

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2018 to June 30, 2019)*

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution: SualkuchiBudramMadhabSatradhikar College
(SBMS College)
 - Name of the Head of the institution : Dr.DipeshCh.Bhagabati
 - Designation: Principal
 - Does the institution function from own campus: Yes
 - Phone no./Alternate phone no.: 0361-2830030
 - Mobile no.: 09435103147
 - Registered e-mail: collegesbms@gmail.com
 - Alternate e-mail : dcbhagabati@gmail.com
 - Address :Sualkuchi P.K. Road, P.O: Sualkuchi
 - City/Town : Sualkuchi
 - State/UT : Assam
 - Pin Code : 781103
2. Institutional status:
 - Affiliated / Constituent: Affiliated
 - Type of Institution: Co-education/Men/Women : Co-education
 - Location : Rural/Semi-urban/Urban: Rural

- Financial Status: State Funded, Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify): UGC 2f and 12 (B)
- Name of the Affiliating University: Gauhati University
- Name of the IQAC Co-ordinator : Ms.Mamani Devi
- Phone no. : 0361-2830030
- Mobile: 9435109206
- IQAC e-mail address: collegesbms@gmail.com

3. Website address: <http://www.sbmscollege.org>

Web-link of the AQAR: (Previous Academic Year):

<http://sbmscollege.org/iqac/aqar-2017-2018.pdf>

4. Whether Academic Calendar prepared during the year?: yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: yes

Weblink: <http://www.sbmscollege.org/download/academic-calendar-2018-2019.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 st	C+		2005	from:28 th February, 2005: 27 th February, 2010
2 nd	B	2.27	2015	from:15 th November,2015 to: 14 th November, 2020
3 rd				from: to:
4 th				from: to:
5 th				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 25-06-2005

7. Internal Quality Assurance System

7.1Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
<ul style="list-style-type: none"> • Regular meeting of IQAC is conducted 	24/8/2018 2 hrs	33
	15/12/2018 3 hrs.	27
	02/03/2019 2 hrs	47

	06/04/2019 2 hrs.	46
	14/5/19 3 hrs	33
	1/6/2019 4hrs	107
	7/6/2019 2 hrs	27
<ul style="list-style-type: none"> Regular and timely submission of AQAR to NAAC 	10/11/2018 15 Days	1500
<ul style="list-style-type: none"> Scrutiny and forwarding the applications of full time teachers for promotion under Career Advancement Scheme (CAS) to DHE, Assam 	02/06/2019 30 Days	17
<ul style="list-style-type: none"> Uploading of college data to the Management Information system (MIS) portal of MHRD, Govt. of India 	29/6/2019 3 Days	1500
<ul style="list-style-type: none"> Academic Audit for Full Time Teachers conducted on regular basis 	01-08-2018 to 31-07-2019	39

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.

- *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Science Stream, SBMS College (5 Departments)	Star College Scheme	DBT	2018 (5 years) 1826 Days	Rs.75,000,00.00 /
SBMS College	RUSA-I	MHRD & Govt. of Assam,	2018 365 Days	Rs. 2 Crores
Womens' Hostel, SBMS College	Special Scheme	UGC	2018 365 Days	Rs. 50,000/
Construction of Basket Ball Court and Tennis Court, SBMS College	Sports Scheme	UGC	2018-2019	Rs. 8 lacs
SBMS College	Sports Scheme	Directorate of Sport Development and Youth Fare under Govt. of Assam.	2018-2019	Rs. 20lacs
SBMS College(infrastructure development)	ACA Scheme	Govt. of Assam	2018-2019	Rs. 12.7 lacs
SBMS College	For installation of Wi-Fi in the campus	Govt. of Assam	2018-2019	Rs. 50,000/
SBMS College	For Excursion Grant for	Govt. of Assam	2016-2017	Rs. 1 lac

	students an amount of Rs. 1 lac for each financial year		2017-2018	Rs. 1 lac
			2018-2019	Rs. 1 lac
Science Department, SBMS College	For purchasing of lab equipment	Govt. of Assam	2018-2019	Rs. 1.5 lacs

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: 07

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website

Yes/No : Yes

(Please upload, minutes of meetings and action taken report)

https://www.sbmscollege.org/download/minutes_and_action_-2018-2019.pdf

11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes No

If yes, mention the amount: ----- Year:----

12. Significant contributions made by IQAC during the current year (maximum five bullets)

* IQAC took the initiative to acquaint the teachers with the RAF of the accreditation process.

* IQAC arranged the platform for the online admission process for the students. It has been implemented from the academic session 2018-2019.

* In order to ascertain safety and security measures in the college premises, CCTV have been installed in various corners of the institution.

* To enable our teachers towards a techno-savvy ICT enabled teaching environment, 5 nos. of digital board have been installed in classrooms.

*In order to boost the quality parameter, IQAC organised a week long Faculty Development Programme (FDP) programme on “ Use of ICT Tools for classroom teaching”, a week- long MTT programme on “ Soft Skill’, a career counselling programme and a Freshers’ Induction Programme.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

	Plan of Action	Achievements/Outcomes
INFRASTRUCTURE	Completion of the remaining portion of the multi-storied building under RUSA Phase I	Yes, the construction of multi storied building has been completed under RUSA Phase-I
	Extension of the Assam Type Science Building under RUSA grants	Under the RUSA grant, the completion of the Assam Type Science Building Extension has been done
	Renovation of the existing Library	The renovation work of the central library has been materialised
	Renovation of the Canteen	The College Canteen has been renovated by the end of the academic year
	Preparation of DPR for RUSA Phase II	Yes, it is submitted and under process.
	Submission of new solar plan proposal to AASTEC	28 KWP Grid Connected Rooftop Solar Power Plant has been installed at the college premises
ACADEMIC & EXTENSION	Focus on ICT tools in classroom transaction	So as to focus on ICT tools in class room teaching, teachers are provided a week long FDP and accordingly, ICT enabled classrooms with 4 nos. of smart boards facilities, LCD Projectors etc have been installed in the class room

	Implementation of Soft Skill Programme for students at departmental level	After the materialisation of MTT programme for teachers on Soft Skill, the soft skill training programme has been done at the departmental level meant for students
	Research Incubation Centre for promotion of research ambience in the college	Though, Research Incubation Centre has not been formed formally, yet the teachers are encouraged for the promotion of research culture
	Emphasising more on Institutional Social Responsibility (ISR), Community Development programme, Extension and Collaborative work	<ul style="list-style-type: none"> • For the promotion of silk Industry for which the place is known for, emphasis have been made by the institutional venture and accordingly, training on recent development of designs developed by the Department of Fashion Technology have been provided to local community through shared knowledge on improving wild silk production • Under the banner of Unnat Bharat Abhiyan, 5 no of neighbouring villages have been located by identifying the parameters of cleanliness, health, hygiene, facilities available like electricity, solar energy, water supply, and availability of live-stocketc and accordingly awareness programmes have been organised by sensitizing the local people. • The NSS & NCC wings of the institution have made continuous efforts through various extension activities in the adopted village

	More focus on strengthening career and placement cell of the college	With the initiative of Career Counselling and Guidance Cell of SBMS College, placement facility service has been made available for students both at Off-Campus and On-Campus mode.
	Emphasis on quantitative as well as qualitative enrichment of Central Library	Apart from the renovation of the central library, the library facility has been enriched both quantitatively as well as qualitatively with RUSA and State Govt. Fund
	Continuation of Skill Based Programme	The Skill based B.Voc Programmes are continuing and two certificate courses are introduced: (a) Still & Motion Picture Photography and (b) Advanced Embroidery
	To make technically more equipped with procuring intercom and printing machinery	The plan proposal of the procuring of intercom has been submitted and printing machinery has been already procured

14. Whether the AQAR was placed before statutory body? Yes /No: Yes

Name of the statutory body: Governing Body Date of meeting(s): 08/07/2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No

Date: ----

16. Whether institutional data submitted to AISHE: Yes

Year: 2018-2019

Date of Submission: 26/02/2019

17. Does the Institution have Management Information System?

Yes

If yes, give a brief description and a list of modules currently operational.

(Maximum 500 words)

Yes, the institution has an operational Management Information system. The information has an integrated system of management regarding accessing and sharing information.

- Social media pages- Facebook & Instagram and Whats-App groups are often used and shared by the college to pass on information amongst the faculty as well as students on important programs and events of the college.
- Regular exercise of e-tendering for various schemes
- Online mode of admission as well as examination form fill-up are made available in the college .
- College website and conventional notice boards are used to communicate the important information among the general public.
- 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.
- 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.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1 Institution has the mechanism for well-planned curriculum delivery and documentation. Explain in 500 words
<ul style="list-style-type: none">• The college prepares its academic calendar at the beginning of its academic session. On the basis of circular and notices received from the affiliating university, the institution prepares its academic calendar. Through the academic calendar, students are aware of the probable teaching days, holidays, vacations, activities, etc.• Induction programmes are arranged for newly recruited teachers regarding the curriculum transaction.• Newly admitted students are provided counselling both from IQAC as well as from the department concerned regarding the syllabus of the course.• Central Routine Committee of the institution takes care of class distribution as per curriculum. The committee also prepares the time and teaching allotment of the remedial classes.• 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, lesson-plan and Academic-Audit Reports for the whole academic session.• 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.• The classes are uniformly distributed through the College Routine. Against the conventional classes of 45 minutes duration, the institution has made it feasible by extending the duration of first two classes by 15 minutes.• At the onset of every Semester, meetings are held at all departmental level and the syllabus is distributed among the teachers. Students Satisfaction Survey in the form of students’ feedback is encouraged to enable students to ventilate their opinions. Sessional examinations keep the students attuned to their course and accordingly assessment is made. General meetings are held to discuss in details all aspects of the curriculum. Multi- media and the smart- board make classes more innovative and interactive.• At the time of admission, the authority addresses the students and the new incumbents to make them familiar with the norms of the Semester Course. Every department provides an introduction to the subject - combinations as enumerated in the College Prospectus and extend their valuable suggestions. The teaching faculty continuously up-date themselves on the subject-matter pertaining to their own fields through participation in Orientation Course, Refresher Course and Short Term Courses and on multi-disciplinary ones according to the schedule of the affiliating University.• The institution analyses and ensures that the objectives of the curriculum are achieved in the course of its implementation. The student feedback mechanism keeps the authority, and the teaching faculty well acquainted with the achievements and drawbacks attached to the functioning and application of the curriculum.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development
Still & Motion Picture Photography	-----	01-05-2019 2 months	The trained students got meaningful livelihood as : 1) Food photographer, 2) Fashion photographer 3) Wedding and event photographers 4) Director of Photography in short films, music videos etc.	The skills imparted to the trainees upgraded their backend operative skills to comprehensive dexterity of the domain by boosting their self-esteem as photographer and video-grapher .
Advanced Embroidery	-----	2 months	Advanced Embroidery is such a diverse and specialised subject that it opens up a wide range of career opportunities such as: <ul style="list-style-type: none"> ▪ Embroidery artisans for couture and fashion ▪ Studio embroiderers for film and TV costume ▪ Freelance embroidery designers ▪ Studio designers for interior design companies ▪ Independent designer-makers 	The skill imparted to develop portfolio collections of embroidery and to prototype and produce works for fashion, interiors and textile art, as well as work on high profile live projects. By studying traditional hand embroidery techniques which develop and translate into contemporary outcomes. Preparing the trainees for a successful career in the creative industries is a key focus.

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year					
Programme with Code		Date of Introduction		Course with Code	
Nil		Nil		Nil	
1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.					
Name of Programmes adopting CBCS		UG	PG	Date of implementation of CBCS / Elective Course System	UG
Nil		Nil	Nil	Nil	Nil
Already adopted (mention the year) Nil					
1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year					
No of Students		Certificate		Diploma Courses	
15 nos.		Still & Motion Picture Photography		Nil	
02 nos.		Advanced Embroidery			
1.3 Curriculum Enrichment					
1.3.1 Value-added courses imparting transferable and life skills offered during the year					
Value added courses			Date of introduction	Number of students enrolled	
'Yoga & Meditation'			08/06/2019	40	
1.3.2 Field Projects / Internships under taken during the year: Internship					
Project/Programme Title				No. of students enrolled for Field Projects / Internships	
Fashion Designing in Block Print				03	
Fashion Designing in Embroidery				01	
Fashion Designing in Design Development				08	
Graphic Design				03	
Graphic Design, logo design				01	
Teaching engagement in the domain of fine arts				08	
1.4 Feedback System					
1.4.1 Whether structured feedback received from all the stakeholders.					

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	Yes

1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback is received from the students on the teaching-learning process in the form of "Students Satisfaction Survey". It is prepared on the basis of a structured questionnaire framed and approved by the IQAC of this college. The Students' feedback covers three parts: (a) Part-A (Assessment of the institution) (b) Part-B (Assessment of Course and Curriculum) (c) Part-C (Assessment of the teacher). The questionnaire is either received from the office of IQAC in the manual format or can be downloaded and Students need to drop their filled in feedback form in the feedback receiving boxes present in front of the Principal's Office. The received feedback is then analysed by the IQAC and uploaded to the college website and it is also forwarded to the Head of the institution with necessary suggestions based on this feedback. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Parents also take a part towards the qualitative improvement of their ward as well as of the institution by providing their feedback. Parents also participate in PTM conducted by some of the departments and discuss different issues related to the overall development of their ward. From the year 2018-2019, feedbacks from alumni are collected through a well-structured questionnaire. Distributed questionnaires are collected in the alumni meet. In the exercise alumni's views are reviewed for further action.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A Assamese (Major)	40	75	40
B.A Assamese (General)	200	375	287
B.A English (Major)	30	15	5
B.A English (General)	200	375	287
B.A Economics (Major)	30	24	21
B.A Economics (General)	200	10	10
B.A Education (Major)	40	65	40
B.A Education (General)	200	253	202

B.A History (Major)	30	10	5
B.A History (General)	200	22	22
B.A Philosophy (Major)	30	12	06
B.A Philosophy (General)	200	76	76
B.A Political Science (Major)	30	27	23
B.A Political Science (General)	200	65	65
B.Sc Botany (Major)	30	21	14
B.Sc Botany (General)	200	126	126
B.Sc Chemistry (Major)	30	22	20
B.Sc Chemistry (General)	200	172	160
B.Sc Physics (Major)	30	07	02
B.Sc Physics (General)	200	45	31
B.Sc Mathematics (Major)	30	15	5
B.Sc Mathematics (General)	200	13	5
B.Sc Zoology (Major)	30	22	20
B.Sc Zoology (General)	200	115	100
B.Sc (Functional English)	200	280	227
B.C.A	30	14	10
B.Voc	50	33	33
2.2 Catering to Student Diversity			
2.2.1. Student - Full time teacher ratio (current year data)			

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-2019	1486	-----	45	-----	45

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT (<i>LMS, e-Resources</i>)	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
45	25	Smart Board, LCD Projector, Internet, Wi-Fi devices	10	04	Different websites, Infilbnet, E-books

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes.

Apart from motivating the students towards their academic progress, the institution focuses on their healthy mental and emotional status through adopting the mentorship programme. IQAC of the institution supervises the mentorship programme of the college. After finalisation of details of students' admission their names are assigned to a particular mentor randomly. Generally, the mentorship programme begins after a month of the semester starts. In the mentorship session every teacher takes one to one discussion with students as per their allotted schedule maintained through college routine. In one to one discussion, the mentor follows the principles of mentoring as prepared by special task committee constituted by IQAC. Details of mentorship programme are maintained in a special record book. The rules and regulations regarding executing mentorship are as follows:

1. Maintaining daily attendance register:

A student should ensure his/her attendance to the mentor every session as may be notified by the IQAC. In case of absence the student would inform the mentor on the day he/she comes to the college. If required the mentor may contact guardians of the mentee in this regard.

2. Separate records for each mentee will be maintained in the Attendance Register with the following information:

- a. Student Name
- b. Date of Birth

- c. Contact No
- d. % of marks in HSLC
- e. % of marks in HS
- f. Stream
- g. Semester grades I, II, III, IV, V, VI
- h. No. of family members:
Male - Female -
- i. Father's Name
- j. Educational Qualification & Profession, Contact No
- k. Mother's Name , Educational Qualification, Profession, Contact No
- l. Home Address

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
825 (Arts)	25	1:33
601(Science)	15	1:40

2.4 Teacher Profile and Quality				
2.4.1 Number of full time teachers appointed during the year				
No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	33	03	Nil	16
2.4.2 Honours and recognitions received by teachers <i>(received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)</i>				
<i>Year of award</i>	<i>Name of full time teachers receiving awards from state level, national level, international level</i>	<i>Designation</i>	<i>Name of the award, fellowship, received from Government or recognized bodies</i>	
2018	Mr.BhabeshDeka	Assistant Professor	Ph.D	
2.5 Evaluation Process and Reforms				
2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year				
Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
B.A &B.Sc	UG Honours & General	Semester II	20/05/2019	2ndSem: 8-8-2019/
B.A &B.Sc	UG Honours & General	Semester IV	08/06/2019	4thSem: 29-8-2019/
B.A &B.Sc	UG Honours & General	Semester VI	21/05/2019	6thSem: 10-7-2019
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
<p>The college follows the guidelines regarding examination system of its affiliating university. So far in the case of any reforms on continuous internal evaluation, it is required to take prior permission from the parent university. However the continuous internal evaluation system comprises of the class tests after the completion of unit, sessional examination, home assignments, etc. Some Departments are also evaluating their Departmental students through organizing debates, extempore, group discussion, seminar presentation, field project etc.</p>				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
<p>The institution is an affiliated college under Gauhati University. Examinations are conducted at the</p>				

end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. All departments conduct internal assessment of students and students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded in the college website.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink) <http://www.sbmscollege.org/download/programme-outcome-2018-19.pdf>

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
Major	B.A. Assamese	37	19	51.35%
Major	B.A Economics	19	09	52.63%
Major	B.A Education	33	08	24.24%
Major	B.A English	08	05	62.5%
Major	B.A History	17	10	58.32%
Major	B.A Philosophy	24	13	54.16%
Major	B.A Political Science	19	17	89.47%
Major	B.Sc Botany	11	---	Nil
Major	B.Sc Chemistry	17	02	11.76%
Major	B.Sc Physics	01	01	100%
Major	B.Sc Maths	11	01	9.09%
Major	B.Sc Zoology	17	01	5.88%
General	B.A	77	06	7.79%
General	B.Sc	79	08	10.12%

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

The institution has made Student Satisfaction Survey on overall institutional performance for the year 2018-2019 in the mode of feedback. The report of academic session is approved by IQAC and uploaded in the website.

SSS Questionnaire: <http://www.sbmscollege.org/download/SSS-questions-2018-19.pdf>
 SSS Report: <http://www.sbmscollege.org/download/SSS-reports-2018-2019.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION				
3.1 Resource Mobilization for Research				
3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations				
Nature of the Project	Duration	Name of the funding Agency	Total grant Sanctioned	Amount received during the Academic year
Major projects	---	---	---	---
Minor Projects	---	---	---	---
Interdisciplinary Projects	---	---	---	---
Industry sponsored Projects	---	---	---	---
Projects sponsored by the University/ College	---	---	---	---
Students Research Projects <i>(other than compulsory by the College)</i>	---	---	---	---
International Projects	---	---	---	---
Any other(Specify)	---	---	---	---
Total	---	---	---	---
3.2 Innovation Ecosystem				
3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year				
Title of Workshop/Seminar	Name of the Dept.		Date(s)	
Workshop on ‘Creating Awareness of Intellectual Property Right’	Mr Pradipta Bagchi, Associate Professor, Donbosco University, (Department of Management and IPR)		16 th March, 2019	
3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year				
: NIL				
Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year: 01				
Incubation Centre	Name	Sponsored by		
Name of the Start-up	Nature of Start-up		Date of commencement	
Upskilling of Youths in Catering and Hospitality Business	Special training session on soft skills development,		01/05/2019	

		hospitality and culinary skills with the domain experts joining from nook and corner of the state.				
3.3 Research Publications and Awards:						
3.3.1 Incentive to the teachers who receive recognition/awards						
State		National		International		
----		Nil		Nil		
3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>): NOT APLICABLE						
Name of the Department			No. of Ph. Ds Awarded			
3.3.3 Research Publications in the Journals notified on UGC website during the year: 02						
	Department	No. of Publication	Average Impact Factor, if any			
National						
International	Education	02	1) 4.184 2) 5.5			
3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year						
Department		No. of publication				
Chemistry		02				
Zoology		02				
Assamese		07				
English		02				
Physics		02				
Education		01				
Mathematics		01				
Economics		02				
Botany		01				
Political Science		02				
3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index : NIL						
Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in	Number of citations excluding self citations

					the publication	

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) : **NIL**

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
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3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year :

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	02	07	--	--
Presented papers	---	07	---	---
Resource Persons	---	---	---	----

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
<ul style="list-style-type: none"> Survey of 5 nos. of adopted villages under Unnat Bharat Abhiyaan 	NSS	02	70
<ul style="list-style-type: none"> Swachh Bharat Summer Intensive Programme in Rawanboi 	NSS	01	55
<ul style="list-style-type: none"> Awareness Programme to Eradicate Superstition through Street Play and Discourse 	Assam Science Society, Sualkuchi Branch	04	18

<ul style="list-style-type: none"> Distribution of Science Magazine to inculcate scientific temper amongst students of 7 nos. of neighbouring High Schools 	Assam Science Society, Sualkuchi Branch	03	35
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3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year: Nil

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated in such activities	Number of students participated in such activities
Swachh Bharat Summer Intensive Programme	NSS	Awareness Programme	01	55
Chemistry Olympiad	Department of Chemistry	Conducting Chemistry Olympiad for the students of neighbouring institutions	03	75
Aids Awareness Programme through Poster Campaigning,	NSS	Sensitization Programme	03	38

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year: Nil

Nature of Activity	Participant	Source of financial support	Duration

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year:

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant

Internship	Fashion Designing in Block Print	Medhya Brand by BasantSoni, Jodhpur, Rajasthan	3 months (April-June,2019)	03
Internship	Fashion Designing in Embroidery	Gulmohar Brand under Puja Newton, Jodhpur	3 months (April-June,2019)	01
Internship	Fashion Designing in Design Development	Design Department, IIT, Guwahati	3 months (April-June, 2019)	08
Internship	Graphic Design	D J Creation, Rajgarh Road	2 Months	03
Internship	Graphic Design, logo design	Design Valley, Bamunimoidam	3 months (April-June,2019)	01
Internship	Teaching engagement in the domain of fine arts	Holy kids school	3 months (April-June, 2019)	08

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year: Yes

- MOU with National Digital Library of India (NDLI)

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
Rs. 1,41,66,244/	Rs. 1,27,63,326/

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	15,783sqm	15,783 sqm
Class rooms	34	05
Laboratories	09	02
Seminar Halls	01	--
Classrooms with LCD facilities	01	01
Classrooms with Wi-Fi/ LAN	---	----
Seminar halls with ICT facilities	01	----
Video Centre	----	-----
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	2072(DBT)	69 (RUSA)+ 374 (Star College)
Value of the equipment purchased during the year (Rs in Lakhs)	31,96,056/(DBT)	Rs. 4,241,870/
Others	---	Rs. 477900/

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul 2.0	Partial	2.0	2013 till date

4.2.2 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	18698		2163	Rs. 13,18,285/	20861	Rs. 13,18,285/
Reference Books	7021		44	Rs. 77,240/	7065	Rs. 77,240/
e-Books	80,000+ 108	(N-List) Free	80,000+ 108	(N-List) Free	80,000+ 108	(N-List) Free
Journals	78	858/	52	572/	130	Rs. 1430
e-Journals	20,000+	(N-List)	20,000+	(N-List)	20,000+	(N-List)

	902	Free	902	Free	902	Free
Digital Database	11	(N-List)	11	(N-List)	11	(N-List)
CD & Video	25	Free with books	2	Free with books	27	Free with books
Library automation	--	--	--	--	--	--
Weeding (Hard & Soft)	Nil	--	Nil	Nil	Nil	Nil
Others (specify)	--	---	--	--	--	---

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office Departments	Available band width (MGBPS)	Others
Existing	91	28	33	06	----	05 17	--	02
Added	29	13	----	----	---	---	----	16
Total	120	41	33	06	---	05 17	----	18

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS

4.3.3 Facility for e-content:

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
<p>Animation and Graphic Design Department with state of the art facility which encompass facilities of air conditioned classroom along with sophisticated lab in the field of Animation, Design and New Media, Visual Effects, Photography, Sound Design, Audio Production. The available facilities to develop e-content are at present in the lab are:</p> <ul style="list-style-type: none"> • 2D Animation Laboratory with Light Box • Advanced Graphic Design Software • Graphic Pen Tablet for Digital Sketch and Paint 	<p>http://www.sbmscollege.org/agd.html</p>

<ul style="list-style-type: none"> • 3D Animation Suite • Visual Effects (VFX) SETUP with CHROMA • Digital Motion Picture Production facility with High End Cameras • Professional Editing Facility in MACINTOSH Platform (Final Cut Pro) • Sound Design & Production • Recording and Mixing Console 	
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4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc: NIL

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content

4.4 Maintenance of Campus Infrastructure

4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned budget on academic facilities (a)	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities (b)	Expenditure incurred on maintenance of physical facilities
Rs. 40,34,789/ (a+b)	Rs. 10,08,319/		Rs. 31, 09,922/

4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (*maximum 500 words*) (information to be available in institutional Website, provide link)

<http://www.sbmscollege.org/download/procedures-policies-2018-2019.pdf>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

Name /Title of the scheme	Number of students	Amount in Rupees

Financial support from institution	Post Matric Scholarship for students belonging to SC	112	Directly credited into students' account. College is not provided with any feedback about the monetary value.
	Post Matric Scholarship for students belonging to ST	04	Directly credited into students' account. College is not provided with any feedback about the monetary value
	Post Matric Scholarship for students belonging to OBC	45	Directly credited into students' account. College is not provided with any feedback about the monetary value
	Excursion Grant from State Govt.	35	1,00000/

Financial support from other sources

a) National	Minority Scholarship	72	Directly credited into students' account. College is not provided with any feedback about the monetary value
	IshaanUdaya	05	Directly credited into students' account. College is not provided with any feedback about the monetary value

b) International ---- --- -----

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Yoga and Meditation	Academic Year 2018-2019	200	Patanjali Yoga Peeth Trust, Sualkuchi Branch

Remedial Coaching	Do	300	College Faculties and Local based Institute
Bridge Courses	Do	180	Department of Science, Computer and B Voc programme.

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018	1. Personality Development 2. Soft Skill and Personality Enrichment	Not yet reported	45	05	02

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
16	12	One week

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
GVK-EMRI	135	20	BUDRAM GAS SERVICE (Franchise of Indian Oil Corporation)	07	02
VINAYAKA FURNISHING	10	02	ARUNODOY VIDYA MANDIR	15	06

EMAMI LTD	35	08	MAHI ENTERPRISE	DIGITEX	12	02
N.R. MARKETING	10	01				
AVA FOUNDATION	15	03				
TRIDENT INSTITUTE OF CORPORATE SERVICE	20	05				
RAJDEEP ART STUDIO	08	02				
SUMAN ARTS	05	02				
SHUBHAM PLANNERS LIMITED	04	01				

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-2019	134	B A- 95 B Sc-33 B.Voc-6	-----	Various institutes of State and outside of state including Gauhati University, Dibrugarh University, Tezpur University, K.K. Handique, IDOL etc.	Post Graduate, Diploma, PGDCA

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services): Not Reported

Items	No. of Students selected/qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		

TOFEL		
Civil Services		
State Government Services		
Any Other		

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
<ul style="list-style-type: none"> Late RanjitChoudhury Memorial Intercollege Debate Competition (09/04/2019) 	State Level	15
<ul style="list-style-type: none"> Kabaddi Summer Training (07/07/2019---22/07/2019) 	Institutional level	22

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2018	G.U Youth Festival (3 rd Prize)	State level	---	Borgeet Competition		Miss Liza Sarma
2019	G.U Youth Festival (1 st Prize)	State Level	----	BhupendraSangeet		Miss Barasha Barman
2019	G.U Youth Festival (2 nd Prize)	State Level	----	Folk Song		Miss Liza Sarma
2019	G.U Youth Festival (2 nd Prize)	State Level	----	Chorus		Miss NipamoniKalita Miss Barasha Barman Miss DipanditaKalita Miss MrinaliniMedhi Miss PriyankaBaishya Miss AnamikaBezbaruah

2018	Silk Mark Organisation of India (1 st Prize)	National Level	----	Pure Silk Dress Designing Competition Award		
2018	Pure Silk Dress Designing Competition Award (2 nd Prize)	National Level	-----	Pure Silk Dress Designing Competition Award		
2018	Golden Lotus Award by 64 th National Award	National Level	----	Film Making		Mr. Deep Choudhury
2019	Haute Couture Design Competition Award by IIT, Guwahati (1 st Runner Up)	National Level	----	Dress Design		
2019	42 nd All Assam Inter-District Athletics Championship (1 st Prize)	State Level	Shot-put	----		Mr.BiswaJit Das
2018	30 th East Zone Junior Athletics Championship (3 rd Prize)	National Level	Shot-put	----		Mr.BiswaJit Das
2018	Reliance Foundation College Athletics (1 st Prize)	State Level	Shot-put	---		Mr.BiswasJit Das
2019	Kanak Chandra Baruah and DiptiBaruah Memorial Athletics Award (Gold)	State Level	Shot-put	---		Mr.BiswaJit Das

2019	Kanak Chandra Baruah and Dipti Baruah Memorial Athletics Award (Gold)	State Level	Discuss Throw	---		Mr. BiswaJit Das
2019	Kanak Chandra Baruah and Dipti Baruah Memorial Athletics Award (Gold)	State Level	Javelin Throw	---		Mr. BiswaJit Das
2018	125 th Anniversary Celebration of SWAMI VIVEKANANDA'S CHIKAGO ADDRESS (1 st Prize)	State Level	-----	Speech Competition		Miss Tina MoniBaishya
2018	125 th Anniversary Celebration of SWAMI VIVEKANANDA'S CHIKAGO ADDRESS (2 nd Prize)	State Level	---	Speech Competition		Miss JyotirupaBaishya
2018	125 th Anniversary Celebration of SWAMI VIVEKANANDA'S CHIKAGO ADDRESS (3 rd Prize)	State Level	----	Speech Competition		Miss Manakshi Das

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5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council or Students' Union is a body of students who are elected for a term of one year. Students' Council comprises of 11 no. of portfolios with the post of President, Vice President, G.S, A.G.S along with 7 nos. of Secretaries who operate under the teachers-in-charge. There is a provision of the representation of two students from each class who communicate the issues arising out in the classes concerned. The Vice-Principal of the college is in-charge of the whole students' union body to ensure overall development of the college. Student Council organises various programmes during college week under the portfolios, such as Cultural, Debating, Sports, Social Service, Magazine, etc. They also take their participation and observe important days such as Republic Day, College Foundation Day, Independence Day, Freshman Social, etc. in the college campus. There is a tradition to take out a cultural rally during the time of College Youth Festival and under the leadership of the students' union body, almost all the students along with teachers, staff, and head of the institution participate in the programme. It is undoubtedly observed that participation of students in the students' body fosters their organisational skill.

The General Secretary (G.S) and the President are the members of the RUSA and put forward their views on different issues related to the enrichment of the college. The G.S is a member of IQAC and also a member of Grievance and Redressal Cell who contributes to the institution regarding the redressal of grievances of the students. The G.S is the Assistant Secretary of the Study Circle of the college. The Girls' Common Secretary is a member of Sexual Harassment Cell. Problems encountered by students in many a time are communicated to the authority through General Secretary of the Students' Union Body.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

No

5.3.2 No. of ~~registered~~ enrolled Alumni: 1120

5.3.3 Alumni contribution during the year (in Rupees) : 28000/- (twenty eight thousands only)

5.3.4 Meetings/activities organized by Alumni Association: Three programmes organised/ collaborated during the year.

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization

The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

1. Principal Level

Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, administrative and student related policies. All academic and operational mechanism is based on the unanimous decision of the governing body, the IQAC and the teachers' council.

2. Faculty level

Faculty members are given representation in various committees/cells nominated by the Teachers' council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different sub-committees/Cells which have been operational in 2018-19:

- Admission sub-committee
- Examination sub-committee
- Routine sub-committee
- Library sub-committee
- Election sub-Committee
- Internal disciplinary sub-committee
- Canteen sub-committee
- Publication sub- committee
- Career Counselling and Guidance Cell
- Planning sub-committee
- Purchasing sub-committee
- Construction sub-committee
- Grievance Redressal Cell
- Study Circle

Following committees are constituted accordance to government guidelines:

- RUSA-PFMS unit

- Sexual Harassment Cell
- Anti Ragging Committee

3. Student level

General Secretary of the students' union is the member of RUSA and Study Circle. Students are empowered to play important role in different activities. Functioning of different secretaries of students' union (listed below) further reinforces decentralization.

- Cultural Secretary
- Boys' Common Room Secretary
- Girls' Common Room Secretary
- Social Service Secretary
- Magazine & Literary Secretary
- Games Secretary
- Debating Secretary

The General Secretary (G.S) and the President are the members of the RUSA and put forward their views on different issues related to the enrichment of the college. The G.S is also a member of Grievance and Redressal Cell who contributes to the institution regarding the redressal of grievances of the students. The G.S is the Assistant Secretary of the Study Circle of the college. The Girls' Common Secretary is a member of Sexual Harassment Cell. Problems encountered by students in many a time are communicated to the authority through General Secretary of the Students' Union Body.

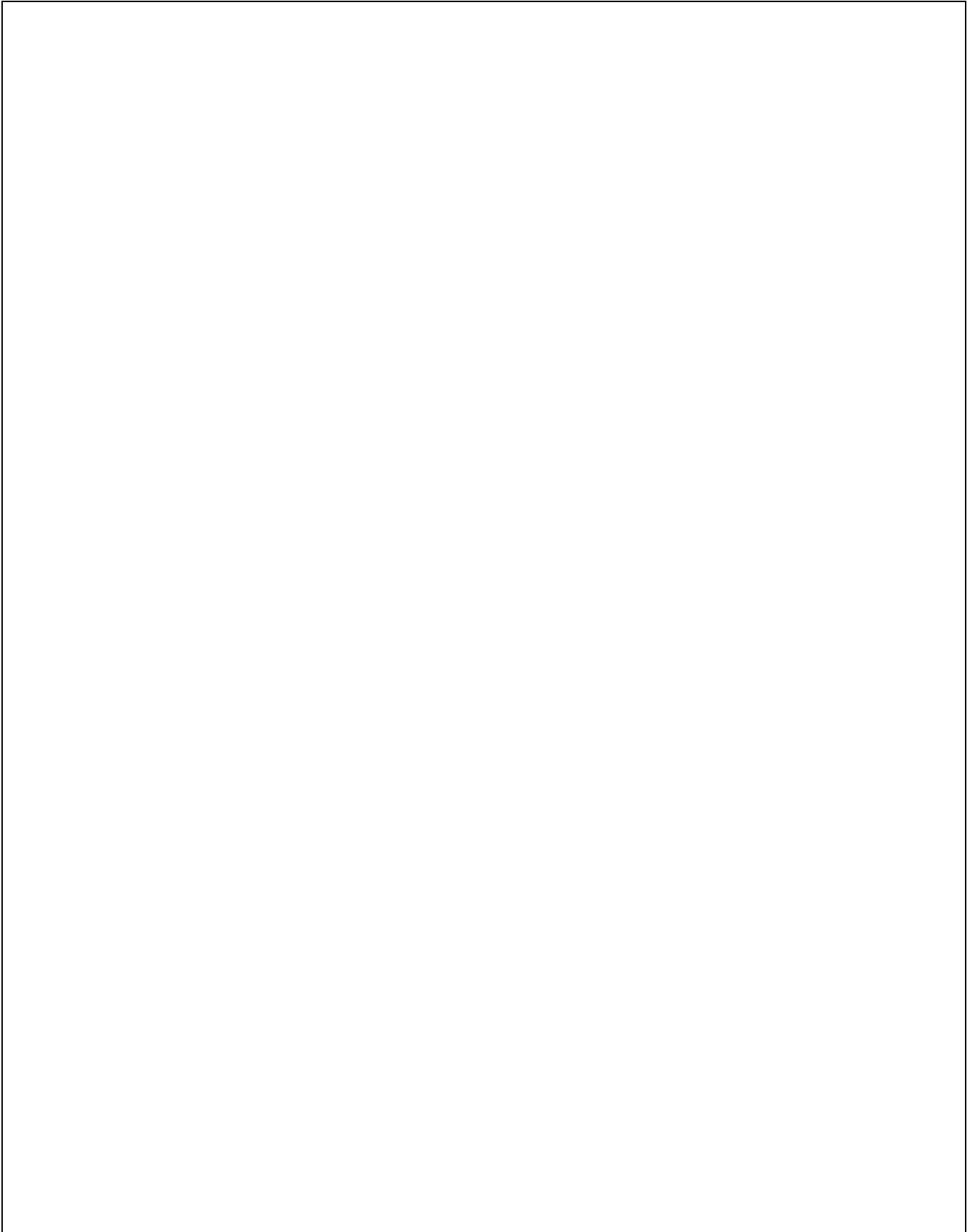
4. Non-teaching staff level

There is a provision of representation of non-teaching staff in the governing body and the IQAC. Suggestions of non-teaching staff are taken into account while framing policies or taking important decisions.

Participative management

The institution promotes the culture of participative management at the planning level and implementation level.

- **Planning level:** The Principal, Governing body, Teachers' council and the IQAC are involved in defining policies & procedures, framing guidelines and rules & regulations regarding admission, examination, discipline, grievance, support services, finance etc. related matters.
- **Implementation level:** The Principal communicates with the government, various external agencies, DHE & affiliating university so as to implement the planned policies taken at the planning level.



6.1.2 Does the institution have a Management Information System (MIS)?

Yes/No/Partial:

Yes

6.2 Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ **Curriculum Development:**

As far as Curriculum designing and development is concerned, it is decided by the affiliating university. 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. However, in B.Voc.programmes, the faculty members frame the curriculum with the SSC requirement and alignment of NSQF which is approved by Gauhati University.

❖ **Teaching and Learning:**

The GB of the college tries to keep abreast of the emerging trend in the arena of teaching learning practice at higher education level. Accordingly, it approves for procurement of new inputs. The Principal in consultation with the representatives of the faculty members purchase the new equipment. Corollary to that hands-on- training is also arranged for the users so as to ensure better use of the equipment procured. Thus the quality improvement strategy is carried out as a multi-phased activity, viz:

Identification of the need



Procurement of the inputs



Training for users



Monitoring utilization

In addition to that the institution inspires the teachers for their continuous growth in professional front by allowing them to take part in academic events, to organise such programme within the campus etc. Apart from the traditional system of teaching-learning, the college has developed facilities like smart-class, power-point presentation through projectors, portable and fixed mike-systems. Besides,

departmental seminars, group discussions, home assignments, field trips (excursions), study trips, remedial teaching, visit to cities of excellence, etc., are frequently organised to provide exposure to the student community.

❖ Examination and Evaluation:

The institution has its limitation on examination and evaluation reform in end semester examination, as semester examinations are conducted by the affiliating university. College conducts internal assessment of students according to the university guidelines. Class tests, practical examinations for the end semester examination, project paper etc are conducted by departments to evaluate the students.

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:

- ❖ We are adopting continuous evaluation system,
Our timely respond to University notices requesting name of teachers for recruitment of examination duties.
- ❖ Teachers are engaged by University for evaluation duty.
- ❖ 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.

❖ **Research and Development:** The IQAC facilitates required support to the faculty members towards the promotion and carrying out research activities in various departments. The institute is focussing on capacity building in respect of imbining 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, IQAC 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 UGC listed and impact factored journals.
- Arrangements are made by the authority through granting of leaves to faculties for attending seminars and workshops.
- Initiatives to increase journal subscriptions in the central library from the RUSA fund.

❖ 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 Wi-Fi. 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. Similarly smart boards have been overhauled in 8 numbers of classrooms. Apart from the desktop in the departments, laptops have been allotted to different departments from the RUSA fund.
- The physical infrastructure has remarkably improved to fulfil the demands of the faculty and students. It has received sincere attention from the college authority. Renovation and upgradation of laboratories, subscribing books and journals, almirahs and computer in the central library, installing CCTV in the classrooms, purchase of new equipment, installation of 28 KWP Grid Connected Rooftop Solar Power Plant have been made available in the current academic year.

❖ Human Resource Management:

The Human Resource available to the college is a conglomeration of individuals with varied quality and expertise, entrusted with specific responsibilities. The principal is the overall head in day to day functioning of the college. His primary responsibility is of basically two types, i.e., academic and administrative. The academic responsibility is delegated to the faculties of the teaching departments under the captainship of Head of the Departments (HoD). The HoDs again distribute the responsibility among the fellow colleagues keeping in view the timely and effective discharge of duty. The Vice-Principal, who is the senior most among the faculty members, is entrusted to look after the smooth running of the day-to-day academic activities. The administrative responsibility of the Principal is carried out with the clerical support from Assistant level employees. In both the nature of jobs i.e., academic and administrative, subordinate level staffs are there. However, in addition to all that Central Library of the institution is there under the captainship of a librarian.

- Faculty members are encouraged to participate in trainings, workshops and faculty development programmes.
- The departments of the College organized workshops and lecture so as to enrich students and teachers in the academic year 2018-2019. IQAC organized the FDP on 'Use of ICT Tools in Classroom Teaching' and MTT programme on 'Soft Skill'.

❖ 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 students benefitted by improvement of their skills through training. Following are some of the continuing and newly added collaborations under the venture of SBMS College:

- MOU of SBMS college with Media and Entertainment Skill Council (New Delhi)
- MOU with Digboi College
- MOU with National Digital Library of India (NDLI)
- MOU with Shashank Associates (Franchisee of ARENA Multi Media)

- ❖ **Admission of Students:** The College follows a transparent admission process. The details of the admission process with fee structure are published through the College Prospectus, in the admission forms and in the college website. The cut-off marks for the students vary according to the application forms of the meritorious students received. The College follows the norms of reservation of seats for the students belonging to SC, ST and OBC. Students are allowed to choose their own combination of subjects.
Fully online admission system from application to the counselling process has ensured a transparent process and students have been admitted on the basis of merit and in compliance to the reservation policy prescribed by the govt.

6.2.2 : Implementation of e-governance in areas of operations:

- ❖ **Planning and Development :**

The institution implemented e-governance while in the following areas of planning and development:

- Regarding admission of the students to various programmes.
- Maintains e-governance regarding correspondence to various govt. agencies
- It is operational when sending utilization of govt. fund through PFMS to UGC & RUSA
- It has an operational and functional website.
- Library automation has been initiated by the use of SOUL 2.0 software. The central library of the college is digitized and our library is also a member of Assam Library Association. It is worth mentioning that we have signed a MOU with National Digital Library of India.

- ❖ **Administration:**

- The college has a comprehensive and up-to-date database for information accessible to all in the college website for management, stake-holders etc.
- Anyone can apply for information of any kind to the Principal, or can send email to: collegesbms@gmail.com. The college provides academic information through Newsletters and the college Prospectus.
- Notices and circulars are uploaded in the college website and communicate to different departments from the Principal.
- Each and every IQAC notice is circulated through IQAC WhatsApp Group.

❖ Finance and Accounts:

- 1) Receipt of admission fees is completely online.
- 2) Salary of faculty members and staff is transferred directly to the bank account through treasury office with the support of FINASSAM, Govt. of Assam.
- 3) E-tender is notified as per the government guidelines for purchase of items/ construction purposes and it is uploaded in the college website as well as published in the news-paper.
- 4) Payment for the work orders is done through PFMS (RUSA) according to government guidelines.

❖ Student Admission and Support :

- Online application received and admission done on a subsidised rate in the Govt. Fee Waiver Scheme
- Prospectus available online
- Notice upload in the website regarding examination related matters
- Bulk message facility provided to the students
- Scholarship related information provided in the website
- Online Examination Form Submission and Fees payment
- Registration of the students
- Revaluation for the end semester examination

- ❖ Examination : As far as the official correspondence to the parent university regarding the e-governance in the aspect of examination is concerned, the marks obtained in the internal examination, in the practical and the project paper of the end semester examination are fed against the roll number of each individual student.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr.Pulin Ch. Sarma	India International Science Festival, Lucknow	----	Rs. 40,600/

	Dr. Kamal Choudhury			
2018	Dr.D.C.Bhagabati	Winner's Edge (Motivational Talk by Mr. Shiv Khera)		Rs. 20,892/
2019	Dr.Pulin Ch. Sarma Dr.BhabeshDeka	Fifth Annual Task Force cum Coordinators' Meet, Pondicherry	-----	Rs. 50,780/
2019	Dr. D. C. Bhagabati	Scheme for Higher Education Youth for Apprenticeship and Skills		Rs. 19,369/

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non- teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
2018	MTT Programme on 'Soft Skill'	Training Programme to handle Office Software (6/7/2018)	27-8-218 to 02-09-2018	35	05
2018	'Use of ICT tools for Classroom Teaching'	Training Programme on Maintenance of Official Discipline and Development of Inter-personal Relationship (23/07/2018)	01-10-2018 to 07-10-2018	33	08
2019	'UG-CBCS'		16-05-2019	43	

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refresher Course in Environment Studies (ID)	02	24/9/2018-14/10/2018
Refresher course in Library Information Science on SWAYAM (Annual Refresher programme in Teaching)	01	15/11/2018-28/02/2019

Refresher Course in 'Programme on IT'(ID)	03	04/1/19-19/01/19
Refresher Course in 'Bio Resources of North-East India'	01	30/1/19-19/2/2019
Short Term Course on 'Human Rights'	01	12/11/2018-18/11/2018
Short Term course on 'MOOCS'	01	22/11/2018-02/12/18
FDP on 'Use of ICT Tools in Classroom Teaching'	19(In-house Teachers)	01/10/2018-07/10/2018
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):		
Teaching		Non-teaching
Permanent	Fulltime	Permanent Fulltime/temporary
Nil	Nil	Nil Nil
6.3.5 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"> Admission to students at subsidised rate under Govt. Fee Waiver Scheme whose 	

	<p>parental annual income is less than one lakh.</p> <ul style="list-style-type: none"> • On time scholarship for Best Student in H.S Examination, who, has enrolled in Degree First Semester. • One time scholarship for Best Library User
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6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each)

Being a government institution, the institution conducts external financial audits as per the government guidelines. Financial audit is done by Deptt. Of Finance, Govt. of Assam. As far as the internal audit is concerned, the institution does the financial audits regularly on annual basis.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
‘SubhrenduBaishya Memorial Award’	Rs. 5,000/	Best Student enrolled in Degree Course with highest percentage of marks in Higher Secondary Examinations
‘ NityanandaBaishya Memorial Award’	Rs. 2,500/	‘Best Reader Award’ on the basis of use of library

6.4.3 Total corpus fund generated : Rs. 1022475/

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	Yes	Self
Administrative	Yes	Department of Higher Education, Govt. of Assam	Yes	Governing Body

6.5.2 Activities and support from the Parent – Teacher Association (at least three)

- As the college is hailed as the only higher education institution in the locality and the institution has been established arising out of the colossal undertaking of some far-fetched locals along with the timely philanthropic actions of two spiritual icons, the local people, who are more or less the parents of our students, contribute to the qualitative augmentation process of the institution.
- From the inception, SBMS College has been trying to build up a rapport with the parents of the

students. Though it is yet to form a registered parent-teacher association, various departments organise Parent Teacher meeting in order to seek suggestions from the parents regarding overall development of the students.

- IQAC conducts Parent Teacher Meet annually and seeks feedback from the parents regarding their satisfaction level in sending their wards to gain academic inputs as well as to come up with new suggestions.
- At individual level also, the authority in consultation with IQAC, informs the parents of the students, if the attendance record of the students found poor. Accordingly, parents provide care and support in order to ensure proper attendance of their ward.

6.5.3 Development programmes for support staff (at least three)

- Training of the office staff so as to enable them to handle the online admission and registration of students.
- Development Programme for Accounts Operating System under XIMIT
- Training Programme to handle PFMS account under RUSA
- Training under UGC regarding National Scholarship Portal
- State Level Workshop on Role of College Librarians of Assam in the changing Environment
- National Workshop on Research methodology

6.5.4 Post Accreditation initiative(s) (mention at least three)

Post-accreditation initiatives based on the recommendations mentioned in the Peer team report:

1. Vigorous attempts for financial resource mobilization be made

Post Accreditation Initiative: The institution has made vigorous attempts for mobilizing financial resources after the II cycle NAAC accreditation.

- Under the scheme of receiving grant from MHRD & Govt. of Assam, the institution received RUSA- I for Rs. 2 crores and more grant under RUSA-II is in the process.
- Under DBT sponsored Star College Programme an amount of Rs. 75 lacs has been received.
- Second instalment for expansion of Womens' Hostel amount of Rs. 50,000/ is received from UGC.
- An approval of 8 lacs received from UGC for construction of Basket Ball Court and Tennis Court.
- Approval of Rs. 20 lacs is received from the Directorate of Sport Development and Youth Fare under Govt. of Assam.
- Rs. 12.7 lacs is received from govt. of Assam under ACA scheme for infrastructure development of the college.
- Received three times Excursion Grant for students an amount of Rs. 1 lac for each financial year during the period 2016-2017, 2017-2018 and 2018-2019.
- Rs. 1.5 lacs received from Govt. of Assam for purchasing of lab equipment for the Science Department.
- Rs. 50,000/ is received from Govt. of Assam for installation of Wi-Fi in the campus.

2. More infrastructures for the college is to be developed.

Post Accreditation Initiative:

- Vertical expansion of New RCC building upto second floor covering an area of 8,000 sq ft.
- Extension of the Assam Type Science building under RUSA grant.
- Renovation of the Canteen.
- Renovation of existing library building.
- Overall electrical connection is overhauled and rest of the classroom and corridors brought under CCTV coverage.
- 8 pairs of resting shades with roofs facilitating the 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.
- Second DG set installed with capacity of 20 KV
- Purified water with cooler facility has been installed.
- Two sets of Sanitary Napkin Vending Machines along with Sanitary Napkin Incinerators have been installed in order to provide the easy access facility of pads to girl students along with having the controlled atmosphere so that the harmful gases released do not harm the environment.
- A concrete connecting foot path has been constructed for conducive and comfortable walking in the campus.

3. More ad-on & vocational courses can be started.

Post Accreditation Initiative:

Though the institution introduced three years Bachelor of Vocational Degree Programme in Animation and Graphic Design and Fashion Technology in 2015, both the trades flourished after the accreditation period. Animation and Graphic Design with air conditioned classroom and Lab aims to disseminate high quality practice based education in the field of Animation, Design and New Media, Visual Effects, Photography, Sound Design, Audio Production in the remote parts and successfully bridge the skill gap. The course highlights are:

- 2D Animation Laboratory with Light Box
- Advanced Graphic Design Software
- Graphic Pen Tablet for Digital Sketch and Paint
- 3D Animation Suite
- Visual Effects (VFX) SETUP with CHROMA
- Digital Motion Picture Production facility with High End Cameras
- Professional Editing Facility in MACINTOSH Platform (Final Cut Pro)
- Sound Design & Production
- Recording and Mixing Console

Fashion Technology:

The course highlights are:

- Hand Embroidery, Embroidery sketcher, Creative Embroidery
- Pattern Making, Grading Garment Construction, Quality Control, Design Details

- Export Manager, Retail, Supply Chain Management, Sourcing, Fashion Business, Merchandising
- Boutique Manager, Couture Tailoring, Fashion Illustration, Export/ Domestic Merchandiser

As it is well known that the village where our college is situated is known for silk industry. The institute definitely owes some responsibility for the development of the industry. The institute has been a part of preparing Sualkuchi Revival Mission 2017 initiated by Kamrup District administration. On the basis of the report the institution has earmarked few responsibilities for the growth of the industry. The Fashion Technology department has lent information and knowledge regarding new designs and patterns to suit the need of the time.

The two Ad-on Courses introduced in the post accreditation period are:

- Still & Motion Picture Photography:

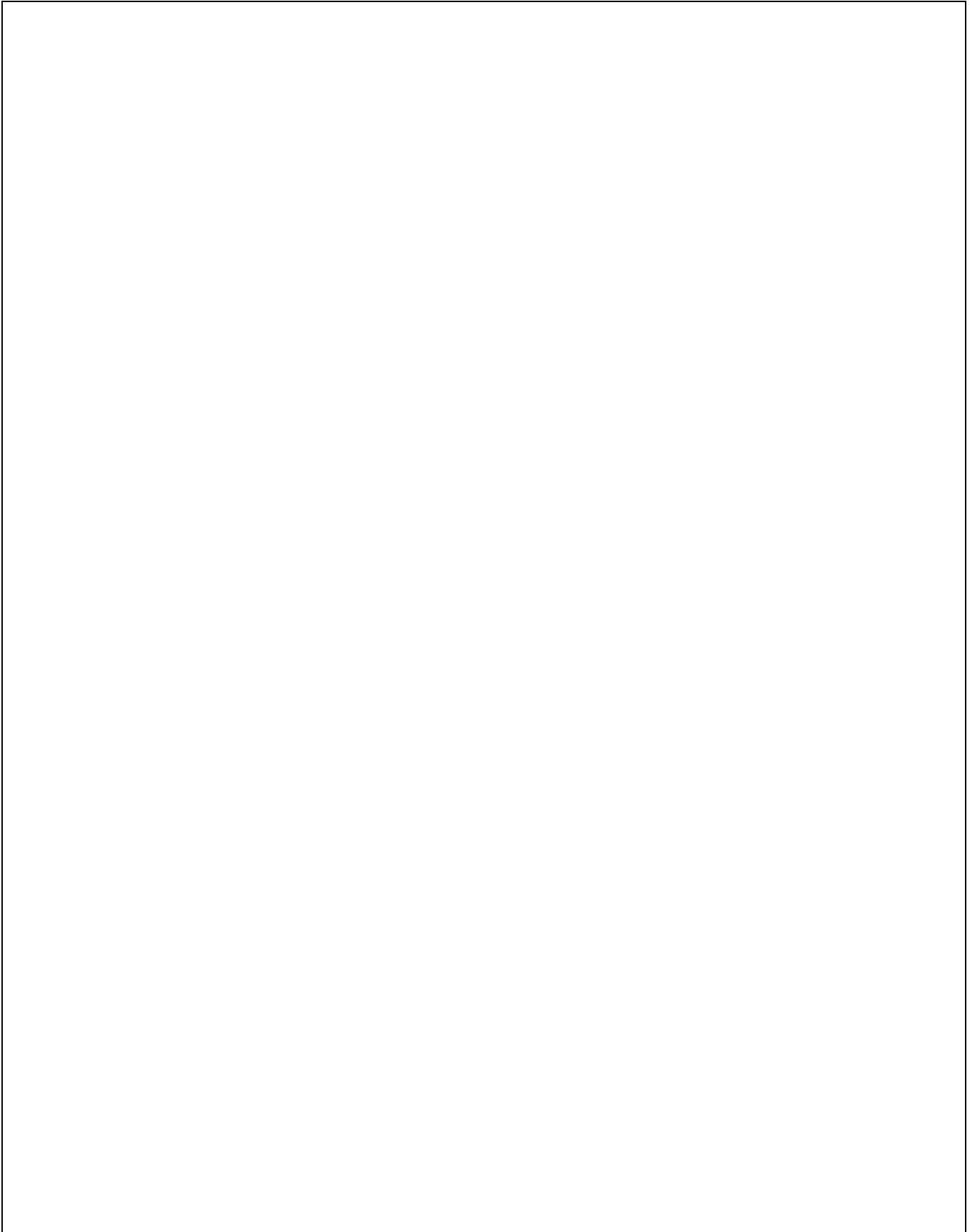
The trained students got meaningful livelihood as :

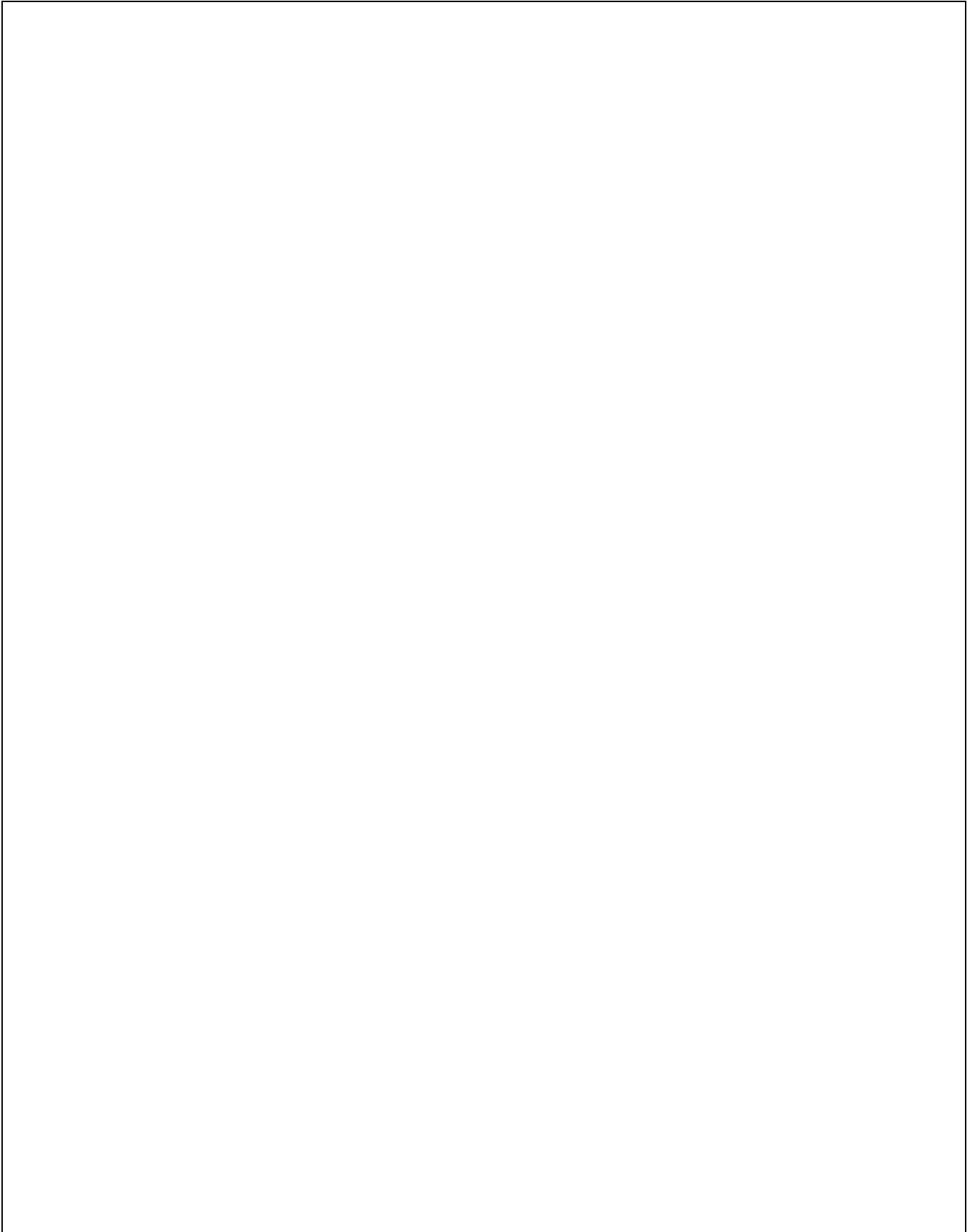
- 1) Food photographer,
- 2) Fashion photographer
- 3) Wedding and event photographers
- 4) Director of Photography in short films, music videos etc.

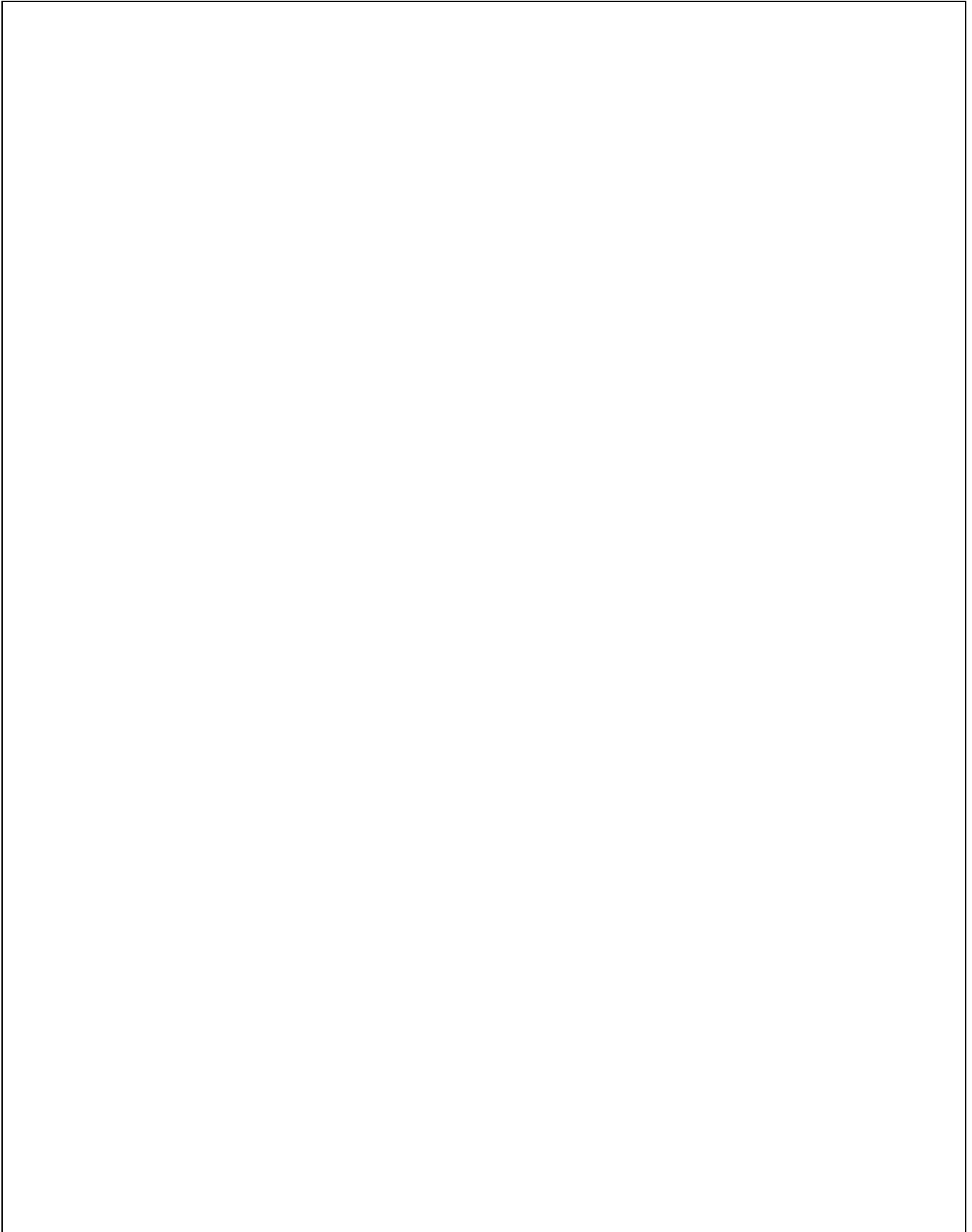
- Advanced Embroidery:

Advanced Embroidery is such a diverse and specialised subject that it opens up a wide range of career opportunities such as:

- 1) Embroidery artisans for couture and fashion
- 2) Studio embroiderers for film and TV costume
- 3) Freelance embroidery designers
- 4) Studio designers for interior design companies
- 5) Independent designer-makers







6.5.5

- a. Submission of Data for AISHE portal : Yes
 b. Participation in NIRF : Yes
 c. ISO Certification : No
 d. NBA or any other quality audit : No

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to----- -)	Number of participants
2018	Meeting of IQAC to organise an FDP on 'Use of ICT Tools in Classroom Teaching'	01/10/2018 to 07/10/2018	7 days	33
2018	Organisation of MTT Programme on Soft Skill	27/08/2018 to 02/09/2018	7 days	35
2019	Organisation of Workshop on 'UG-CBCS'	16/05/2019	1 day	43
2018	Regular and timely submission of AQAR to NAAC	30/9/2018	1 day	All Stakeholders
2019	Scrutiny and forwarding the applications of full time teachers for promotion under Career Advancement Scheme (CAS) to DHE, Assam	02/06/2019	5 days	17
2019	Uploading of college data to the Management Information system (MIS) portal of MHRD, Govt. of India	29/6/2019	3 days	All Stakeholders
2018	Academic Audit for Full Time Teachers conducted on regular basis	01-08-2018 to 31-07-2019	1 year	39
2019	Awareness Programme on Tourism Development	02/03/2019	1 day	50
2019	Awareness Programme on Organ Donation	11/04/2019	1 day	66
2019	Awareness Programme on Employment Oriented Courses	6/4/2019	1 day	46

	of N.E Skill Centre under Assam Skill Development Mission			
2019	Student's Counselling Session for the Students of Newly Implemented CBCS	01/06/2019	1 day	64

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
Vogue Nation-Haute Couture : Mismatch (Alcheringa IIT)	From 01-02-2019 to 03-02-2019	18	01
Gender Equity: Balance for Better	08-03-2019	83	47
Fashion Show through Design showcase for Gender Equity	08-03-2019	19	02

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

- Environmental awareness programmes are taken by N.S.S Unit on regular basis.
- Save energy measures are taken up in the college premises by the power saving LED lights and students are encouraged by making them aware by switching off lights and fans before leaving the classroom.
- Students engage themselves in field based project on 'Environmental Science' as a part of their course curriculum on various environmental issues.
- Eco friendly energy is provided by the installation of Solar Rooftop Project by Ministry of New and Renewable Energy(MNRE).The percentage of power requirement of the college met by the renewable energy sources is 5%.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/ Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018	1	1	7/8/2018(1 day)	Celebration of National Handloom Day	<ul style="list-style-type: none"> Providing expertise ,knowledge to the local people for the growth of silk Industry 	27
2018	1	1	10/10/2018 to 12/10/2018 (3 days)	Silk Expo and Workshop on Silk Samagua	<ul style="list-style-type: none"> Showcasing Products designed and development by using traditional Eri Silk 	
2019	1	1	22/3/2019 to 23/3/2019 (2 days)	Organising Awareness programme	<ul style="list-style-type: none"> Articulated new designs and patterns to suit the need of the time 	104
2019	1	1	9/5/2019 to 11/05/2019 (2 days)	SualkuchiVastraProdorsini	<ul style="list-style-type: none"> Participating in the exhibition cum sale Participating in Fashion show 	15

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
Nil	Nil	Nil

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Teachers' Day	5/9/2018	600
Celebration of Gandhi Jayanti	02/10/18	240
RashtriyaEkta Divas	31/10/2018	140
Death Anniversary of	05/11/2018	210

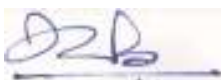
Dr.BhupenHazarika		
Human Rights Day	10/12/2018	70
International Yoga Day	21/06/2019	70
International Mother tongue Day	21/02/2019	80
International Womens' Day	08/03/2019	130
7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)		
<ul style="list-style-type: none"> ❖ Tree plantations are organised by NSS unit and Social Service Section of Students' Union of the college ❖ Botanical Garden is maintained by Deptt.of Botany. ❖ The campus has been declared 'Plastic Free Zone'. ❖ The Deptt. Of Botany has identified and preserved the trees and labelling them with their scientific names present in the college campus. ❖ Tobacco, smoking, chewing of pan-masala and gutkais prohibited in the college campus. ❖ Green Audit of the campus is carried and maintained by Green Audit Team. 		
7.2 Best Practices		
Describe at least two institutional best practices Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link		
http://www.sbmscollege.org/download/best-practice-2018-2019.pdf		
<ul style="list-style-type: none"> • Implementation of YOGA & MEDITATION for holistic development of students • Installation of 28 KWP Grid Connected Rooftop Solar Power Plant at the college premises 		
7.3 Institutional Distinctiveness		
Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words		
http://www.sbmscollege.org/download/institutional-distinctiveness-2018-2019.pdf		

8. Future Plans of action for next academic year (500 words)

- Focusing on enhancement of academic excellence
- Enhancing infrastructural facilities
- Implementation of Learning Management System (LMS)
- Purchase of equipment to promote students' projects and research activities of faculty members.
- Organisation of Summer Training for students in the category of Kabaddi and workshop in 'Khol Playing'.
- Enrichment of the library with research oriented books.
- Publication of research oriented books contributed by faculty members encompassing the areas of Socio-Economic Perspectives of Assam as well as Language, Literature and Culture of Assam.
- Installation of new software for office automation in order to ensure an updated management system in the college. Office automation has been planned to include online archiving of database relating to students' admission, scholarship, results, fees payments, marks and certificate generation, time table, students' attendance, HR, Leave management, Accounts and Inventory, Courses, Bulk SMS, user management, report generation, etc.
- Installation of one more borewell to meet the growing demands within the campus.

Name : Mrs. Mamani Devi

Name : Dr. Dipesh Ch. Bhagabati



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