking and Storage	ELE/Q4606
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For this Community College program, S.B.M.S College, Sualkuchi signed MOU with five industry partners viz-

1. MSME Tool Room Training Centre, Amingaon Industrial Estate, Guwahati – 31
2. National Institute of Electronics & Information Technology (NIELIT), Govt. of India, Vittiya Bhavan, AFC Building, Paltan Bazar, Guwahati-8
3. AK Laptop Repairing, G.S. Road, Guwahati-7
4. Xavier Institute of Management & Information Technology, Bamunimaidan, Guwahati-781021
5. Guwahati Management Association (Under All India Management Association – AIMA, New Delhi) Rajgarh Main Road, Guwahati-3

Industry partner also plays an important role to make this Community College programme success, so that after successful completion of the program, students can get exposures from them for the uses of their skills in a proper way.

UGC had approved the total intake capacity for this programme as 50. It is a matter of great pride and pleasure that S.B.M.S College, Sualkuchi fully filled up this intake capacity of 50 students for the 1st semester for the academic session 2015-16 and the program started from August 2015.

Out of these 50 numbers of students, a total no. of 33 students appeared for the 1st semester examination i.e. for the job role IT Coordinator in School and out of these a total no. of 27 students successfully completed the 1st semester examination conducted by ESSCI (approved by NSDC).

For 2nd semester, a total no. of 31 students appeared in the examination and all the students passed successfully the 2nd semester examination i.e. for the job role Field Technician Networking and Storage conducted by ESSCI (approved by NSDC).

It is worthwhile to mention that an internship programme was successfully completed in association with the industry partners XIMIT and AK Laptop Repairing, G.S. Road, Guwahati-7, for a duration of 20 days for both 1st and 2nd semester students.

Students admitted in the Community College programme can avail an amount of rupees one thousand per month as scholarship subject to the satisfactory attendance in the class. It is a matter of pleasure that students admitted in the Community College programme of S.B.M.S College was able to avail this scholarship for both semesters approved by UGC.

4. Achievements:

Students' achievements can be mentioned using the following tables:

TABLE 2.1:

Semester	No of students appeared	No of students passed
Semester I	33	27
Semester II	31	31

TABLE 2.2: Placement

Name	Placement Agency	Job Position
Nabajyoti Das	Goodluck Coal Exports, Khanapara, Guwahati	Junior Accountant
Hiranya Kumar Baishya	Mahatma Gandhi 30 Bedded Rural Hospital, FRU Sualkuchi	System Administrator
Bhrihu Das	Sun Valley Montessori School	Computer Instructor
Sumita Das	Adarsha Jatiya Vidyalaya, Gondhmou	Computer Instructor
Sumi Das	Reliance Group	Data Entry Operator
Nabajyoti Kalita	ACER	Service Instructor
Rina Ara Saikia	Megha Plaza, Beltola, Ghy	Customer Care

Best Practice-2

1. The Practice of Providing Platform to develop the finer faculties of students

The institution has been focusing the practice of providing a platform to develop the finer faculties of students in the form of publishing books with their contributions. It is a laudable attempt to recognise and inculcate their artistic talents with the realisation of two books until now. It is a continuous process.

(a) A Book review work entitled ‘*Natunar Dristire Granthar Jagat*’ on Assamese literature done by our students

With a mission to help the students articulating thoughts in a creative way, the institution has made an endeavor for publishing their critically appreciated work entitled ‘*Natunar Dristire Granthar Jagat*’. The book is a review work embellished with twenty five chapters on twenty five literary masterpieces contributed by our students. The book is a fruitful product of the book review competition

Objectives:

- 1) To encourage the students in the line of developing good habits of reading
- 2) To utilise the reading materials of the library
- 3) To get acquainted with the literary works in their mother tongue in particular
- 4) To recognise the finer faculties of students

- 5) To inculcate interests among students for study literature

Goals:

The institution has arranged a platform to publish students' writings, which is of course an exceptional attempt in the line of expanding the horizon of creative as well as critical thinking of the students. The College Publication Committee has taken the leading role towards the materialization of the attempt.

(b) A translation book entitled '*Najana Junuka*' (Rattles Nine) by our students

It is a compilation of nine famous English poems and its Assamese translations translated in a workshop held at SBMS College, Sualkuchi featuring The HOD, Department of English as the lead translator cum Guide and published by the Publication Committee of the college

Objectives:

- 1) To encourage the students in the line of creative writing
- 2) To provide an exposure to students in order to enhance the finer faculties of students
- 3) To inculcate interests among students for study literature
- 4) To prepare the students to translate from Assamese to English in future course of time

Practice:

The Major students of 2nd & 4th Semester of English department have undertaken the task of translation from English to Assamese. The students have chosen the poems from major curriculum. Three students from 4th Semester have chosen the poems namely, 'The Skunk', 'Digging' and 'The Forge' of Nobel Award Winner, Irish poet, Seamus Heaney. One student has translated W.B. Yeats's poem 'The Lake Isle of Innisfree'. Three students from 2nd Semester have translated three poems of William Blake: 'The Chimney Sweeper', 'The Tiger' and 'The Little Black Boy'. Two students have chosen John Keats's poem 'La Belle Dame Sans Merci' and Langston Hughes's poem 'Harlem'.

Annexure-II

i. Students' Feedback

a) Students' Feedback on Teachers

Sl No	Particular	Very Good	Good	Satisfactory
1	Ability to bring conceptual clarity and promotion of thinking ability by teacher	80%	5%	15%
2	Motivation provided	40%	50%	10%
3	Teachers Communication Skill	75%	15%	5%
4	Teachers Regularity and Punctuality	90%	10%	--
5	Teachers Subject Knowledge	80%	20%	---
6	Completion and Coverage of Course	90%	5%	5%
7	Complement theory with practical examination	80%	10%	10%
8	Teacher interaction and guidelines outside of the class	75%	15%	10%
9	Teachers computer /IT Skills, if applicable	50%	30%	20%
10	Teachers overall performance	85%	10%	5%

b) Students' Feedback on Course

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

Note: Grade A= Very Good

Grade B= Good

Grade C= Satisfactory

ii. Parents' Feedback form

Sl No	Particular	Excellent	Good	Average	Poor
1	Views on organizing parents- teachers meeting	30%	50%	20%	----
2	Academic progress of your ward at SBMS College	50%	40%	10%	---
3	Quality of academic researches namely teachers, course material, environment, etc.	40%	60%	---	----
4	Efforts taken by department for overall growing and personality development	45%	45%	5%	5%
5	Encouragement to students for participation in different co- curricular activities	60%	30%	10%	---

6	Programmes arranged by the department/ authority for achieving students' exposure to institutes of higher education	40%	30%	20%	10%
7	Infrastructure facilities namely library, laboratory, canteen, lavatory and other campus facilities	10%	50%	20%	5%

Annexure-III

Academic Calendar for Undergraduate Courses (August 2016- July 2017)

<u>Date(s)</u>	<u>Events/Activities</u>
Monday, August 1, 2016	<ul style="list-style-type: none"> • College Foundation Day • Commencement of 1st, 3rd and 5th Semester Classes
Saturday, September 10, 2016	<ul style="list-style-type: none"> • Freshman Social
Monday, September 19, 2016--- Saturday, September 24, 2016	<ul style="list-style-type: none"> • Sessional Examinations ((conducted during the class period without affecting normal class routine)
Wednesday, October 5, 2016	<ul style="list-style-type: none"> • Student Union Election
Monday, November 21, 2016--- Saturday, December 3, 2016 Monday, December 5, 2016---Friday, December 23, 2016	<ul style="list-style-type: none"> • Odd Semester Examination (Practical) • Odd Semester Examination (Theory)
Saturday, December 24, 2016---Tuesday,	<ul style="list-style-type: none"> • End Semester

January 17, 2017	Vacation
Wednesday, January 18, 2017	<ul style="list-style-type: none"> • Commencement of Even Semester Classes
Thursday, January 12, 2017	<ul style="list-style-type: none"> • Evaluation of Answer Scripts of Odd Semester Examinations was completed by this date
Saturday, February 11, 2017—Wednesday, February 15, 2017	<ul style="list-style-type: none"> • College Week
Friday, February 17, 2017---Tuesday, February 28, 2017	<ul style="list-style-type: none"> • Education tour (as per convenience by the departments)
Friday, March 17, 2017--- Friday, March 31, 2017	<ul style="list-style-type: none"> • Sessional Examinations ((conducted during the class period without affecting normal class routine)
Saturday, April 22, 2017-----Saturday, April 29, 2017 Wednesday, May 3, 2017---Tuesday, May, 2017	<ul style="list-style-type: none"> • 6th, 4th & 2nd Semester Examination (Practical) • Even Semester Examination (Theory)
Thursday, June 8, 2017	<ul style="list-style-type: none"> • Commencement of 3rd & 5th Semester Classes
Monday, June 19, 2017	<ul style="list-style-type: none"> • Evaluation of Answer Scripts of Even Semester Examinations was completed by this date
Tuesday, June 20, 2017---Wednesday, June 21, 2017 Tuesday, July 25, 2017	<ul style="list-style-type: none"> • Admission Process to the 1st Semester T.D.C Classes (Arts+Science) • Admission to B.Voc Course be completed
Saturday, July 1, 2017---- Monday, July 31, 2017	<ul style="list-style-type: none"> • Summer Vacation
