

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

1. Details of the Institution

1.1 Name of the Institution

SualkuchiBudramMadhabSatradhikar College
(SBMS College)

1.2 Address Line 1

Sualkuchi P.K Road, PO: Sualkuchi,

Address Line 2

District: Kamrup

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. MHC0GN 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:

<http://sbmscollege.org/aqar.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)

2017-2018

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 2016-2017 _____ (30/06/2017)
 ii. AQAR 2015-2016 _____ (05/10/2016)

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 (PhysEdu)

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

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

1

2.6 No. of any other stakeholder and community representatives

2

2.7 No. of Employers/ Industrialists

2

2.8 No. of other External Experts

1

2.9 Total No. of members

2.10 No. of IQAC meetings held No.

2.11 No. of meetings with various stakeholders :Faculty
Non-Teaching Staff/ Students Alumni Others

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. International National State Institution

(ii) Themes:

Institutional Level Seminars and Workshops:

- A Talk on Blind Superstition and Scientific Temper, 1st August, 2017
- Celebration of Birth Anniversary of Dr. S. Radha Krishnan, 5th September, 2017
- Literary Workshop- Student Union, 11 October, 2017
- Workshop on Quiz- Student Union, 12 October, 2017
- Workshop on Implementation of PFMS (EATFAT Module) 31st October, 2017
- Invited Lecture on Defence Mechanism in Human Body, 14th October, 2017
- Workshop on Development of Science and Technology from Pre-Historic Time to Medieval Period of History, 25th October, 2017
- Academic Discourse on Sardar Ballav Bhai Patel as a Man & Freedom Fighter, 31st Oct, 2017
- Workshop on Translation, 2nd November, 2017
- Invited lecture on Introduction to Nano Science & Nano Technology, 2nd November, 2017
- Invited Lecture on 'Stories of Dr. Bhabendra Nath Saikia: Life & diversity' 3rd November, 2017
- Legal Aid Camp, 18th Nov, 2017
- Observation of World Literacy Day, 21st February, 2018
- World Poetry Day, 21st March, 2018
- World Environmental Day, 5th June, 2018
- International Yoga Day, 21st June, 2018
- DBMS Systems and Implementation in Students' Projects Using ORACLE & MYSQL, 26th June, 2018
- Awareness Programme Against Tobacco, 29th June, 2018
- Held an Exhibition-cum-Sale & Awareness Programme of Capacity Building of Female Students as Budding Entrepreneurs, 7th March, 2018

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.

- Seminars, conferences, and invited guest lecture organised by various departments under the auspices of IQAC
- Two journals with ISSN numbers published
- SBMS College News Letter published half yearly
- Legal Aid Camp organised by IQAC in collaboration with National Law University and Judicial Academy, Amingaon on 18th November, 2017
- An awareness Programme on 'Blue Whale Game' organised by IQAC on 9th September, 2017 with District Civil Administration and Police Administration.
- Maintain the Self-Appraisal Report of every individual faculty.
- Maintain a close contact with the Students' Union body.
- Organise parent-teacher meet and alumni meet for over-all institutional development.
- Being the only institution in this vast locality 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 last year. After receiving the DBT sponsored grant with a Star College recognition, the science stream of the college has received increasing number of enrolment in various departments and capable of catering the demand of students in science education.
- 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. Moreover, the students of this course become capable of availing the internship training in reputed institutions of the same domain and got themselves employed.
- IQAC encouraged and guided women cell to hold an exhibition cum sale by the students of both traditional course along with B.Voc students so as to provide an exposure of our students' talent in extracurricular activities.
- IQAC also inspired each and every department of the college to organize seminars, popular talks and workshops on relevant topics, which leads to organizing various events on myriad issues by various departments.
- IQAC organized a cultural procession where all the departments of the institution including the students took part and it helped in inculcating cultural solidarity among our students.
- IQAC coordinators are closely associated in the capacity of member (Ex-officio) to all the committees like construction, purchasing, planning committee, RUSA –PMU etc. And remain actively engaged in policy formulation and implementation of developmental activities in the institution.

Other activities such as :

- Revision of students' and parents' feedback forms and analysing them to take corrective actions
- Comparative result analysis for each student's performance across each department for every semester
- 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 the road map of the various activities
- Various 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 are as following:

<u>PLAN OF ACTION</u>	<u>ACHIEVEMENTS</u>
<ul style="list-style-type: none">• Completion of constructing the second floor of the multi storied building under RUSA grants• Installation of Solar Panels.• Installation of another Diesel Genset (DG).• Providing hostel facility to students	<ul style="list-style-type: none">• The 2/3(in area) of the construction has already been completed and the completed portion has been made ready for the benefit of the students• Official process is going on and hopefullythe execution is likely to be installed very soon.• A DG Set along with the existing one has been installed.• Hostel facilities have been made available for girl student. Ground floor is ready for accommodation. Extension work is going on.

<ul style="list-style-type: none"> • Extension of Science Laboratory and other facilities under DBT Star College scheme. • Opening a Centre for PG Course in distance mode. • To impart ITC skills to the faculty for qualitative improvement of teaching learning practice by using IT devices. • Provide facilities to access Free IT (online & offline) courses under SPOKEN TUTORIAL PROJECT of IIT, BOMBAY. • To increase the number of organising seminars in college • To open specialised study centre in library in collaboration with local NGO, Alumni 	<ul style="list-style-type: none"> • The infrastructure along with other facilities has been developed for the promotion and extension of science stream of the college. The laboratory facility has been expanded with the assistance of DBT Star College Scheme. • An IDOL centre (Institution of Open & Distance Learning, Gauhati University) has been opened for the post -graduation at our college. • The mission of catering IT skills for faculty members has been under way and time to time orientation has been provided for faculty development aspect. • The course has been opened and in the first batch all total 37 no. of students have been registered. • The departments under the aegis of IQAC have organised department level seminars on the themes relevant to academic and social life as well. • An initiative has been taken to spread the reading habit amongst the students, teachers concerning the locality. For this purpose, local people, alumni come forward with a mission to spread the reading habit by donating books, etc. to the library of the college.
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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

After preparing the AQAR, plans and actions are implemented as per the directives of the G.B. Final approval to AQAR is received from GB only after having a cognizance to it and necessary modification suggested by the apex body, if any. For the year 2017-2018, some of the actions have been mentioned as the following:

- 8 pairs of resting sheds with sitting capacity of 100 students at a time have been made available for our students to ensure comfortable stay during the leisurely hours.
- Completed the front boundary wall of the Girls hostel
- A concrete connecting foot path has been constructed for conducive and comfortable walking in the campus.
- The running water facility of science lab has been shifted due to damage and a new boring has been done.
- With the existing B.Voc courses and other computer diploma courses of the college, students are empowered and benefitted to compete with the present job market. Besides this, with their acquired knowledge and skill, during pursuing their course, they become self- employed.
- With assigned projects, students from various departments are prepared for future research based activity. The institution has provided a collaborative platform for students in conformity with existing industry norms by signing MOUs with five Industry Partners.
- Training Programmes, Capacity Building Initiatives have been accessed by both faculty and non -teaching staff so as to create an efficient and smooth functioning in the respective domain.
- The institution acted promptly to give exposure to the student and faculty for Speakers' Initiative programme and Assembly Visit programme including participation of Brahmaputra Literary festival(BLF), Inter college sports Festival of Gauhati University.

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		01(Study Centre)		
UG	05	Nil	01	03
PG Diploma	01		01	01
Advanced Diploma				
Diploma	01	Nil	01	01
Certificate				
Others				
Total	07	01	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 have been introduced from the year 2017 in few Subjects of the Arts stream**

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	6 (BA, BSc, BCA,B.VOC, MA 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 parent 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 one of the members of Gauhati University Academic Council.

The curriculum is implemented through a well formulated action plan as outlined in the Prospectus. In the beginning of every academic session, through its Prospectus, the college provides the students an Annual Academic Calendar prepared by the affiliating University for the effective implementation of the Curriculum. The Academic Calendar specifies the entire schedule including classes, working days, holidays, examination and various academic and cultural activities. 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 present academic year GU has taken some revolutionary measure to digitalize student registration and submission of examination form. Online mode of registration and examination form submission in undergraduate course is introduced.

There is change in assigning weightage to marks obtained in internal and external examination for semester based exam.

Similarly, there is a provision implemented regarding registration of examiners in online mode.

There is a contemplation of introduction on CBCS by GU and is worth mentioning.

Since the institution is affiliated to G.U., yet it does not enjoy the autonomy of designing the syllabus. However, certain add-on activities are at times implemented to suit the requirement of the students.

Regarding the curriculum of B.Voc and Community College courses, as per the guidelines of NSDC in conformity with the Sector Skill Council of their respective domain, the Industry Partners taking the support of IQAC develop their own syllabus.

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

Yes, Post Graduate courses under Institute of Distance Learning have been introduced from the year 2017 in few subjects of the ARTS stream. At present, the Department of Assamese is in operation.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Non - Provincialised
49	19	17	----	13

2.2 No. of permanent faculty with Ph.D.

13 & 04 (Non Provincialized position)

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

Assistant Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	02								02

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

09

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	24	07
Presented papers	1	24	
Resource Persons		03	03

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

Semester End Examinations start from the second half of November and December. Classes for even Semesters (i.e. Semester II, IV and VI) start in January. Students have to appear in a sessional test before commencement of the Semester End Examinations. For odd Semesters, the Test is held in September. For even Semesters, Sessional test is held in April. Information regarding the Sessional and Semester End examinations is accessible to the students well in advance as the same is clearly stated in the college prospectus.

Schedule for Sessional Tests are considered as mile-stones in respect of curriculum transaction in the classroom since certain pre-determined units of the course-contents are to be completed within the stipulated time. Since the system in vogue relies on the credit-based system, number of classes to be delivered on certain contents is guided by the number of credits assigned to it. Accordingly, all the departments prepare their teaching plan and when submitted in Academic Audit Phase II, the IQAC checks it.

Recently, we have resolved to develop a question-bank for each subject. Applications of the items of the question bank are done time to time. Exposure to such items is expected to improve the achievement of the students.

Majority of the teachers engage themselves in ICT enabled classroom delivery, whenever there is the demand of the syllabus occurs. The institution with the understanding that technology will play a vital role in changing the traditional teaching-learning process intends to send the faculty members for technical upgradation so as to be equipped themselves with techno savvy knowledge. 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.

- 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 amongst the students and send important information to all students at the same time, the college adopted the system of bulk messaging and its effectiveness has been seen in achievement of minimum attendance for examination. Besides this, monthly basis attendance check has been made for the individual student and the report has to be produced in the last day of the first week of the subsequent month.
- Class tests, industrial visits, field studies and provision of reading material by the teachers to the students are some of the steps taken by the college to promote learning and academics in the college.
- To promote teaching learning scenario, the science stream of the college has started implementing the mentoring system of the semester students, taking consideration of the strength of the students against per faculty member

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

235

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, it does not enjoy any autonomy so far as end-semester examination is concerned. However, the sessional or internal examinations are run by the college examination committee through adopting continuous evaluation system. All the departments follow the pattern of end semester questions composed of short, very short and essay type questions.

At institutional departmental level, however, various departments practice the open book examination system in order to monitor the progress of the students after completion of each chapter.

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

08---B.Voc

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise Distribution of pass percentage :

(i) Result & Statistics of B.A. / B.Sc Six Semester,2017 (Regular)

	Appeared		Result			
	Arts	Total Students Appear	232	Total Students Passed	150	64.65%
Major		131	Major	102	77.86	28
General		101	General	48	47.52	01
Male		85	Male	M-31+G-12=43	50.58	02
Female		147	Female	M-71+G-36=107	72.78	26/1=27
Science	Total Students Appear	69	Total Students Passed	34	49.27	1st Class-4
	Major	25	Major	15	60.00	03
	General	44	General	19	43.18	01
	Male	50	Male	M-7+G-14=21	42.00	2/1=3
	Female	19	Female	M-8+G-5=13	68.42	01

(ii) Successful candidates under Community College programme (IT Coordination in school)

Total Students Appeared	Successful Students
28	16

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

Total Students Appeared	Successful Students
No	In process

(iv) Successful candidates under B.Voc Programme

Total Students Appeared	Successful Students
10	Result not declared

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

The IQAC is an in-house authority aiming at improving quality of teaching-learning process in the college. It monitors the need for different teaching-learning devices and in consultation with the college authority encourages the faculty for maximum utilisation of such tools by the teachers and the students for the teaching-learning process to be more effective and fruitful. The following are the major role played by the IQAC in improving Teaching-Learning process.

- Monitoring the daily progress report of every faculty member in a prescribed format known as 'Academic Audit'(Phase-I).
- The IQAC maintains a close contact with the UGC and the parent University to get up-to-date information uploaded on academic matters and thereby informs the faculty members for their proper implementation.
- The IQAC also takes necessary actions on the basis of students' feedback on teachers and the courses and informs the college authority and the individual teacher of the necessary remedial measure to be taken.
- IQAC plays a lead role in planning the activities of the institution both scholastic and non-scholastic aspect.
- IQAC is instrumental in designing the Academic Calendar of the institution and monitors its implementation throughout the year.
- The IQAC coordinators attend seminars related to IQAC organized by different institution to get the up-to-date information on NAAC-related guidelines for the over-all academic and administrative development of the institution
- Periodical review of the teaching-learning process at the end of each semester
- Online 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 and also monitoring the individual student's attendance per month and submitting the same at the first week of the following month.
- 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- appraisals of the faculty members were collected and verified by IQAC.

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	01
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	02

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	17	03	14	03
Technical Staff				01

Criterion-III

3. Research, Consultancy and Extension

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

Formation of Research Committee:

3. The Research Committee headed by the principal along with five members from the teaching staff and IQAC coordinators.

Functions of the Research Committee:

- The Research Committee under the umbrella of IQAC encourages the faculty to participate in seminars, workshops, teachers programme etc.
- IQAC makes a conducive atmosphere for granting leave to the participating faculty members.
- IQAC takes a vital role for annual publication of two Research journal namely Confluence (ISSN 2454-1168) and Hexagon (ISSN 2454-3810)
- It also plays the role of facilitate to providing latest information related to research activity for the faculty members
- The College authority and IQAC provides all the necessary arrangements for the smooth progress of the research projects. The arrangements provided by the IQAC includes, guiding the investigators to complete the projects within the stipulated time, inspiration and moral support to the researchers to publish their findings in journals, books, etc. (vii) Encouraging the faculty members for submission of research projects to different sponsoring authorities and pursue research work. It is worthwhile to mention that the Principal, Dr.Dipesh Chandra Bhagabati, the Principal of the college is an approved guide for Ph.Dwork in the Department of Education, G.U. and at present he is supervising research scholars, some of whom are going for successful completion of their projects.
- Under the aegis of IQAC's guidance and motivation towards the faculty members at regular interval, the faculty members from various departments undertake Ph.D research at the reputed institutions at regular mode. In this year the Ph.D has been awarded to 04 no. of faculties, thus contributing the total of 15 Ph.D holders.
- Encourages the Research Committee of the college to monitor and address the issues of research.
- Under the Star College DBT Grant, the degree major students of beneficiary departments of science stream have carried out their project work under the guidance of the supervising teachers of their department concerned
- Making an exposure of our students to different DBT sponsored departments/institutions in an outside the states has been incremental towards experiencing new advancement and promoting research climate.

- 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
- Besides the College authority provides all the necessary arrangements for the smooth progress of the research activity.
- 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.

3.2 Details regarding major projects : Nil

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	nil	02	02	nil
Outlay in Rs. Lakhs	--	---	4,03,000/	----

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			02
e-Journals			---
Conference proceedings		07	

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	4,03,000/	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects <i>(other than compulsory by the University)</i>	2017-2018	21 nos. under DBT Scheme	----	-----
Any other(Specify)				
Total			4,03,000/	

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

3.11 No. of conferences organized by
the Institution

Level	International	National	State	University	College
Number					
Sponsoring agencies		01			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: 4,03000/

From Funding agency From Management of University/College

Total

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
04				04		

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

- Deworming Tablets given to the students in association with local P.H.E on 10th August
- Celebrated NSS Day with local community in 24th September ,2017
- From 7th -13th March, 2018, the N.S.S Unit of the college conducted a special camp at adopted village Rawanboi. Various activities have been performed by the week long programme:
 - ❖ A socio-economic survey of the village has been carried out
 - ❖ Certain community development work such as Swatcha Bharat Campaign was also done
 - ❖ Art & Quiz competition was conducted for students of the LP School in the village.
 - ❖ Orientation Programme for NSS volunteers was conducted where Regional Director, NSS, Mr. Hemanta Kumar Sarmah graced the occasion
 - ❖ Plantation in the Rawanboi school campus was also undertaken
- Various social and other activities were performed by the institution like *ShramDaan*, school campus cleaning, gardening in the adopted school, *Yoga*, march past, fencing on the school campus, survey of the village etc, under community services.
- International Yoga Day has been organised under the auspices of N.S.S, N.C.C & Library on 21st June, 2018
- An Awareness Programme against Tobacco was organised under the auspices of NSS & local P.H.E. on 29th June.
- An Awareness Programme against the Blue Whale Game (An online game instigating the youths to the extreme steps like suicide) was jointly organised by IQAC with District administration on 9th September, 2017
- A Legal Aid Camp was organised on 18th November, 2017 under the auspices of IQAC in association with National Law University, Guwahati in order to aware the people of the local community and to provide them the legal aid.

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	15,783	Nil	Nil.	15,783 sqm
Class rooms	30	04	RUSA	34
Laboratories	09	-----	-----	-----
Seminar Halls	1	---	-----	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		2072	DBT	2072
Value of the equipment purchased during the year (Rs. in Lakhs)		31,96,056/	DBT	31,96,056/
Others	--	--	--	--

4.2 Computerization of administration and library

Yes, library and administration are computerised.

- 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 number of printers with scanners etc.
- The library digitalization process has been completed. The central library provided more than 80,000 E-books and more than 20,000 E-journals through N-List. Computer has been installed in the library hall for the smooth functioning of issuing and keeping records of books.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17685		72	31671	17757	
Reference Books	10820		903	359566	11723	
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 7newspapers		--		7 news papers	18802

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	85	25	30	06	----	05	13	----
Added	06	03	03	---	----		04	02
Total	91	28	33	06	---	05	17	02

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

- The college made an arrangement for sending teachers to training programme on ‘Use of ICT tools for classroom teaching’. Similarly, the Dept. of History made an arrangement for Undergraduate Students of the department on ‘Computer Know-How’ and PPT presentation.
- Free WiFi service is made available in the library along with internet browsing facility to students and faculties.
- The office of the Principal is also equipped with WiFi and network to comply with the e-governance.

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs 50,000/-

ii) Campus Infrastructure and facilities

12,70,000/(State Govt. under ACA scheme)
 5,165/(College Fund)
 47,08,587/(Construction) ----RUSA Grant
 1,11,014/(Furniture Purchase)----RUSA Grant

iii) Equipments

31,96,056/ (Star College DBT Sponsored Scheme)

iv) Others

1,04,400/- (Books Purchase)----RUSA

Total :

93,95,222/

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The Grievance Redressal Cell has met up the issues of minor grievance of students in the year 2017-2018.
- The Placement Cell of the college takes the initiative of providing information to students of various job opportunities in both public & private sectors
- Health Unit of the college has been providing service to the college community and promotes awareness amongst students.
- To promote holistic development of our students, co-curricular and cultural programmes were organised.
- 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
- The IQAC also awarded one student each for Library Best User, Highest marks holder in Higher Secondary Examination and one for the best graduate.
- Every year IQAC organises different events, workshops, seminars and competitions with the involvement of the students for their knowledge enhancement
- The institution made an arrangement for the student by getting them participated in other institution inside and outside of the State and that's how the linkage is establish.
- The Career Counselling and Placement Cell under the initiative of IQAC arranges orientation programmes for students to enhance their soft skill in association with local ICICI bank
- Career counselling programme for Higher Secondary final year students through the initiative of the Career Counselling and Placement Cell has been organised

5.2 Efforts made by the institution for tracking the progression

To track the progress of the student the institution adopts certain innovative measures and the progress are regularly monitored by IQAC:

- The science stream adopted mentoring system to measure the progress of the students in the right track.
- Personalised teaching has been provided to the students.
- In order to monitor the students' attendance, monthly attendance has been calculated and sent to the parents to ensure students progression.
- Parents –teachers meet is organised to ensure the progression and development of the students in the right track.
- Analysis of students' feedback forms by the concerned departments
- Results analysis is done by every department at the end of each semester.
- The scores obtained in the sessional examination are provided to students for further improvement.
- 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 has been carried out by each department which recorded and compared marks of a particular student in each semester.
- In case of any academic or non-academic problems faced by students, the disciplinary committee, women cell and the college authorities lend their help to mitigate the problem.
- 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
1483	--	---	373 (H.S Level)

Men

No. (UG Level)	%
736	49.62%

Women

No.(UG Level)	%
747	50.37%

(b) No. of students outside the state

03

(c) No. of international students

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
979	234	06	139	01	1359	1173	151	16	143	Nil	1483

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 career oriented programs for the students:

No. of students beneficiaries

106

5.5 No. of students qualified in these examinations

NET	SET /	GATE	CAT		
IAS/IPS etc	te PSC				

5.6 Details of student counselling and career guidance

The career counselling and guidance cell of the college provides counselling to students regarding career opportunities and solve their personal difficulties if they have any.

A popular talk on ‘Life Skills and Career Planning’ was organised by the Department of Philosophy on 7th November, 2017

- The institution also has diploma and certificate courses on computer hardware and networking and every year 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.
- The IQAC regularly provides information about job opportunities in the college notice board and with the initiatives of the Guidance and Placement Cell helps the students to appear in interviews in both private and public sectors.

No. of students benefitted

61

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
----	----	----	

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.

A host of special lectures on gender sensitization, sexual harassment, domestic violence etc. have been organised from time to time for our girl students as well as for the women of the locality. The Women Cell on 8th March, 2018 organised a community development programme in Rawanbai village shedding a light on various issues/problems faced by women in their household activities from domestic violence to the issue of the ways to empowering themselves.

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

Financial support from various Agencies	Number of students	Amount
Financial support from institution	----	---
Financial support from government	1229 (Free admission)	50,08,275/
Financial support from other sources	02	(i) 5000/ (ii) Interest accrued on 50,000/ annually
Number of students who received International/ National recognitions	----	----

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: Institutional level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: No reported grievances reported

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 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

Yes, the institution has a Management Information system. The information has an integrated system of management regarding accessing and sharing information. The information system runs through LAN Technology in our college apart from the following:

- The college publishes various important news and events through radio and television
- Local and national level newspapers play another vital role in dispersing 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. Admission noticed is published in leading daily and in college website.
- 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 checked answer scripts for self- evaluation.
- The college website provided all the valuable information both academic and administrative.
- Moreover, bulk message facility is also available for teachers, students and employees in regards to the sudden demand of any situation.
- In every six months the college publishes a News Letter which conveys messages of achievements and agenda of the College family.
- The policies are implemented by the Principal with the help of different sub-committees which are formed and approved by the G.B. The sub-committees are headed by the Principal, with other members from the teaching and the non- teaching staff as well as experts from different stake-holders concerned. Sub committees are maintained and monitored by the members of the top management (G.B). Active involvement of the management is reflected in the continuous improvement of the various facilities introduced in the college for quality enhancement.

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

6.3.1 Curriculum Development

Towards the track of quality enhancement, the institution has a well- defined mission. The curriculum framed by Gauhati University is implemented by the institute with the strategies made by the institution through a well- planned academic calendar for the session concerned. As per the guideline of DBT, under the STAR College Scheme, the beneficiary departments arrange field tours for the students of the respective departments which is also a part of the curriculum. In addition, students took active part in an excursion to Kolkata which was supported by the Govt. of Assam.

- 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, and Academic-Audit Reports 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 and camps, eco-camps, environmental field-trips and work-out at the gymnasium are an integral part of the curriculum.
- Each department has its own academic module to run and complete the syllabus.

- Before conduct of sessional test, which is a part of the Semester End Examination, the principal without fail takes the stock of progress made by each of the teaching department for each of the classes in respect to curricular transaction and being satisfied with the progress made, the date / schedule for the sessional test is finalised.
- If any department fails to make progress at par, the date for the test is differed to a reasonable extent so as to ensure the progress in curriculum transaction.

6.3.2 Teaching and Learning

Each department adopts some innovative processes in teaching and learning:

- **Peer Teaching Method** has been adopted in teaching learning process. The teacher remains a silent listener or viewer in the whole process of peer teaching adopted by the students
- To improve the teaching learning situation, integration of ICT tools with the traditional lecture method is in use.
- Personalised teaching is also practised by the teachers to the students so as to address their problem areas of learning.
- Induction programme is arranged for the newly recruited teachers in the month of August.
- 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.
- Soft copies of PPTs are shared in the classroom.
- 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

Though the institution has its limitation on examination and evaluation reform in end semester examination, yet it adopted open- book system test at departmental level. It conducts atleast a test by each faculty of the department at monthly basis.

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 conduction, 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 respond to University notices requesting name 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.
- ❖ It is matter of proud to become a reliable partner of the affiliating university in the conduction of Semester End examination. The university authority is pleased to assign us an evaluation zone in every session of examination.
- ❖ A good number of senior teachers are also assigned to set question papers for the Semester End examination under the affiliating university.

6.3.4 Research and Development

The IQAC facilitates required support to the faculty members towards the promotion and carry out research activities in various departments. The institute is focussing on capacity building in respect of imbuing research culture amongst the teachers and through teachers percolating to the student community. 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 namely CONFLUENCE (ISSN: 2454-1168) & HEXAGON (ISSN: 2454-3810)
- 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.
- Altogether 4 teachers have completed their research in the year 2017-2018.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college has adopted certain strategies in order to develop and update facilities in the Library, ICT, and infrastructure. The central library is in digitised form with a host of E-courses and E-journals with the provision of N-LIST through INFLIBNET. The library is automated, well stocked with the smooth functioning of issuing and keeping records of books. Internet facilities are made available to the library users with WIFI connection. Each department maintains its own departmental library where budgetary allocation is made available for purchasing text books and reference books etc.
- Campus is WIFI. ICT facilities are now available in the college with the UGC grants to extend modern methods of teaching and learning. Virtual classroom with video-conferencing facilities have been very helpful in bringing knowledge session from across the country. Students' records per semester, fee payments, records of SC, ST, OBC students are fully computerised. Similarly, salary, leave records are fully computerised.
- The physical infrastructure has remarkably improved to fulfil the demands of the faculty and students.

6.3.6 Human Resource Management

The institution has maintained a transparent management system in Human Resource issues. There is a well -defined system for recruitment process.

- The existing Human Resource are categorically divided into two; viz., the teaching staff and the non- teaching staff.
- The members in the teaching staff are entrusted with activities, plan for scholastic and non-scholastic development of the students.
- The Heads of the teaching department are entrusted with distribution of assignments/content to be delivered among the fellow colleagues in the departments.
- Communication from Principal at the departmental level is done with the Heads of the Department concerned.
- Teachers' activities at the individual level are monitored by Academic Audit (Phase I) in a three tier system of the same.
- The responsibilities of teachers in non- scholastic activities are distributed amongst them on a rotational basis so as to ensure equal opportunities for all of them in getting involved in said kind of activities.
- The responsibilities of non-teaching staff are assigned as per their grade of post and expertise as well.
- The vacancies in either of the categories are reported to the Government of Assam in the Department of Higher Education for fill up. However, placement of fresh personnel in the vacant post is not done by the Govt. for years together.
- The entailing effect of the situation led to appointment of faculty/ non-teaching staff against non- approved temporary vacancy at the cost of non-financial resource of the college.
- The institute makes a cohesive arrangement for the teachers in respect of time to time promotion or upward mobility.
- It makes a provision in organising of in-house faculty development programme.
- 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
- Roster system followed for faculty and non-teaching staff recruitment
- Contractual teachers are recruited in all most all the 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.

As far as conducting interview is concerned, the following steps have been adopted by the institute:

- ❖ Paper advertisement
- ❖ Collection of applications
- ❖ Short listing the candidate on the basis of resume
- ❖ Conducting physical interview
- ❖ Telephonic information to the candidate regarding selection
- ❖ Appointment letter given

6.3.8 Industry Interaction / Collaboration

Many industries are associated with the institute to cater the needs of the students relating to industry base and self-employment. The component of learning in industry training focuses on the application of theory in the context of industry base. Industry partners play a vital role 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, VittiyaBhavan, 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—AIMA, 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 attracts local and foreign tourist who also visit the college to exchange their views and ideas
- The industries with whom MOUs have been signed are working with us as training partner facilitating apprenticeship. Some of them are also supporting our students in placement as well.

6.3.9 Admission of Students

The admission process is exercised with following a clearly chalked out roadmap. To begin with notification to finally admission is carried out with active support of an admission committee, constituted with all HoDs as members. It is carried out according to the following steps:

Notification → opening of online link → closing online submission of admission forms → preparation of merit list/ waiting list → ensure reservation policy → document verification → enrolment of student by admission. However, the decision of the college authority is final.

- 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 provide 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
- 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. 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.
- Candidates are required to produce at the time of admission the original copies of :

(i) Mark-sheet (ii) Pass Certificate (iii) Age certificate (iv) Caste Certificate

(v) Attested copies of photograph (vi) Guardian declaration form

As per the circular from Govt. Of Assam vide circular no. PC/HE/SOPD/02/2017/20; Dated-23rd May/2017), there is a provision of availing free admission. The category of students eligible under the scheme:

- a) Students whose parental annual income is less than Rs. 1 lakh from all sources will be eligible to avail this scheme.
- b) If either of the parent (mother or father) of the student is working in the State Govt./ Semi Govt. / State or Central Govt. Undertakings, such students shall not be eligible under this scheme.

To avail the scheme, an Income Certificate and a Declaration from the students that neither of the parent of the student is an employee of State/Central Govt. Department or its undertaking has to be produced. Students seeking admission into HS/ TDC 1st year will plant a sapling at his/her college or at his/her home and shall give photograph of the same to the college. The student has to nurse the sapling and while seeking admission into 2nd year shall give the photograph of the same tree that was planted during previous year and will be submitted to the authorities. After assessing the genuineness of the photographs and growth of the plant the student can avail 2nd year fee waiver benefit and it will continue up to subsequent stage.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> • Loans from Financial Institutions • Provisions for Earn Leave, Maternity &Paternity Leave • Child Care Leave(CCL) • On Duty Leave is sanctioned for participating in various conferences, seminars, workshops, Faculty Development Programmes & examination duties such as S.O • Faculty members are allowed to avail Summer & Winter Vacation of ong duration. • Leave for participating in conference of professional organisation • All leaves are admissible under Leave Rule, Government of Assam in force. • Leave encashment facility for maximum period of 150 days during in-service period if the same amount of leave is saved from the EL. • Gratuity benefit • Pensioner benefit • Study leave etc. • Group Insurance
Non- teaching	<ul style="list-style-type: none"> • Loans from Financial Institutions • Provisions for Earn Leave, Maternity &Paternity Leave • Saturday Leave • All leaves are admissible under Leave Rule, Government of Assam in force. • Leave encashment facility for maximum period of 150 days during in-service period if the same amount of leave is saved from the EL. • Gratuity benefit • Pensioner benefit • Study leave etc. • Group Insurance
Students	<ul style="list-style-type: none"> • Student Welfare Fund • On time scholarship for Best Student in H.S Examination, who, has enrolled in Degree First Semester. • Admission at free of cost for students with parental annual income is less than one lakh.

6.5 Total corpus fund generated

10,31,728/

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

6.8 Does the University declare 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 Meeting is held at regular interval so as to strengthen the rapport of the Alumni with faculty members. Regular visit of the alumni in the college encourages the college authority to take more initiative for further development of the college. There is a regular column for the alumni in the college magazine 'ARUNABH'. They contribute their writing in the college magazine. They donate books to the central library of the institute.

6.12 Activities and support from the Parent – Teacher Association

The college authority also maintains a close relationship with the parents through guardian meetings organised by IQAC. However, a few department arranges Parent-Teacher meets to discuss the academic performance of their wards.

6.13 Development programmes for support staff

For the growth of both at professional as well as institutional level, certain programmes have been conducted to equip the 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 authority also sends the support staff to participate in workshops from time to time for the administrative benefit of the institute.

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

Our 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. The 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 has 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 amongst the students for the protection of environment
- We are maintaining a complete noise free atmosphere
- Minimal numbers of vehicles are allowed to enter into the college campus. There is a restriction of vehicle entering into campus.
- Environmental projects are carried out students for campus beautification
- A second fishery was commissioned to maintain the natural atmosphere of the college
- Use of CFL bulbs and Tubes
- 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.

- To strengthen the academic ambience, various departments have organised guest lecture, popular talk
- Faculty members are encouraged to teach through ICT enabled classroom transaction
- To gear up the research ambience and to inculcate research culture, faculties are encouraged to participate in seminars, workshop and motivated to undertake research projects both major and minor.
- In order to monitor students' attendance and to ensure minimum attendance of students, monthly basis calculation has been made and makes a provision to send to their parents
- To ensure our students' holistic development, excursion and field trips are also in vogue.
- Providing sports facilities starting with the construction of basketball and tennis courts
- Providing WIFI facilities to each and every Department, the Office of the Principal and in the Central Library.
- Providing laboratory facilities and strengthening of Science and Biotechnology Education and Training to Science stream students under the DBT star college scheme
- Introduction of mentorship program for the science stream students
- Celebrations are held heralding the great works of various leaders and famous personalities.
- Student participation in various National and State level competitions
- Continuation of Skill based programme to enhance employability
- Conferring awards to students to arouse competitive spirit among them.
- The institution maintains the continuity of arranging a cultural rally in order to inculcate solidarity amongst students

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

- The 2/3 of the construction on the second floor of a multi storied building under RUSA Grant has already been completed and the completed portion has been made ready for the benefit of the students
- Proposal for installation of Solar Panel has been submitted to AEDA at a subsidised rate
- A DG Set along with the existing one has been installed.
- Accommodating hostel facilities has been made available for girl students on the ground floor.
- The infrastructure along with other facilities has been developed for the promotion and extension of science stream of the college. The laboratory facility has been expanded with the assistance of DBT Star College Scheme.
- A study centre has been opened for the post -graduation at our college under IDOL, Guwahati University.
- The mission of catering IT skills for faculty members has been under way and time to time orientation has been provided for faculty development aspect.
- The course has been opened and in the first batch all total 37 no. of students have been registered.
- The departments under the aegis of IQAC have organised departmental level seminars.
- An initiative has been taken to spread the reading habit amongst the students, teachers concerning the locality. For this purpose, local people, alumni come forward with a mission to spread the reading habit by donating books, etc. to the library of the college.

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

- (i) Introduction of STAR COLLEGE SCHEME for the Students of Science Stream
- (ii) Platform for providing online feedback of final year students of Undergraduate level

(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-scholastic 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 projected 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:

- The college is cycle II NAAC accredited institution situated in an exclusively rural area
- Increase in the number of students' admission in both Arts & Science Stream
- Maintaining well established relation with other higher educational institutions
- Good rapport with its stakeholders
- Well maintained transparent record of various utilisation by the authority
- Apart from regular courses, smooth running of B.Voc courses and Community College Programme with funding from Govt. Skill Development mission to create employment opportunities
- 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
- Supportive and personalised teaching for the slow learners
- Minimum gap between teachers and student community
- Increasing amount of physical infrastructure facilities for qualitative enhancement and sustainability due to the authority's efficient move of availing various funds and their proper utilisation
- No single incidence of campus unrest has taken place for years together.

Weaknesses

- Non availability of a playground of sufficient size
- Non availability of an Auditorium
- Limited number of certificate courses
- Teacher to student ratio is not adequate
- Majority of the students are of average level and are least exposed to various development and advancement
- More than 80% of students belong to economically backward background with parental income below Rs. One lakh per annum.

Opportunities

- Increasing opportunities to introduce more vocational courses
- Teaching learning opportunities both for teachers as well as students through reciprocal approach by using ICT enabled tools in classroom transaction
- Scope for students towards soft employment as well as creating employment opportunities as a result of degree level vocational courses in the trades of i) Animations & Graphic Designing (ii) Fashion Technology and diploma course in Community College Programme in Computer Hardware & Network Maintenance.
- Digitised Central Library with provision of access to lakhs of e-book and e-journal.

Threats

- Delay in government approvals for filling up vacant posts in the college
- More emphasis given to earning marks in examinations than all round academic development of the students
- Gearing up the students through the holistic approach in order to survive in the labyrinth of competition

8. Plans of institution for next year

INFRASTRUCTURE:

1. Completion of the remaining portion of the multi-storied building under RUSA Phase I
2. Extension of the Assam Type Science building under RUSA grants
3. Renovation of the existing Library
4. Renovation of the Canteen
5. Preparation of DPR for RUSA Phase II
6. Submission of new solar plan proposal to AASTEC

ACADEMIC & EXTENSION:

1. Focus on ICT tools in classroom transaction
2. Implementation of Soft Skill Programme for students at departmental level
3. Research Incubation Centre for promotion of research ambience in the college
4. Emphasising more on Institutional Social Responsibility (ISR), Community Development programme, Extension and Collaborative work
5. More focus on strengthening career and placement cell of the college
6. Emphasis on quantitative as well as qualitative enrichment of Central Library
7. Continuation of Skill Based Programme
8. To make technically more equipped with procuring intercom and printing machinery.

Name Mrs. Mamani Devi Name Dr. Dipesh Ch. Bhagabati



Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC

Annexure: 1

Best Practice--1

Introduction of STAR COLLEGE SCHEME for the Students of Science Stream

The SBMS College is one of the rural based institutions selected under DBT sponsored star college scheme. DBT has launched this scheme to support and assist colleges offering undergraduate courses to improve science teaching. It encompasses to focus on enhancing qualitative skills of teachers by organising training, improved curriculum, and focussing on practical training to students and to provide them to access various infrastructure facilities such as laboratory, library, teaching aids, and so on.

Objectives:

The basic objectives of the Programme are as the following:

- (a) To strengthen the physical infrastructure for achieving excellence in teaching-learning situation
- (b) To promote networking and strengthen ties with neighbouring institutions
- (c) To increase capabilities of core instrumentation resources by procuring new equipment and upgrading existing facilities

Practice:

Situated in a rural backdrop, the Science Stream of SBMS College had been catering the needs of science students of greater Sualkuchi area since 1989 with limited resources and infrastructure. In 2013, the Science Stream got provincialised and at subsequent stage became equipped to be awarded DBT sponsored star college scheme in 2017. The beneficiary departments are: Botany, Zoology, Physics, Chemistry and Computer Science. The Science Stream is trying to maintain its level for preparing a platform for our science students. It is hoped that with the provision of availing facilities for science students of the college under Star College scheme in respect of laboratories, libraries and other scientific equipment, more students will take up Science as a career which is very vital for the promotion of science education in rural areas like us.

The scheme attributes a positive impact amongst the teaching-learning ambience of the institute. The teachers are enthusiastic and as a result, the students being motivated to equip themselves with qualitative learning. It is a continuous process.

List Of Projects undertaken by Students for the year 2017-2018

Department of Zoology

Sl no	Topic of the project	Guided by	Student Name	Year
1	“A survey on fish Diversity With special reference to the indigenous fishes in Kalitakuchi area of Hajo, Kamrup District”	Ms Bandana Deka	Sri Dolly Kumari	2017--2018
2	“ A Survey on Soil Insects in Bongshar area of Kamrup (R) District”	Ms Bandana Deka	Miss Numi Sultana	2017--2018
3	“ A Project on Avian Diversity in GarjanBeel, Hajo Circle, Assam”	Dr. Sikha Rani Kalita	Sri MridulMalakar	2017--2018
4	“Study of Avian Diversity of Singimari”	Dr. Sikha Rani Kalita	Miss Manisha Begum	2017--2018
5	“A Project on Ichthyo faunal Diversity of BorkuaBeel, Barijani Village, Kamrup District, Assam”	Dr. Sikha Rani Kalita	Miss Resmin Sultana	2017--2018
6	“A Project on Fish Diversity of the NitouBeel, Dampur, Kamrup District, Assam”	Dr. Sikha Rani Kalita	Miss Nazmin Sultana	2017--2018
7	“A Project on Cocoon characteristics of Eri Silkworm in Sualkuchi Assam”	Dr. KakaliTalukder	Sri KaushikBaishya	2017--2018
8	“A comparative study on the biochemical characteristics of different silkworm tissue of Muga Silkworm during chotua crop”	Dr. KakaliTalukder	Sri MamashMalakar	2017--2018
9	“To Study About the Cocoon characteristics of Muga Silkworm in Govt. sericulture Farm, Sualkuchi, of Kamrup District”	Dr. KakaliTalukder	MinhazYesmin Sultana	2017--2018
10	“A Study on Morphological Characteristics of ChoutEri Silkworm in SualkuchiMuga Firm of Kamrup District”	Dr. KakaliTalukder	Sri PriyankaKalita	2017--2018

Department of Chemistry

Sl no	Topic of the project	Guided by	Student Name	Year
1	Determination of the contents of Cold Drinks	KangkanBaruah	ChandanKalita	2017-18
2	Preparation of Ink	Dr. PulinSarma	Jayanta Kr. Sarma	2017-18
3	Determination of the contents of Cold Drinks	KangkanBaruah	Nilakantha Das	2017-18
4	To Extract Nicotine Sulphate From Samples of	BhabeshDeka	PallabUzir	2017-18

	Cigarettes.			
5	Determination of Ca/Mg & Total Dissolve Solid of Brahmaputra River, Sualkuchi	KangkanBaruah	Rahul Hussain	2017-18
6	Preparation of Ink	Dr. PulinSarma	Rajib Ch. Das	2017-18
7	To Extract Nicotine Sulphate From Samples of Cigarettes.	BhabeshDeka	RubulBharali	2017-18
8	Determination of Ca/Mg & Total Dissolve Solid of Brahmaputra River, Sualkuchi	Dr. PulinSarma	SahidJulfukkar	2017-18
9	Determination of Ca/Mg & Total Dissolve Solid of Brahmaputra River, Sualkuchi	Dr. PulinSarma	Saidul Ahmed	2017-18
10	Determination of the contents of Cold Drinks	KangkanBaruah	AnganaUzir	2017-18

Department of Physics

Sl no	Topic of the project	Guided by	Student Name	Year
1	ZnS-PVA nano composite prepared by chemical route method and its particle size	ChandramaKalita	NabanitaRajbongshi	2017-18

List of exhibitions/Seminars/Tour/Training conducted by the college

Sl. No	Date	Deptt.	Program title	Name of the guest
1	14/10/17	Zoology	Invited lecture on "Defense Mechanism in Human Body"	Dr. Kamal Choudhury, Zoo Deptt., B. Baruah College
2	17/10/17	All Participating Deptts.	Study tour to Shillong (Air Force Museum, Tissue Culture Lab, NEHU and others)	
3	31/10/17	Deptt. Of Chemistry	Workshop on "Application of EAT-FAT module" for PFMS	Mr. HillolKashyap, Operational manager, Ministry of Finance, Govt. of India Mr. ChinmoyGhosh, Project Manager, Ministry of Finance, Govt. of India
4	23/3/18	Deptt. Of Chemistry & all Science Deptt.	Preparation of molar solution	Instructor :- Dr. P. Sarma, K. K. Barua, B. Deka, Deptt. Of Chem.

5	31/3/18	Deptt. Of Botany	Invited lecture “Medicinal plants challenges and prospects and commercial cultivation in Assam”	Dr. PromodMedhi, Asstt. Prof, Pandu College, Ghy
6	31/3/18	Deptt. Of Zoology	Study Tour to Field trip to Jesingfa Aqua Resort.	Supervising teacher, Bandana Deka, Dr. KakaliTalukdar, Dr. Sikha Rani Kalita.
7	3/4/18	Deptt. Of Chemistry	Study Tour to Kolkata, Bose Institute, National Science Museum, Jadhabpur University, Botanical Garden, Indian Institute of Chemical Biology, CISR, Kolkata, India and Science City.	Supervising teacher: Bhabesh Ch. Deka
8	6/4/18	Deptt. Of Physics & Botany	Study Tour to Tezpur University, Botanical garden (Tezpur)	Supervising teacher: Dr. K. Choudhury, Dr. N. Kakati, Dr.C. Das, C. Kalita Dr. U. Baishya, J. Deka
9	30/4/18	Deptt. Of Computer Science	Study Tour to Kolkata, Science city, Victoria memorial, Planetarium, Botanical garden etc.	Supervising teacher: SimantaSarma and Deep RanjanBaisnab.
10	26/6/18	Deptt. Of Computer Science	Workshop on DBMS System and implementation in students’ project using Oracle and MySQL.	ApurbaKalita Prof. Assam Engineering college, Guwahati

List of New Practical/ demonstrations introduced
Year 2017-2018

Department of Zoology

Sl No	New Practical done	Class
1	Measurement of P ^H of Water Sample by Lovibund disc Comparator	2 nd Semester (Major)
2	Relative Humidity by Wet & Dry Bulb Thermometer	2 nd Semester (Major)
3	Staining Techniques of Nucleolus	3 rd semester (Major)
4	Study of Cardiac cycle in Frog / Rat Using kymograph	5 th semester (Major)
5	Separation of Amino Acid by Paper Chromatograph	5 th semester (Major)
6	Separation of Amino Acid by Thin Layer Chromatograph	5 th semester (Major)

7	Estimation of Ascorbic Acid in lemon	5 th semester (Major)
8	Others: Various experiments were done with sufficient equipments and materials after receiving the fund from Star College Scheme 2017-2018	1 st semester----6 th semester (both major and general)

Department of Chemistry

Sl No	New Practical done	Class
1	Chromatographic separation of cations and pigments by using TLC	3 rd semester (major)
2	To determine the specific rotation of an optically active substance by polarimetric method	5 th semester (Major)
3	To find the rate of the composition of H ₂ O ₂ catalysed by Fe ³⁺ ions	5 th semester (Major)
4	To test the validity of Beer –Lambert’s law using colorimeter	6 th Semester (Major)
5	Conductometric titration HCl / NaOH, oxalic acid/NaOH, acetic acid/ NaOH	6 th Semester (Major)
6	Potentiometric titration HCl/NaOH, oxalic acid/NaOH, acetic acid/ NaOH	6 th Semester (Major)
7	Others: Various experiments were done with sufficient equipments and materials after receiving the fund from Star College Scheme 2017-2018	1 st semester----6 th semester (both major and general)

Department of Botany

Sl No	New Practical done	Class
1	Microtomy slide preparation techniques	3 rd semester (Major)
2	Image documentation by Camera Lucida	5 th Semester (Major)
3	Isolation, sterilization as pure cultural techniques of micro-organism by Laminar Air Flow, Autoclave, Hot air oven and Incubator	5 th Semester (Major)
4	Karyotype study of microscopic organism by Trinocular, Binocular	5 th Semester (Major)
5	Others: Various experiments were done with sufficient equipment and materials after receiving the fund from Star College Scheme 2017-2018	1 st semester----6 th semester (both major and general)

Department of Physics

Sl No	New Practical done	Class
1	To determine the Q factor of a series resonance circuit containing L C and R for 3 different values of R	3 rd semester (major)
2	To determine values of self- induction of a coil with the help of Anderson's bridge	5 th semester (Major)
3	To measure the phase difference between the signal across R and C of an R-C network using CRO and hence find the value of the resistor and frequency of the signal	5 th semester (Major)
4	To study the variation of resistance of a thermistor with temperature and then to measure the unknown temperature of liquid with it.	6 th Semester (Major)
5	To determine the surface tension of a fruit juice extracted from various citrus fruit using 'Jagar method'	6 th Semester (Major)
6	Others: Various experiments were done with sufficient equipment and materials after receiving the fund from Star College Scheme 2017-2018	1 st semester---6 th semester (both major and general)

Best Practice-2

Platform for providing online feedback of final year students of Undergraduate level

UGC has been emphasising on student feedback since years. Our institution though, getting students' feedback in offline mode, this year we have started to take response of student in online mode as well as parents' feedback in offline mode. The online mode has generated much enthusiasm amongst the students and many have submitted their feedback regarding the standard and quality maintenance of curriculum, institution, and of the teachers.

Objectives:

1. To keep pace with the time and situation of new dimension of Higher Education
2. To make aware the learners about their expectation level with the changing trend of Higher Education
3. To take course of action for the institution after receiving students' feedback
4. To apprise the affiliating university about students' feedback of courses in order to streamline the current courses for attributing quality to the teaching-learning process
5. To create a roadmap for future strategy in order to create qualitative sustainability for the institution

Practice:

After initial technical glitches the process is finally in place in the college website. An awareness programme about the new mode of feedback submission has been organised by IQAC in the month of May to apprise students about the digital format. The format of feedback is created in HTML form by following the earlier manual feedback. Students of final year of semester courses are asked to respond in the feedback which is divided into three parts. These parts comprise of feedback on (a) Institution (b) Curriculum (c) Teacher. All total One hundred forty-threestudents have responded their response in digital online mode.

Annexure-II

Academic Calendar for Undergraduate Courses (June 2017- May 2018)

<u>Date(s)</u>	<u>Events/Activities</u>
June 1, 2017	<ul style="list-style-type: none"> • Commencement of B.A/B.Sc/B.C.A 3rd&5th Semester Classes
June 5, 2017	<ul style="list-style-type: none"> • Celebration of World Environment Day by Dept. Of Botany
June 6, 2017 June 6-30, 2017	<ul style="list-style-type: none"> • Form Issue for Admission into H.S 1st year/ BA 1stsem/ B.Sc 1stsem / B.Voc 1stsem for 2017-2018 • Completion of Admission Process of all classes
June 29, 2017	<ul style="list-style-type: none"> • Celebration of National Statistics Day by Deptt. of Mathematics
July 1-31, 2017	<ul style="list-style-type: none"> • Summer Vacation
August 1, 2017	<ul style="list-style-type: none"> • Celebration of College Foundation Day • Commencement of Regular classes of all programmes
August 2-10, 2017	<ul style="list-style-type: none"> • Issue of Registration Form for HS/BA/Bsc/B.Voc/ BCA/PGDCA
August 15, 2017	<ul style="list-style-type: none"> • Celebration of Independence Day
August 16-20, 2017	<ul style="list-style-type: none"> • Submission of Filled –in Registration Form by students of HS/BA/BSc/BCA/B.Voc
September 5, 2017	<ul style="list-style-type: none"> • Celebration of Teachers Day
September 6-10, 2017	<ul style="list-style-type: none"> • Fresher’s Social (any one day)
September 8, 2017	<ul style="list-style-type: none"> • Celebration of World Literacy Day by Dept. Of Education
September 15, 2017	<ul style="list-style-type: none"> • Celebration of World Savings Day by Dept. Of Economics
September 16-22, 2017	<ul style="list-style-type: none"> • Sessional Exam of BA/ B.Sc / B.Voc of 1st /3rd/ 5th semester
September 23-25, 2017	<ul style="list-style-type: none"> • Students Union Election (any one day)
October 2, 2017	<ul style="list-style-type: none"> • Celebration of Gandhi Jayanti
October 6-10, 2017	<ul style="list-style-type: none"> • Examination Form Filling of 1st /3rd/ 5th semester • Result declaration of 1st /3rd/5th semester sessional examination

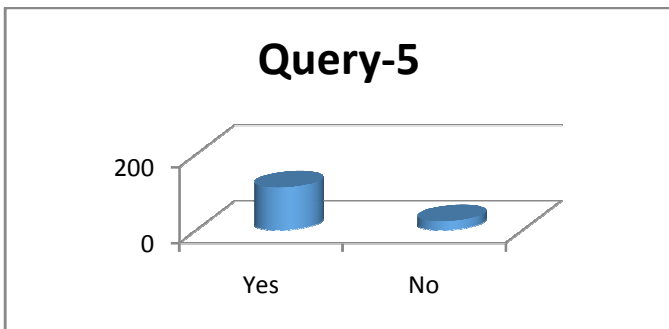
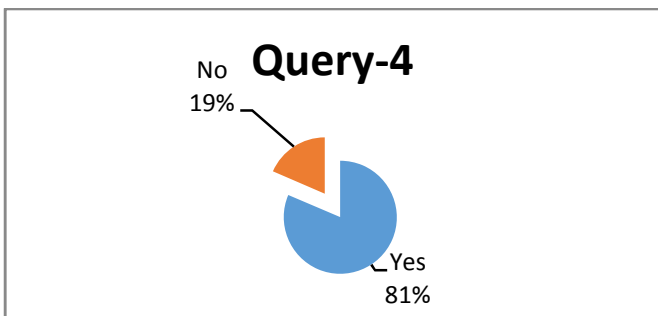
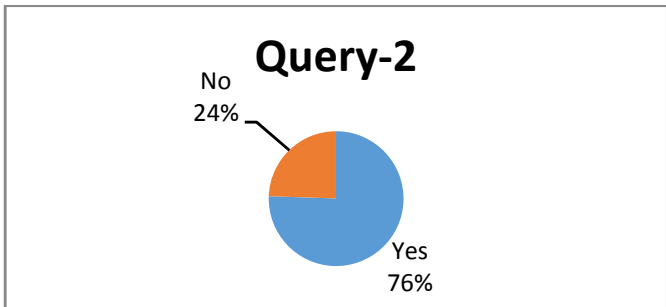
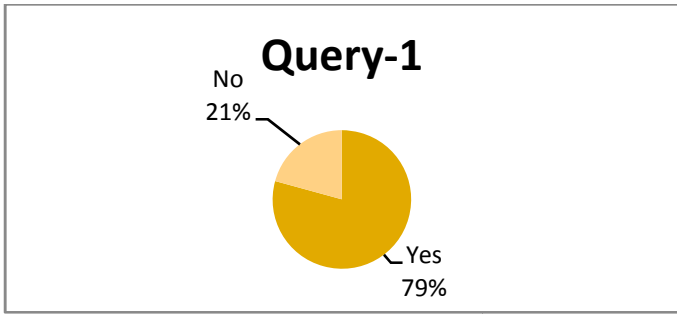
October 15-25, 2017	<ul style="list-style-type: none"> • Completion of Project work, practical, group discussion for students of 1st, 3rd & 5th semester
November 1-7, 2017	<ul style="list-style-type: none"> • Examination Form Filling of HS 2nd year students
November 10-15, 2017	<ul style="list-style-type: none"> • Pre Examination Test for HS 2nd Year Students
November 21-30, 2017	<ul style="list-style-type: none"> • 1st /3rd /5th Semester End Practical Examination
December 2, 2017	<ul style="list-style-type: none"> • Celebration of Computer Literacy Day by Deptt. Of Computer Science
December 5-25, 2017	<ul style="list-style-type: none"> • 1st /3rd /5th Semester End Theory Examination
December 10, 2017	<ul style="list-style-type: none"> • Celebration of World Human Rights Day by Deptt. Of Political Science
December 11-15, 2017	<ul style="list-style-type: none"> • Examination Form Filling of HS 1st year students
December 16, 2017	<ul style="list-style-type: none"> • Celebration of World Philosophy Day by Deptt. Of Philosophy
December 17-23, 2017	<ul style="list-style-type: none"> • Pre Examination Test for HS 1st Year Students
December 24, 2017-January 17, 2018	<ul style="list-style-type: none"> • Semester End Vacation
January 18, 2018	<ul style="list-style-type: none"> • Commencement of 2nd /4th /6th Semester Classes
January 26, 2018	<ul style="list-style-type: none"> • Celebration of Republic Day
February 2, 2018	<ul style="list-style-type: none"> • Celebration of World Wetland Day by Deptt. Of Zoology
February 3-9, 2018	<ul style="list-style-type: none"> • College Week
February 10-15, 2018	<ul style="list-style-type: none"> • Distribution of Admit Cards to HS 2nd Year Students
February 16 Onwards, 2018	<ul style="list-style-type: none"> • HS 2nd Year Examination (To be declared by AHSEC)
February 21, 2018	<ul style="list-style-type: none"> • Celebration of International Mother Tongue Day by Deptt. Of Assamese
February 28, 2018	<ul style="list-style-type: none"> • Celebration of National Science Day by Deptt. Of Chemistry
March 20-26, 2018	<ul style="list-style-type: none"> • Sessional Examination of B.A/ B.sc. / B. Voc of 2nd / 4th / 6th Semester
March 21, 2018	<ul style="list-style-type: none"> • Celebration of World Poetry Day by Deptt. Of English
April 18, 2018	<ul style="list-style-type: none"> • Celebration of World Heritage Day by Deptt. Of History
April 20-25, 2018	<ul style="list-style-type: none"> • 2nd /4th /6th Semester End Practical Examination

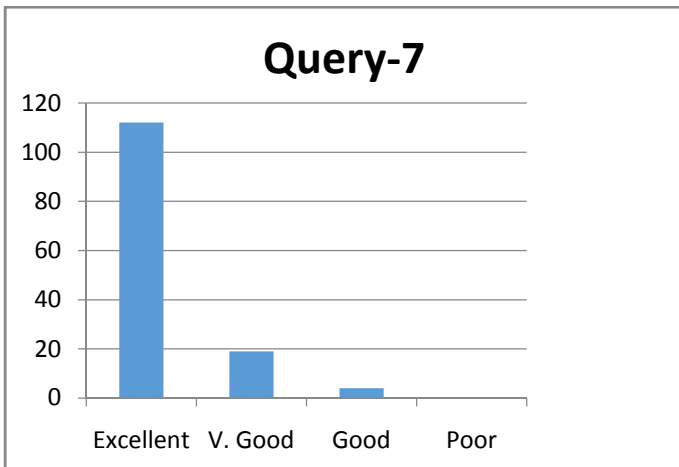
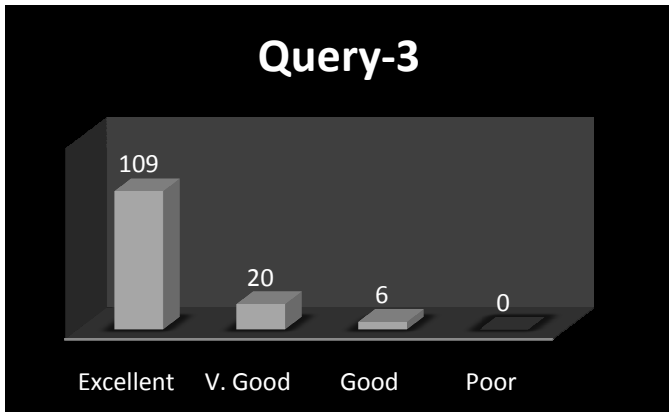
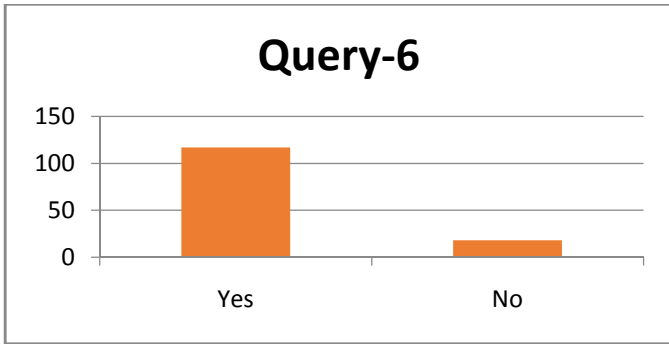
April 30, 2018	<ul style="list-style-type: none">• Declaration of HS 1st Year Final Examination Result
May 2-15, 2018	<ul style="list-style-type: none">• 2nd /4th /6th Semester End Theory Examination
May 11, 2018	<ul style="list-style-type: none">• Celebration of National Technology Day by Deptt. Of Physics
May 15, 2018	<ul style="list-style-type: none">• Commencement of HS 2nd Year Classes
May 16, 2018	<ul style="list-style-type: none">• Admission Process of HS & Degree Students

Annexure-III

(a)

		PARENTS' FEEDBACK	Year: 2017-2018	No of Submitted Forms:135			
Sl No		Query	Yes	No			
1	Query-1	Does this organisation hold parents' meet regularly in a year?	107	28			
2	Query-2	Do you think that your ward has got quality education in this organisation?	102	33			
3	Query-4	Do you think that your ward has achieved personality development after getting into this institution?	110	25			
4	Query-5	Are you aware about the co-curricular facilities available in the college?	112	23			
5	Query-6	Does your ward participate in co-curricular activities?	117	18			
6	Query-8	What type of additional course the institution should introduce in near future?	IT related: 36 Vocational (Tourism, Retail) : 70 Commerce stream: 29				
7	Query-9	Give your feedback on the campus discipline of college.	132(98%) satisfied				
8	Query-10	Give some suggestions for the improvement of the college.	Infrastructure(Class room, Common room related):109, Examination and Result declaration Improvement: 45, Course curriculum: 32/ others: 17				
			Excellent	V Good	Good	Poor	
9	Query-3	Your comment on over- all teaching- learning environment of the institution.	109	20	06	nil	
10	Query-7	Are you satisfied with the infrastructure facilities available in the college?	112	19	04	nil	





(b)

STUDENTS' FEEDBACK		Year: 2017-2018	Remarks
No of Submitted Form:143			
		PART-A (Assessment of the Institution)	
Sl No		Query	
1	Query-1	Whether the institution fulfils your dream	Out of total respondents 128(89.5%) viewed that the institution fulfilled their dreams of student life fully. Rest respondents (10.5%) dreams of students life partially fulfilled
2	Query-2	Your Opinion about the facilities available in the college (Library/Laboratory/Canteen/Lavatory/Xerox+/ Cooperation of Office/Drinking water etc.	Four options (Excellent, Good, Average, Not satisfactory) were given to answer this query. It is seen that except canteen facility all respondent regarded the facilities either as excellent or good. Few (3%)have observed drinking water facility needs to be developed
3	Query-3	Your opinion about the co-curricular activities of college	97 students (68%) observed curricular activities are excellent, another 35(24%) marked it as good and rest 11 students were non responsive.
4	Query-4	Are you a member of NCC/NSS etc.?	Out of total 112 students are member of either NSS or NCC. 17 students found member of both .
5	Query-5	If yes specify	
6	Query-6	Achievement of co-curricular activity, if any	Throughout the study period in the college 83 has participated in curricular activities and 32 responded that theyreceived different prizes at various level.
7	Query-7	Your opinion about cultural, library, sports, cleanliness programme	67 %(96)students expressed cultural programme as excellent, 33% marked the programme as good. Regarding library/cleanliness drive almost 95% are satisfied and viewed it as excellent. However, in the sports, 56 students informed that they consider the programmes as average.
8	Query-8	Suggestions to improve functions like College week, Fresher's social etc.	Suggestions to improve college functions are noted and forwarded to authority for action.
9	Query-9	Your opinion about over all teaching learning atmosphere of the college	107 respondents expressed their views as excellent and rest 36

			marked the atmosphere as good.
10	Query-10	Suggestions for further development of the college	In this category various suggestions related to infrastructure, canteen, laboratory, rest place, library, toilets etc. are received and noted for further action .
		PART B (Assessment of Course and Curriculum)	
11	Query 1	Is the syllabus of the course adequate?	In this section students' feedback about course and curriculum is sought. Student's response towards the queries are analysed by IQAC and tried its level best to sort out the issues. Suggestions related with internal assessment, problems of class routine are informed to respective committees for action. It is seen that students are interested to get further study (PG) at college . So initiative would be taken to start PG course. Regarding course and curriculum our affiliating university are informed time to time about student's feedback of courses so that they can take initiative as per student's need.
12	Query2	Is the whole syllabus covered in the class room?	
13	Query3	Are you satisfied with the reading materials, books, and journals available in college library?	
14	Query4	Is the internal assessment satisfactory?	
15	Query5	Suggestions to improve internal assessment	
16	Query6	Are you satisfied with course curriculum?	
17	Query7	How would you rate the college routine?	
18	Query8	Mention some problems you confronted in class routine.	
19	Query9	Would you like to join the vocational courses recently introduced in the college?	
20	Query10	What other courses you would like to see in the college in future?	
