

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

Sualkuchi Budram Madhab Satradhikar College (SBMS College)

1.2 Address Line 1

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

Address Line 2

City/Town

Sualkuchi

State

Assam

Pin Code

781103

Institution e-mail address

collegesbms@gmail.com

Contact Nos.

09435109206, 09707023066

Name of the Head of the Institution:

Dr. Bilash Ch. Das

Tel. No. with STD Code:

0361-2913902

Mobile:

9864142468

Name of the IQAC Co-ordinator:

Mrs. Mamani Devi,
Mr Nihar Ranian 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-2009-
2010.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:

25-06-2005

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

2009-2010

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 11-11-2014 (AQAR 2008-2009)

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 | <input type="text"/> | | |
| University with Potential for Excellence | <input type="text"/> | UGC-CPE | <input type="text"/> |
| DST Star Scheme | <input type="text"/> | UGC-CE | <input type="text"/> |
| UGC-Special Assistance Programme | <input type="text"/> | DST-FIST | <input type="text"/> |
| UGC-Innovative PG programmes | <input type="text"/> | Any other (<i>Specify</i>) | <input checked="" type="checkbox"/> Affiliated College |
| UGC-COP Programmes | <input type="text"/> | | |

2. IQAC Composition and Activities

| | |
|---|--|
| 2.1 No. of Teachers | <input type="text" value="15"/> |
| 2.2 No. of Administrative/Technical staff | <input type="text" value="01"/> |
| 2.3 No. of students | <input type="text" value="01"/> |
| 2.4 No. of Management representatives | <input type="text" value="01"/> |
| 2.5 No. of Alumni | <input type="text" value="02"/> |
| 2.6 No. of any other stakeholder and community representatives | <input type="text" value="03"/> |
| 2.7 No. of Employers/ Industrialists | <input type="text" value="----"/> |
| 2.8 No. of other External Experts | <input type="text" value="01"/> |
| 2.9 Total No. of members | <input type="text" value="24"/> |
| 2.10 No. of IQAC meetings held | 03 |
| 2.11 No. of meetings with various stakeholders: | No. <input type="text"/> Faculty <input type="text" value="04"/> |

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Participation of Women in Gaon Panchayat with special reference to Sualkuchi Gaon Panchayat , 22nd January, 2010

2.14 Significant Activities and contributions made by IQAC

- Arranged remedial classes for the educationally disadvantage students
- Arranged inter-departmental classes
- Encouraged the faculty members to involve themselves in the project work with other agencies outside this institution
- Provided financial assistance to a few meritorious but economically backward students
- Provided vocational employment counselling

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 take new initiative for introducing new academic approach• To organize popular talks on current social and academic issues.• To arrange orientation programme for the fresh students including parents in the first day of admission, to inform them about the new course and about college administration.• To introduce new combination for major subjects and this to be notified in the college prospectus.• To introduce coaching classes for different competitive examination• To complete the ground floor of the Women Hostel | <ul style="list-style-type: none">• The college has been taking new initiative for introducing new academic approach and organized popular talks on current social and academic issues.• Arranged orientation programme for the fresh students including parents in the first day of admission, to inform them about the new course and about college administration• Introduced new combination for major subjects and this has been notified in the college prospectus.• Introduced coaching classes for different competitive examination• Completed the ground floor of the Women Hostel.• The activities carried out by the college during the year tried to achieve its goals and objectives. The faculties of the institution also engaged themselves with research work and project work for their career advancement. The college authority submitted a proposal to |

| | |
|--|--|
| | the UGC for infrastructural and academic development of the college. |
|--|--|

** Attached the Academic Calendar of the year as Annexure I*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body Governing Body

Provide the details of the action taken

The core committee of IQAC reviewed the activities of the previous year and tried to locate the weak points. In its annual meeting with the principal, the cell chalked out the necessary actions for quality enhancement of education. Proposal has been submitted to the UGC for infrastructure and academic development of the college as a whole.

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 | 01 | | 01 | 01 |
| Certificate | | | | |
| Others | 02 | | | |
| Total | 05 | | 01 | 01 |
| Interdisciplinary | | | | |
| Innovative | | | | |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | |
| Trimester | |
| Annual | 04 |

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

***Provided an analysis of the feedback in Annexure II**

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

Revision /updating is done as per the guidance of 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 |
| | 39 | 25 | 14 | ---- | --- |

2.2 No. of permanent faculty with Ph.D.

06

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 |
| | | | | | | | | | |

2.4 No. of Guest and Visiting faculty and Temporary faculty

02

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 01 | 05 | 02 |
| Presented papers | 01 | 01 | |
| Resource Persons | ---- | --- | 02 |

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

- Student profile is regularly monitored after the close of the admission process every year.
- The college has tried its level best in extending better scope for students at both academic and infrastructure levels.
- Remedial courses are conducted by the departments to bridge the knowledge gap especially for slow learners.
- Students with high risk of drop-out are identified and are then encouraged to improve themselves.
- The IQAC is an in-house authority aiming at improving quality of teaching-learning process in the college. It monitors the need for different teaching-learning tools and pressurises the college authority to encourage the maximum utilisation of such tools by the teachers and the students for the teaching-learning process to be more effective and fruitful.

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

180

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding,

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

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

02

2.10 Average percentage of attendance of students

70%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students | | Division | | | | |
|------------------------|-----------------------|--------|--------------------------|---------|----------|------|--------|
| | Appeared | Passed | I Class with Distinction | I Class | II Class | Pass | Pass % |
| | | | | | | | |
| UG(Arts) (M) | 45 | 37 | 01 | ---- | 36 | --- | 82.22% |
| UG(Arts) (P) | 82 | 45 | --- | ---- | 45 | ---- | 54.87% |
| UG (Science) (M) | --- | --- | ---- | ---- | ---- | --- | ---- |
| UG(Science) (P) | 01 | --- | ---- | ---- | ---- | --- | ---- |

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

The IQAC along with the Academic Committee monitors the transparent admission process for the newcomers through scrutinies of the admission forms.

The IQAC also contributed the innovative teaching methods introduced by the different Departments.

It has arranged inter-departmental classes. It has also formulated a teaching plan at the beginning of the academic session. The IQAC arranged periodical reviews to complete the syllabus within the time frame fixed by the department.

.2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | 01 |
| UGC – Faculty Improvement Programme | 06 |
| HRD programmes | ---- |
| Orientation programmes | --- |
| Faculty exchange programme | --- |
| Staff training conducted by the university | ---- |
| Staff training conducted by other institutions | 02 |
| Summer / Winter schools, Workshops, etc. | ----- |
| Others | 02 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 13 | 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 IQAC and the authority provide all the necessary arrangements for the smooth progress of the research projects. The arrangements provided by the authority include the release of funds to the particular investigator, guiding the investigators to complete the projects within the stipulated time. It provides inspiration and moral support to the researchers to publish their findings in journals, books, etc. Moreover, measures also taken to facilitate the smooth progress and implementation of research scheme.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | | | |
| Outlay in Rs. Lakhs | | | | |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|----------|------------|-----------|
| Number | 01 | 01 | 01 | 01 |
| Outlay in Rs. Lakhs | | 70,000/- | | |

3.4 Details on research publications

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

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | 2yrs | UGC | 70,000/- | yes |
| 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 | 01 | | 70,000/- | |

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through

Consultancy

3.11 No. of conferences

organized by the Institution

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|------------------|
| Number | | | | | 05 |
| Sponsoring agencies | | | | | 1.Self 2.ICPR |

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

02

3.13 No. of collaborations

International

National

Any other

01

3.14 No. of linkages created during this year

01

3.15 Total budget for research for current year in lacs :

From funding agency

UGC

From Management of University/College

Total

70,000/-

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 |
|-------|---------------|----------|-------|------------|------|---------|
| 08 | --- | ---- | 02 | 06 | --- | --- |

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 | <input type="text" value="04"/> | State level | <input type="text" value="07"/> |
| National level | <input type="text" value="02"/> | International level | <input type="text"/> |

3.22 No. of students participated in NCC events:

| | | | |
|------------------|---------------------------------|---------------------|---------------------------------|
| University level | <input type="text"/> | State level | <input type="text" value="20"/> |
| National level | <input type="text" value="03"/> | International level | <input type="text"/> |

3.23 No. of Awards won in NSS:

| | | | |
|------------------|----------------------|---------------------|----------------------|
| University level | <input type="text"/> | State level | <input type="text"/> |
| National level | <input type="text"/> | International level | <input type="text"/> |

3.24 No. of Awards won in NCC:

| | | | |
|------------------|---------------------------------|---------------------|----------------------|
| University level | <input type="text"/> | State level | <input type="text"/> |
| National level | <input type="text" value="05"/> | International level | <input type="text"/> |

3.25 No. of Extension activities organized

| | | | | | |
|------------------|---------------------------------|---------------|---------------------------------|-----------|----------------------|
| University forum | <input type="text"/> | College forum | <input type="text"/> | | |
| NCC | <input type="text" value="03"/> | NSS | <input type="text" value="03"/> | Any other | <input type="text"/> |

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

- Awareness programme on HIV/AIDS
- Regular and Special activities on environmental issues
- Cleanliness drive and tree plantation

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 | 181620 sq. mts | New reading room for Central Library | UGC | 3,14,000/- |
| | | Ground floor of the Women Hostel has been completed | UGC | 15,00000/- |
| Class rooms | | | | |
| Laboratories | | | | |
| | | | | |
| 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 | | Development Grants | UGC | 64,000/- |

4.2 Computerization of administration and library

The College has a well equipped central library. The library committee sits twice in a year to discuss the overall functioning and also plans for further actions to be taken. However the process of computerization of administration and library are partially done.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------|-------------|--------|-------|-------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 9,553 | -- | 371 | 56,718 | 9924 | -- |
| Reference Books | 9,500 | -- | 81 | 45710 | 9581 | -- |
| e-Books | | | | | | |
| Journals | 02 | -- | 02 | 1600 | 02 | -- |
| e-Journals | | | | | | |
| Digital Database | | | | | | |
| CD & Video | | | | | | |
| Others (specify) | 04 | -- | 04 | 2,500 | 04 | -- |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 15 | 10 | | | | 03 | | 02 |
| Added | | | | | | | | |
| Total | 15 | 10 | | | | 03 | | 02 |

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

| Name of the Programme | Target groups | Organizations/ Department |
|---------------------------------|------------------------------------|---|
| Diploma in Computer Application | H.S. 1 st year students | Computer Science Department, SBMS College |
| Office automation | UDA & LDA | NIIT, Guwahati |

4.6 Amount spent on maintenance in lakhs :

| | |
|--|----------------------|
| i) ICT | <input type="text"/> |
| ii) Campus Infrastructure and facilities | 18,78,000 |
| iii) Equipments | <input type="text"/> |
| iv) Others | <input type="text"/> |
| Total : | 18,78,000 |

Criterion – V
Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

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

5.2 Efforts made by the institution for tracking the progression

The Carrier Counselling and Guidance Cell conducts following programme for students progression:

- How to Face Bank PO Examination
- Counselling for Information Technology
- Career Counselling

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|----|--------|--------|
| 385 | – | – | 433 |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

| | | | | | |
|-----|-----|---|-------|-----|---|
| Men | No | % | Women | No | % |
| | 173 | | | 215 | |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 247 | 77 | 04 | 37 | --- | 365 | 257 | 109 | 03 | 15 | 01 | 385 |

Demand ratio: 1.1

Dropout : 40%

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

Students competing for various examinations are guided by the teaching faculty, who also take up coaching classes for students opting to compete for the Bank examination, Self employment business, Defence services etc. The Carrier Counseling and Guidance cell conducts different programme for students who wants to appear different competitive examination.

No. of students beneficiaries

50%

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The Career Guidance Cell of the Institution extends formal guidance and counselling to students seeking placement in job.

Programmes organised by career counselling and guidance cell for competitive examinations are stated below

| Name of the Programme | Name of the Resource Person/Organisation/Institution Invited | Organiser | Year |
|--|--|------------------|-------------|
| How to Face Bank PO Examination | Mr. Anil Kr. Das, Branch Manager, SBI, Sualkuchi | CCGC | 2009 |
| Counselling for Information Technology | NIIT, Chandmari, Guwahati | CCGC | 2009 |
| Workshop on Semester System | Dr. K.G. Bhattacharjee, Retired Director , Academic Staff College | CCGC | 2010 |

No. of students benefitted

50%

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

The Women Cell of the college also deals with various community works such as weavers' enlightenment programme, programme on gender issues, workshop on women empowerment etc: SBMS College is a co-educational institution with nearly 60% in its enrolment being female students. Among the faculty too, more than 33% are female teachers. In the library, gender distribution is equal. Thus the institution itself presents positive signal for gender- friendly environment. No discrimination is allowed in respect of gender issues in the campus. Equal opportunity is accorded to girl students to contest for election to the Students Union, to participate in co-curricular activities, to enroll themselves in the NCC and offer membership to NSS, etc. That there is a healthy atmosphere of equal privileges to members of both the sexes.

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 | 16 | 5130/- |
| Financial support from government | 114 | 76,310/- |
| Financial support from other sources | | |
| Number of students who received International/ National recognitions | | |

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

| Unit/ Cell | Programme | Date |
|-----------------|--|--------------------------------|
| Red Ribbon Club | Awareness programme on HIV/AIDS | 1 st Decembar, 2009 |
| NSS | Regular and Special activities on environmental issues | 5 th June, 2009 |
| NCC | Cleanliness drive and tree plantation | 10 th January,2010 |

5.13 Major grievances of students (if any) redressed: Ni

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

❖ **Our Vision**

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

❖ **Our Mission**

The missions of our college are:

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

The College has been maintaining transparency in all respect of its activities and opens all kinds of information to anyone seeking it. It is obligatory on the part of the Head of the institution to serve the top management and other stake-holders with required information. All queries are made available to the top management at the earliest. The head of the institution usually provides adequate information for the top management, stakeholders, etc., by following different means.

1. The college has a comprehensive and up-to-date database for information accessible to all in the college website i.e. www.sbmscollege.org for management, stake-holders etc.
2. Anyone can apply for information of any kind to the Principal, or can send email to: collegesbms@gmail.com.
3. The college provides academic information through Newsletters and the college Prospectus.
4. The college too provides information to seekers through RTI.

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

6.3.1 Curriculum Development

Being a constituent institution of the Gauhati University, this institution shares the views of the parent University. The Gauhati University has the power to frame and design the syllabus. The parent university asks the affiliated colleges to send suggestions on curricular aspects from time to time. As it is the only centre of higher education in the greater Sualkuchi area, this institution has its own goal and mission, which are executed through the set curricular in an innovative way. The innovations are made so as to inculcate socio-cultural and democratic values among the student community.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

The internal examinations of the college are conducted at the fixed date and time clearly mentioned in the prospectus. The answer-scripts are also thoroughly evaluated by concerned teachers within the fixed time. Sometimes the faculties distribute the answer-scripts among the students with necessary comments showing merits and demerits of the answers for their future improvements. There is also system of sending mark sheets to the parents of every student by post. Marks are also notified in the college notice-board.

6.3.4 Research and Development

- ❖ The Institution inculcate an academic atmosphere and awareness among the faculty members to pursue research activities
- ❖ It also monitor and review the standard of research reflected in the proposals as per the UGC Guideline
- ❖ Circulate and provide up-to date UGC guideline and notification to the faculty members
- ❖ It also recommends suggestions so as to maintain qualitative improvement of the research project submitted by the faculty members.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The Central library of the college is rich with books and journals, newspapers and other reference books. The authority is always concerned with the overall development of the library, and a huge amount is spent in purchasing departmental books and journals

The Institution has a well formulated policy for creation and enhancement of infrastructure. The authority in collaboration with the IQAC which include all the Heads of the Departments as core members along with the various Committees device a lay-out of the plan which is forwarded to the Governing Body for further discussion and approval.

6.3.6 Human Resource Management

The College management believes in the motto “go-together”. It supports the involvement of the staff in improving the effectiveness and efficiency in all the institutional activities of the college. In each and every work of the college, from the admission to the examination process, the participation of the staff is cordially sought and all the staff members take immense pleasure to involve themselves. The decentralised and delegated autonomy to the possible extent to sub-committee under the leadership of teachers is our proved practice to ensure involvement of staff.

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 research inputs from the faculty members of the college have contributed to the socio-economic development of the community inhabiting greater Sualkuchi area. The communities related to the famous silk industry of Sualkuchi area could be considered as one of the best examples in this regard.

However 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.

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 | 01 |
| Non teaching | 01 |
| Students | 01 |

6.5 Total corpus fund generated

17, 16,732/-

6.6 Whether annual financial audit has been done

Yes

No

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|-------------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | YES | DHE | Yes | The College |
| Administrative | Yes | DHE/CA | Yes | The GB |

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

For UG Programmes

Yes

No

For PG Programmes

Yes

No

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

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

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

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

6.11 Activities and support from the Alumni Association

The Alumni Association has been functioning since 2003. All the old students of this college are encouraged to become a member of the Alumni Association.

A few alumni of the college extend their support by joining as a part time faculty. There are alumni who extend their cooperation by taking classes of the K.K. Handiqui State Open University. Above all the alumni meet of the college offers their various suggestions and looks after the overall development of the college by taking part in the different activities.

6.12 Activities and support from the Parent – Teacher Association

There are three members of parents included in the Governing Body to look after the growth and development of the college, students welfare measures, their performance in the internal and external examinations, and infrastructure improvement.

The authority of the college meets the parents whenever required to discuss the performance of their wards. Their valuable suggestions are taken into account for implementation.

6.13 Development programmes for support staff

The Institution manoeuvres effective strategies for motivating the employees on their roles and responsibilities through professional training programmes, sanctioning leave for the stipulated period and also by offering the platform to many profession- enhancement programmes, seminars and workshops

The institution also extends its support to the non-teaching staff so as to enhance their professional expertise. Computer training programmes and office-documentation workshops are attended by the non-teaching members including the library staff.

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

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

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 detail

- a) Academic counselling
- b) Emphasis on regular attendance of students in the classes
- c) Democratic administrative system
- d) Emphasis on all round development of students with the necessary arrangement of co curricular activities.

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 previous year and tried to locate the weak points. In its annual meeting with the principal, the cell chalked out the necessary actions for quality enhancement of education. Proposal has been submitted to the UGC for infrastructure and academic development of the college as a whole.

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

- a) Weavers' Enlightenment Programme
- b) Role of Women in Village Panchayati Raj System in Sualkuchi.

****Provided the details in annexure no. III.***

7.4 Contribution to environmental awareness / protection

SBMS College is located in Sualkuchi, a small village on the bank of the mighty river Brahmaputra. The land of this rural area is therefore rich and fertile having a huge variety of fauna. This adds both to the picturesque quality and the naturalness of a large area around the institution.

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

'Green Audit' of the campus is carried out and maintained especially by the department of Botany, which is also supervising the maintenance of the existing trees and planting new trees. The NSS and the NCC units plant herbs and trees and this is their joint venture to celebrate World Environmental Day in the campus. This is a non-academic pursuit that develops eco-friendly concern among the students

7. Whether environmental audit was conducted?

Yes

No

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

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

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

The IQAC facilitate SWOC analysis at the different Departmental level.

8. Plans of institution for next year

(i) CURRICULAR ASPECT

- a) The institution plans to develop quality benchmarks for the various academic and administrative activities of the institution.
- b) To document various programmes and the responsibility given to the IQAC.
- c) To introduce innovative methods of teaching, learning and evaluation.
- d) To enhance the quality of various programmes such as Yoga classes, remedial class
- e) To organize Inter-Disciplinary Programmes with seminars, popular talks etc

ii) TEACHING, LEARNING AND EVALUATION:

- a) To maintain a teachers diary with departmental activities.
- b) To prepare a teaching and lesson plan.
- c) To sustain the process of student feedback about the course and about the teachers.
- d) To continue with educational tour for the undergraduate students
- e) To conduct annual exhibition of art and culture and organize a book fair.

III) RESEARCH, CONSULTANCY AND EXTENSION:

- a) To encourage the faculty members to organize seminars, conference etc.
- b) To encourage the faculty members to publish research papers.
- c) To organize carrier awareness programmes and personality development programmes for students.

IV) INFRASTRUCTURE AND LEARNING RESOURCES:

- a) To carry out the renovation work for the science block.
- b) To purchase scientific equipments for science laboratories.
- c) To develop the infrastructure of the science stream for provincialization.
- d) To extend the drinking water facilities to the science block.

V) STUDENT SUPPORT AND PROGRESSION:

- a) To inform the students about various scholarships awarded by the State Government and other agencies.
- b) To encourage the students to undergo various professional training.
- c) To encourage the students to involve in NCC, NSS and other activities of the college for its uplift.
- d) To encourage the students to involve in community work.

VI) GOVERNANCE AND LEADERSHIP:

- a) To continue with annual staff meeting to take necessary action for further development of the college both academic and administrative.
- b) To encourage the non-teaching staff to participate in orientation programme on office management.
- c) To sustain the effective functioning of different commit
- d) To arrange periodical meeting to review the progress of the departments.

VII) INNOVATIVE PRACTICES:

- a) To introduce innovative practices for better academic atmosphere.
- b) To maintain the campus clean and eco- friendly.
- c) To regular publication of student magazine and college wall magazine.
- d) To continue with the existing best practices.

Mrs. Mamani Devi

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 : 2009-10

JUNE - 2009

Working Days : 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18,
19, 20, 22, 23, 24, 25, 26, 27, 29, 30 = 26 days
Sundays : 7, 14, 21, 28 = 4 days

JULY - 2009

Summer Vacation : 1st - 31st. = 31days

AUGUST - 2009

Working Days : 1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 17, 18, 19, 20,
21, 24, 25, 26, 27, 28, 29, 31 = 24 days
Sundays : 2, 9, 16, 23, 30 = 5 days
Holidays : 15th- Independence Day
22nd- Tithi of Srimanta Sankardeva = 2 days

SEPTEMBER - 2009

Working Days : 1, 2, 3, 4, 5, 7, 8, 10, 12, 14, 15, 16, 17, 18, 19, 23,
24 = 17 days.
Sundays : 6, 13, 20, 27. = 4 days.
Holiday : 9th Tithi of Madhavdeva, 11th Janmastomi, 21st & 22nd
Id-UI-Fitr, 25th-30th Durga Puja/Sankar Dev Janmotsav
= 10 days.

OCTOBER - 2009

Working Days : 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 19, 20, 21, 22,
23, 24, 26, 27, 28, 29, 30, 31 = 23 days
Sundays : 4, 11, 18, 25, = 4 days
Holidays : 1st-4th Sankar Dev Janmotsav/Gandhi Jayanti/
Lakshmi Puja, 17th Kali Puja & Dewali, 18th Kati
Bihi = 6 days

NOVEMBER - 2009

Working Days : 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19,
20, 21, 23, 24, 25, 26, 27, 30 = 23 days

Sundays : 1, 8, 15, 22, 29 = 5 days
 Holidays : 2nd - Guru Nanak's Birthday, 28th - Id-UI-Zaha = 2 days

DECEMBER - 2009

Working Days : 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 21, 22, 23, 24, 26, 29, 30, 31 = 25 days
 Sundays : 6, 13, 20, 27 = 4 days
 Holidays : 25th Christmas Day, 28th Mahram = 2 days

JANUARY - 2010

Working Days : 1, 2, 4, 5, 6, 7, 8, 9, 11, 12, 13, 18, 19, 21, 22, 23, 25, 27, 28, 29, 30 = 21 days
 Sundays : 3, 10, 17, 24, 31 = 5 days
 Holidays : 14th-16th Magh Bihu, 17th Silpi Divas, 20th Swaraswati Puja, 26th Republic day = 6 days

FEBRUARY - 2010

Working Days : 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27 = 23 days
 Sundays : 7, 14, 21, 28 = 4 days
 Holidays : 12th Sivaratri, 28th Dol Jatra = 2 days

MARCH - 2010

Working Days : 2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30, 31 = 26 days
 Sundays : 7, 14, 21, 28 = 4 days
 Holidays : 1st Dol Jatra = 1 day

APRIL - 2010

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

MAY - 2010

Working Days : 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29 = 24 days
 Sundays : 2, 9, 16, 23, 30 = 5 days
 Holidays : 1st May Day, 9th Budha Purnima = 2 days

TENTATIVE DATES FOR TEST EXAMINATION, FESTIVALS ETC.

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 : To be announced later.
 - 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

(At Percentage)

| Sl No | Particular | Very Good | Good | Satisfactory |
|-------|--|-----------|------|--------------|
| 1 | Ability to bring conceptual clarity and promotion of thinking ability by teacher | 75 | 20 | 5 |
| 2 | Motivation provided | 70 | 22 | 8 |
| 3 | Teachers Communication Skill | 87 | 19 | 4 |
| 4 | Teachers Regularity and Punctuality | 82 | 16 | 2 |
| 5 | Teachers Subject Knowledge | 77 | 16 | 7 |
| 6 | Completion and Coverage of Course | 72 | 14 | 14 |
| 7 | Complement theory with practical examination | 84 | 10 | 6 |
| 8 | Teacher interaction and guidelines out site of the class | 71 | 21 | 8 |
| 9 | Teachers computer /IT Skills, if applicable | 67 | 18 | 15 |
| 10 | Teachers overall performance | 77 | 21 | 2 |

a. Students' Feedback(outgoing)

b) Student Feedback on course

| SL NO | Parameters | Percentage |
|-------|--|------------|
| 01 | The syllabus of UG course was adequate | 75% |
| 02 | How much of the syllabus was covered in the class | 82% |
| 03 | Your opinion about the availability of the reading material in the Linrary | 60% |
| 04 | Your opinion about the teacher prepare for the class | 70% |
| 05 | Your opinion about the communicative skill of the teacher | 75% |
| 06 | Your opinion about the teaching method used by the teacher | 75% |
| 07 | How far the teacher encourages student participation in class | 75% |
| 08 | Your comment on internal assessment and feedback on the assessment process | 65% |
| 09 | Your comment on course curriculum | 20% |

a. Parents' Feedback form

| Sl No | Particular | Excellent | Good | Average | Poor |
|-------|---|-----------|------|---------|------|
| 1 | Views on organizing parents-teachers meeting | 10% | 40% | 10% | 1.1% |
| 2 | Academic progress of your ward at SBMS College | 20% | 66% | 3.0% | 1.0% |
| 3 | Quality of academic researches namely teachers, course material, environment, etc. | 30% | 60% | 4.1% | 1.1% |
| 4 | Efforts taken by department for overall growing and personality development | 42% | 75% | 1.1% | 1.0% |
| 5 | 5 Encouragement to students for participation in different co-curricular activities | 30% | 65% | 1.0% | 1.1% |
| 6 | Programmes arranged by the department/ authority for achieving students' exposure to institutes of higher education | 10% | 60% | 1.0% | 1.0% |
| 7 | Infrastructure facilities namely library, laboratory, canteen, lavatory and other campus facilities | 05% | 45% | 2.0% | 1.0% |

ANNEXURE -III

Best Practice-I

a) Weavers' Enlightenment Programme

The basic objectives of this practice are:

- i) To arouse awareness among the weavers regarding their status
- ii) To enhance their financial position through the mode of systematic planning and saving.
- iii) To create awareness among them regarding the value of education including health and hygiene for their uplift and their future generation.
- iv) To empower them by developing self reliance.

Goal:

The institution is situated in the silk village Sualkuchi. Women-folk of the village are engaged in the local handloom industry. The Women Cell of the college is carrying out various programmes concerning the women folk at large from time to time. The cell under the umbrella of the authority executes the plan of empowering the women folk of the village through Weavers' Enlightenment Programme in order to create an awareness among them regarding their life style, occupation, saving etc , thereby motivating them to lead an orderly life.

The context:

The Weavers' Enlightenment programme consists of two phases. The first phase deals with the visit of the members of the cell to ten factories (maximum) of the industry.

The second phase consists of the actual event that is the enlightenment programme where fifty two numbers of weavers are benefitted through their participation

The Practice:

The sensitising programme attributes a positive impact among the weavers, as a result of which they become conscious at both social and economic levels. The feedback of the beneficiaries is informally collected by the cell.

Best Practice-II

b) Role of Women in Village Panchayati Raj System

Objectives:

To motivate the women members of the Gaon Panchayats of greater Sualkuchi , the Women Cell of the college organised a workshop, where large number of women members including the local NGOS participated.

The basic objective of bringing improvement in the socio- economic condition of women could be successful only by taking suitable initiatives and measures for empowering them. Women cannot be empowered unless they are provided proper representation in the political system.

Goal:

- a) Securing women's human rights
- b) To make them capable in decision making
- c) To make them capable to think and sort out right and wrong

Context:

The workshop was inaugurated with the lectures delivered by the faculties of different departments of the college on the actual financial and administrative functioning of the Panchayats. The women members actively participated in the workshop and raised several questions to identifying the problems of self, groups and community as a whole.

Practice:

The workshop was very fruitful, as it was for the first time in the entire locality such kind of activity has taken place. As a result the female members of the Panchyats maintained a close contact with the Women Cell of the college and take necessary suggestion whenever required.