

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

Sualkuchi Budram Madhab
Satradhikar College (SBMS)

1.2 Address Line 1

Sualkuchi, P.K.Road, P.O:
Sualkuchi, District: Kamrup

Address Line 2

City/Town

Sualkuchi

State

Assam

Pin Code

781103

Institution e-mail address

collegesbms@gmail.com

Contact Nos.

09435109206, 09707023066

Name of the Head of the Institution:

Dr. Bilash Chandra Das

Tel. No. with STD Code:

0361-2913902

Mobile:

9864142468

Name of the IQAC Co-ordinator:

Mrs. Mamani Devi,
Mr. Nihar Ranjan Kalita

Mobile:

09435109206, 09707023066

IQAC e-mail address:

collegesbms@gmail.com

1.3 NAAC Track ID (For ex. MHCogn 18879)

ASCOGN12241

1.4 NAAC Executive Committee No. & Date:

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

EC/35/199 dated 28-02-2005

1.5 Website address:

www.sbmscollege.org

Web-link of the AQAR:

www.sbmscollege.org/report-of-2007-2008.html

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

1.6 Accreditation Details

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

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

25-06-2005

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

2007-2008

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

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

DCA

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

GAUHATI UNIVERSITY

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

√ Affiliated College

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

01

2.3 No. of students

01

2.4 No. of Management representatives

02

2.5 No. of Alumni

03

2.6 No. of any other stakeholder and

community representatives

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

01

2.9 Total No. of members

24

2.10 No. of IQAC meetings held

03

2.11 No. of meetings with various stakeholders:

No.

Faculty

01

Non-Teaching Staff

01

Students

Alumni

Others

01

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 Level

01

(ii) Themes

Preparation of Project Proposal in Social Science Stream.

2.14 Significant Activities and contributions made by IQAC

- Taking initiative to know the procedure for joining in different academic bodies of Gauhati University
- Trying to developed mechanism of receiving feedback from academic peers and employees regarding the viability and feasibility of present course of study
- Adopted intimate rapport of the teachers with the students for improving the quality of the students
- Maintained a procedure to get information of each department
- Involved the teachers in various committees to help the Principal in organization and management of the college

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ul style="list-style-type: none"> • To increase the number of programmes to meet the needs of the students in the present day changing situation • To conduct two unit test examination in one academic year • To notify tutorial classes in the college general routine • To involve the teachers in various committees to help the Principal in organization and management of the college. • encourage the teachers for pursuing Ph.D. and M.Phil • To increase more significant extension drive • Separate office room for the entire existing department • Provide study materials, books, financial aids to the poor and needy students • Regular announcement about the government scholarship for the students in the college notice board. • To install software for computerization of office administration • Youth leadership training for NCC and NSS students • To prepare the self-appraisal report of the college. • To provide special attention for the development of science stream. 	<ul style="list-style-type: none"> • The self financing computer programme is extended to the undergraduate level • The college introduces two unit tests with fifty (50) marks for undergraduate students and one test examination with hundred (100) marks for Higher-Secondary students. • Remedial classes for the students of SC, ST, OBC and other minority students are conducted according to their needs • More than eight teachers are admitted themselves in different universities to pursue their PhD and M.Phil degree • Development in the library infrastructure also been carried out • Health camp, community service, is carried out by the college NSS and NCC unit and also by the women cell • Study tours, project works are also completed as a part of the student support and progression. • Provided special attention for the

	<p>development of science stream</p> <ul style="list-style-type: none"> • The principal held Annual academic meeting with the teachers to monitor and to get information from each department.
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body **Governing Body**

Provide the details of the action taken

.The construction work of the ground floor of the Administrative Block is being completed and the principal's office has already been shifted to this building. In the first floor there are the departmental office rooms.

Various committees for all round development of the college have been set up. The committees already in action are:

1. Grievance Redressed Cell
2. Admission Committee
3. Academic Committee
4. Library Committee
5. Examination Committee
6. Planning Committee
7. Election Committee
8. Routine Committee
9. Building Construction Committee
10. Festival Celebration Committee

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	04

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

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

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
	19	14		

2.2 No. of permanent faculty with Ph.D.

02

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	02								

2.4 No. of Guest and Visiting faculty and Temporary faculty

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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	11	
Presented papers	04	11	
Resource Persons			

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

- Remedial courses for the students of SC/ST/OBC and other minority communities
- An inter-disciplinary seminar is proposed to be conducted in the year 2007 – 2008
- Educational excursion for students has been conducted
- Introduced Environmental Studies as a compulsory paper for r TDC Second Year classes

2.7 Total No. of actual teaching days during this academic year 196

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

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 03

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG(Major)	38	02	02	26	--	73.68%
UG(Pass)	49				29	59.13%
Science	--	--	--	--	--	--

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

- Monitoring the Remedial and Tutorial classes
- Evaluate the Students feedback form
- Arranged study tours
- Evaluate the answer scripts of the students with valuable suggestion.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	04
UGC – Faculty Improvement Programme	04
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	01		02
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

The faculty members are inspired by the College authority and the IQAC to present their research findings in different Conferences and Seminars specifically by granting leave to them. Moreover, the Principal of the College constantly inspires the faculty to publish the findings of the individual research works in journals, magazines, etc. The process of the publication of a research journal from the College is going on to intensify the venture of research publications.

The College has been organizing different workshops, training programmes, sensitization programmes on different vital issues at sporadic intervals. Such ventures have been immensely helpful not only in generating research problems but also in identifying research questions. Moreover the faculty members are as well benefitted by such programmes finding new themes and ideas for their research. Besides, interested students can also acquire preliminary ideas about their research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	--	--
Non-Peer Review Journals		05	
e-Journals			
Conference proceedings		11	

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	1.5	UGC	1.40	Received
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	02			

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					07
Sponsoring agencies					Self

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
02				02		

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

Sl No	Name of the event/programme	Organized by	Date	Venue	Target group/Place
1	“Free Health Check-up and Diabetic Detection camp” Local PHC	NSS Unit, SBMS College	10/1/2008	SBMS College	Local people of Sualkuchi
2	Tree Plantation Programme	NSS Unit SBMS College	1/8/2007	SBMS College	College campus
3	“AIDS awareness programme”, Dr. Gauranga Das, Sualkuchi PHC	Red Ribbon Club,(NSS) SBMS College	1/12/2007	SBMS College	Students of the college
4	Cleanliness drive for healthy atmosphere	NSS, SBMS College	10/12/2007	SBMS College	College campus.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

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

4.2 Computerization of administration and library

<p>The Computerization of administration and library is yet to done. The College library is partially computerized. However the library is improved with supply of new books and journals and newspapers for easy excess.</p> <p>The computerization of the office administration is partially done. However, the admission process is done through local advertisement and through the date notified in the college Prospectus. The major courses are offered on the basis of counseling the candidates by each department. The computerization process of admission is started but the computerization of examination result is yet to be completed and records are maintained manually</p>

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8917		327	48,500	9,244	
Reference Books	9,200		8	3,000	9208	
e-Books						
Journals	02		--		02	

e-Journals						
Digital Database						
CD & Video						
Others (specify)	02		--	--	02	

4.4 Technology up gradation (overall)

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

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

◆ The college authority provided compulsory computer courses for the students. Both the teaching and non-teaching staff including students availed computer facilities within the college. However, the internet facility with limited user is available at Sualkuchi .

Name of the programme	Target group	Date
Basic training on Computer Applicaton	SC and ST and Minority students	1-7 April, 2008
SPSS Model	Teaching Staff	3 -10 January,2008
Library Software	Teaching Staff	4-10 March, 2008.

4.6 Amount spent on maintenance in lakhs :

i) ICT	<input type="text"/>
ii) Campus Infrastructure and facilities	<input type="text" value="3,14000/-"/>
iii) Equipments	<input type="text"/>
iv) Others	<input type="text" value="--"/>

Total :

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Regular monitoring the students progression
- Evaluate the students feedback forms with necessary actions
- Regular monitoring teachers academic activities
- Arranged co- curricular academic activities for the students.

5.2 Efforts made by the institution for tracking the progression

We have our own mechanism of continuous academic audit which helps us to closely monitor the performance of each and every student in respect of their achievements. Students with high risk of drop-out are identified and are then encouraged to improve themselves. They are also advised to take part in remedial teaching program. Their attendances in classes are also monitored. Individual guidance also provided to the students whenever necessary.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
341			

(b) No. of students outside the state

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(c) No. of international students

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	No	%		No	%
Men	149	43.69	Women	192	56.30

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
197	97	--	32	--	326	223	91	--	27	--	341

Demand ratio 1.1

Dropout 10 %

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

There is no provision for direct placement in service in the college. However the Guidance and Counseling unit of the College is actively involved with the students to get information about job opportunities and competitive examinations in state and central government and in private sector.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counseling and career guidance

. The Guidance and Counseling cell of the college encouraged the students by informing them about the various courses offered by different universities and other institutions. It also notified the advertisement for jobs, published in different newspapers. The unit also provides personal guidance to the students for various job opportunities in both State and Central Government

No. of students benefitted

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
01	--		20% (Self employed)

5.8 Details of gender sensitization programmes

- The women cell, SBMS College organize workshop on **“Participation of women in village panchayats in Greater Sualkuchi Area** on 8th March, 2008 to create awareness among the women folk of the locality. Near about 100 women from the locality participated on the event
- A take on Women Empowerment and Domestic violence to sensitize the position of the women in present society organised by the Women Cell of the college.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	21	4650/-
Financial support from government	30	91,500/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organized / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ Nil _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the insti

❖ Our Vision

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

❖ Our Mission

The missions of our college are:

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

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

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

The institution has no rights to design its own curriculum. However, all the faculty members actively participate in their respective departments of Gauhati University in designing the syllabus for undergraduate courses. The college has its own Examination Committee to conduct its own internal examination. The examination includes two unit tests with 50 marks covering the whole syllabus of undergraduate classes. The college also conducted one pre test examination with hundred marks for Higher Secondary classes. The departments have full autonomy to conduct their own class tests for major students

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

- a) Entry level orientation programme was given to the under graduate major students.
- b) The students who were identified as slow learners were given personal counseling and lessons.
- c) Multiple choice questions were arranged for the students of the major classes by each department according to their own choice.
- d) The heads of the departments monitor the overall performance of the students and motivate them for better performance.
- e) All the faculty members of each department organised periodical meeting with the Principal of the college to implement better academic activities.

6.3.4 Research and Development

- Encouraging the faculty members to pursue research works
- Encouraging the faculty members to publish research articles
- Encouraging the faculty members to attend seminars and workshops

6.3.5 Library, ICT and physical infrastructure / instrumentation

- A few scientific equipment has been purchased for the development of science laboratory.
- The college received some yoga equipment for the yoga classes from the Sports Authority of India.
- The college authority provided compulsory computer courses for the students. Both the teaching and non-teaching staff including students availed computer facilities within the college. However, the internet facility with limited user is available at Sualkuchi

6.3.6 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 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 supported by an assistant and two subordinate level workers.

6.3.7 Faculty and Staff recruitment

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

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

6.3.8 Industry Interaction / Collaboration

The college has not established any direct interaction with the industry so far. But few awareness and motivation training programmes towards entrepreneurship has been conducted such as

- visiting the local industries,
- industrial tours in neighbouring areas for students
- Organised seminars on skill development.

6.3.9 Admission of Students

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

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

6.4 Welfare schemes for

Teaching	03
Non teaching	03
Students	01

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done

Yes

No

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

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

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

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

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

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

6.11 Activities and support from the Alumni Association

The Alumni is an inevitable part of the College with its commitment to various academic and administrative activities of the college. During the summer vacation, the Alumni who after having accomplished the post graduate degree extend their services of taking free coaching classes to our students. Moreover, the students, who represent the weaker sections, are also taken care by the Alumni from time to time. The Alumni association nurturing the social responsibility in them also took plantation programme inside and outside the college campus

6.12 Activities and support from the Parent – Teacher Association

Though there is no formal setup as Parent Teacher Association existing in the college, yet there is a provision for Parent- Teacher Meet, whenever time and occasion demand in the college, which discusses the academic performance shown by the students in the internal as well as final examination. Moreover the parents do not lag behind to offer their valuable suggestions for the all round development of the college. It is worthwhile to mention that there is also a provision for guardian members to represent the Parent Fraternity in the Governing body of the college. A good number of guardians and other local people actively participated in various activities of the college such as the College Foundation Day, Closing Ceremony of the College Week, World Aids Day, etc. and gave their valuable suggestions for meeting the goals and objectives of the college

6.13 Development programmes for support staff

The Non-teaching staff has been given a course on Computer Training by the computer stream of the college. Mr. Simanta Sarmah, the faculty of computer science section, offered his helping hand in this regard.

Name of the Programme	Target group	Date
Basic Training on MS Office	UDA & LDA staff of college	10—12, Dec,2007
Basic Training on Library Automation	Librarian	9-10 Septembar,2007

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

Initiative has been taken especially by the NSS unit of the college to make the campus eco-friendly through:

- Cleanliness drive
- Tree plantation
- Community Works
- Observation of Environmental Day.

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.

The Activities carried out by the college during this year tried to achieve its goals and objectives. Most of the plans are almost fulfilled. All the faculties and students of this college are engaged themselves for the overall development of the college both administrative and academic. Following are some of the activities created positive impact:

- Formation of different committees
- Training on Entrepreneurship Development
- Evaluation procedure of the internal examination
- Community services by NSS
- Infrastructure developments

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

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

The faculties and students of this college are engaged themselves for the overall development of the college in both administrative and academic

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

- 1) Workshop on Assamese Devotional songs
- 2) Workshop on Assamese Art and Literature

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

7.4 Contribution to environmental awareness / protection

- Celebration of World Environmental Day
- Plantation of trees
- Cleanliness Drive
- Arranged seminar and workshop on Environmental Day.
- Introduction of Environmental Studies as a compulsory paper for Higher Secondary and TDC Second Year classes encourage the students to create awareness on environmental protection.

7.5 Whether environmental audit was conducted? Yes No

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

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

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

The IQAC facilitate SWOC analysis at the different Departmental

8. Plans of institution for next year

- To review the Academic progress
- To arrange inter-college competitions, for students
- To organize lecture on various UGC schemes, inviting resource persons from UGC and Parent University
- To encourage the faculties to apply for more minor and major projects to UGC and also for collaborative research works
- Introducing innovative methods of teaching, learning and evaluation.
- To conduct book fair and exhibition on art and culture
- To complete the construction of existing building under UGC grants
- To continue with the practice of existing programmes for students progression of teaching and learning
- To organize programmes for non-teaching staff
- To continue with the best practices with academic and administrative developments.

Name: Mrs.Mamani Devi

Name: Dr. Dipesh Chandra Bhagabati

Mr. Nihar Ranjan Kalita

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE I

ACADEMIC CALENDAR

WORKING DAYS/HOLIDAYS/VACATIONS FOR THE SESSION : 2007-08

JUNE - 2007

Summer Vacation : 1-30.

JULY - 2007

Summer Vacation : 1-15.

Working Days : 16, 17, 18, 19, 20, 21, 23, 24, 25, 26, 27, 28, 30, 31.

Sunday : 1, 8, 15, 22, 29.

AUGUST - 2007

Working Days : 1, 2, 3, 4, 6, 7, 8, 9, 10, 11, 13, 14, 16, 17, 18, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31.

Holidays : 15th Independence Day.

Sunday : 5, 12, 19, 26.

SEPTEMBER - 2007

Working Days : 3, 4, 5, 6, 7, 8, 10, 11, 12, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29.

Holiday : 1st Tithi of Sri Madhabdev, 2nd Janmastami, 13th Janmotsava of Srimanta Sankardeva.

Sunday : 2, 9, 16, 23, 30.

OCTOBER - 2007

Working Days : 1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 16, 17, 29, 30, 31.

Holidays : 2nd Gandhi Jayanti, 14th-15th Id-UI-Fitre, 18th-27th Kati Bihu, Durga Puja, Lakshmi Puja.

Sunday : 7, 14, 21, 28.

NOVEMBER - 2007

Working Days : 1, 2, 3, 5, 6, 7, 8, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 26, 27, 28, 29, 30.

Holidays : 9th-10th Kali Puja, 24th Guru Nanak's Birthday.

Sunday : 4, 11, 18, 25.

DECEMBER - 2007

Working Days : 1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18,
19, 20, 22, 24, 26, 27, 28, 29, 31.
Holidays : 21st Id-UI-Zaha, 25th Christmas Day.
Sunday : 2, 9, 16, 23, 30.

JANUARY - 2008

Working Days : 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 18, 21, 22, 24, 25, 28,
29, 30, 31.
Holiday : 1st New Year, 14th-16th Magh Bihu, 17th Silpi Divas,
19th Moharam, 23rd Netaji's Birthday, 26th Republic Day
Sunday : 6, 13, 20, 27.

FEBRUARY - 2008

Working Days : 1, 2, 4, 5, 6, 7, 8, 9, 12, 13, 14, 15, 16, 18, 19, 20,
21, 22, 23, 25, 26, 27, 28, 29.
Holiday : 11th Saraswati Puja.
Sunday : 3, 10, 17, 24.

MARCH - 2008

Working Days : 1, 3, 4, 5, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18, 19,
20, 24, 25, 26, 27, 28, 29, 31.
Holiday : 6th Sivaratri, 21st-22nd Dol Yatra/Fateha Dowaz
Doham/Good Friday.
Sunday : 2, 9, 16, 23, 30.

APRIL - 2008

Working Days : 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 18, 19, 21, 22, 23,
24, 25, 26, 28, 29, 30.
Holiday : 13th-17th Bohag Bihu.
Sunday : 6, 13, 20, 27.

MAY - 2008

Working Days : 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20,
21, 22, 23, 24, 26, 27, 28, 29, 30, 31.
Holiday : 1st May Day
Sunday : 4, 11, 18, 25.

NOTE

1. a. 1st Unit Test : Second Half of September.
b. 2nd Unit Test : First Half of November.
c. Test Examination : December.
2. Tentative dates for observing the following occasions are as follows:
 - a. Foundation Day : 1st August.
 - b. Freshmen's Social : Second Half of August.
 - c. Union Election : 25/26 September.
 - d. College Week : November/December.
3. One Day Local Holiday may be declared on the following occasions:
 - a. Manasa Puja.
 - b. Rass Mahotsava
4. Condolence meeting, if any, will be held for one period only and classes will continue as usual thereafter.

* * *

ANNEXURE-II

a. Students' Feedback

b) Student Feedback on Teachers

Sl No	Particular	Very Good	Good	Satisfactory
1	Ability to bring conceptual clarity and promotion of thinking ability by teacher	60	20	20
2	Motivation provided	60	30	10
3	Teachers Communication Skill	60	20	20
4	Teachers Regularity and Punctuality	82	10	8
5	Teachers Subject Knowledge	70	20	10
6	Completion and Coverage of Course	80	10	10
7	Complement theory with practical examination	75	20	5

8	Teacher interaction and guidelines out site of the class	60	30	10
9	Teachers computer /IT Skills, if applicable	65	30	5
10	Teachers overall performance	85	10	5

a. Students' Feedback(outgoing)

b) Student Feedback on course

(Score at A, B, C, D; A is Best)

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

a. Parents' Feedback form

Sl No	Particular	Excellent	Good	Average	Poor
1	Views on organizing parents- teachers meeting	70	20	5	5
2	Academic progress of your ward at SBMS College	60	20	10	10
3	Quality of academic researches namely teachers, course material, environment, etc.	70	20	5	5
4	Efforts taken by department for overall growing and personality development	50	30	10	10

5	Encouragement to students for participation in different co-curricular activities	50	20	20	10
6	Programmes arranged by the department/ authority for achieving students' exposure to institutes of higher education	70	10	15	5
7	Infrastructure facilities namely library, laboratory, canteen, lavatory and other campus facilities	80	10	5	5

ANNEXURE III

Best Practice I and II

- 1) Workshop on Assamese Devotional songs**
- 2) Workshop on Assamese Art and Literature**