

# 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

SualkuchiBudramMadhabSatradhikar College ( SBMS College)

1.2 Address Line 1

P.O- SUALKUCHI

Address Line 2

City/Town

SUALKUCHI, DIST- KAMRUP

State

ASSAM

Pin Code

781103

Institution e-mail address

collegesbms@gmail.com

Contact Nos.

0361-2913902

Name of the Head of the Institution:

MR TUA KATAKI

Tel. No. with STD Code:

0361-2913902

Mobile:

Name of the IQAC Co-ordinator:

MRS MAMANI DEVI  
MR. NIHAR RANJAN KALITA

Mobile:

09453109206, 0970723066

IQAC e-mail address:

collegesbms@gmail.com

1.3 NAAC Track ID(For ex. MHC0GN 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 dt 28-02-2005

1.5 Website address:

www.sbmscollege.org

Web-link of the AQAR:

www.sbmscollege.org/report-of-2010-2011.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 <sup>st</sup> Cycle	C+		2005	2005-2010
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

25/06/2005

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

2010-2011

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 :	2006- 2007	11-11-2014
ii. AQAR :	2007-2008	11-11-2014
iii. AQAR :	2008-2009	11-11-2014
iv. AQAR:	2009-2010	11-11-2014

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

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

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law PE  (PhysEdu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

PGDCA

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

Gauhati University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

✓Affiliated  
College

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers

10

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

2

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 03

2.11 No. of meetings with various stakeholders: No Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International  National  State  Institution Level

(ii) Themes

➤ Role of Higher Education in Transforming Rural Economy/ Innovation & Education

## 2.14 Significant Activities and contributions made by IQAC

- Consolidation of Institutional Activities
- Taking Initiative to Enhance Responsibility of Stakeholders.

## 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
<p><b>(I) <u>Curricular Aspect:</u></b></p> <ol style="list-style-type: none"> <li>1. To take the necessary actions to introduce vocational courses in the college</li> <li>2. To ensure participation of teachers in New Semester system, curriculum design, workshops conducted by Gauhati University</li> <li>3. To organize counselling process for the students to inform about new Semester System</li> <li>4. To conduct Cultural Exchange Programme with the neighbouring college</li> <li>5. To organize Departmental Seminars on relevant topic.</li> <li>6. To carry out Environmental Project based on protection of forests and wetlands in and around Sualkuchi.</li> </ol> <p><b>(II) <u>Teaching, Learning and Evaluation:</u></b></p> <ol style="list-style-type: none"> <li>1. Documenting various programmes of the college.</li> <li>2. Introducing innovative methods of teaching, learning and evaluation.</li> <li>3. Disseminating information on various quality based information of higher education.</li> <li>4. Preparing Annual Quality Assurance Report.</li> <li>5. Evaluation of teachers by students will be conducted in different times according to the department concern.</li> <li>6. Training on computer application for the teaching and non-teaching staff.</li> <li>7. Organize popular talk on job opportunities to encourage the final year students.</li> </ol> <p><b>(III) <u>Research, Consultancy and extension:</u></b></p> <ol style="list-style-type: none"> <li>1. To establish a new Research and Development Cell.</li> <li>2. Apply for more major and minor research projects to UGC and other funding agencies including State and Central Government.</li> <li>3. To establish collaborative research programme with other</li> </ol>	<ul style="list-style-type: none"> <li>➤ College has forwarded some scheme to start vocational course in the college to higher authority of State Govt.</li> <li>➤ Workshop/ conference conducted for teacher to know about new pattern of semester system are well attended in different field.</li> <li>➤ Student counselling was done at the time of admission</li> <li>➤ Departmental seminar with contemporary topics were organised</li> <li>➤ Project/ Field work on environment as envisaged was done.</li>   <li>➤ Special initiative are taken to monitor various programme of college</li> <li>➤ Micro teaching at major/honours subject is introduced</li> <li>➤ Central evaluation of teacher are done in phased manner</li> <li>➤ Training of computer knowledge to teacher and non teaching staff were imparted</li> <li>➤ Talks on popular subject with educative value/ job opportunities/ career guidance are organised throughout the academic year.</li>   <li>➤ Research and Development cell with specific objective were formed in the college.</li> <li>➤ Teachers are encouraged to apply for Major/minor research project and IQAC</li> </ul>

<p>universities, agencies, and State Government Organization.</p> <p>4. To publish and present more research paper in Seminars, Magazines, Journals etc.</p> <p><b>(IV) <u>Infrastructure and Learning Resources:</u></b></p> <ol style="list-style-type: none"> <li>To ensure the involvement of students and staff in keeping the campus clean and eco-friendly.</li> <li>Submit proposal to UGC and State Government for various infrastructure developments.</li> <li>Introduce more new sets of computers in the Computer Laboratory.</li> <li>Purchase more books and journals for computer section.</li> <li>Purchase books for departmental library.</li> </ol> <p><b>(v) <u>Student Support and Progression:</u></b></p> <ol style="list-style-type: none"> <li>To continue with the practice of awarding the meritorious students.</li> <li>Encourage the students to undergo various professional training.</li> <li>Encourage the NCC cadets to collaborate various activities to maintain discipline and cooperation among the students.</li> <li>Strengthen the guidance and placement cell.</li> <li>Encourage the students to become a best user of the college library.</li> <li>To encourage the students to participate inter-college sports and cultural competition.</li> <li>To organize compulsory educational tour for students and to prepare a project report.</li> </ol> <p><b>(vi) <u>Governance and Leadership:</u></b></p> <ol style="list-style-type: none"> <li>To continue the functioning of various committees for the development of the institution.</li> <li>To continue with the functioning of IQAC.</li> <li>Celebration of different days of National and International importance.</li> <li>To strengthen the Grievance and Redressed cell.</li> <li>To continue the practice of annual budgeting.</li> <li>To organize inter-college debating competition.</li> <li>Continue the periodical and general staff meetings.</li> <li>Training programme for non-teaching staff for office documentation.</li> </ol> <p><b>(vii) <u>Innovative practices:</u></b></p> <ol style="list-style-type: none"> <li>To introduce innovative practices by each department for academic and administrative development.</li> <li>Publish annual magazine, wall magazine.</li> <li>Organize educational and environmental tour.</li> <li>Keep the campus clean to maintain eco-friendly atmosphere.</li> </ol>	<p>helped them to materialise the scheme.</p> <ul style="list-style-type: none"> <li>➤ Collaboration with two different organisations on research were formalised</li> <li>➤ Two campus sanitization programmes with the help of NSS and NCC unit of college are done</li> <li>➤ Authority had submitted proposal to UGC to enhance infrastructure of college.</li> <li>➤ Books/ journals purchased for both central/ departmental library</li> <li>➤ Meritorious students were awarded through Welfare scheme of college/ State Govtprog/ Local MLA fund.</li> <li>➤ NCC unit of college participated in Handloom expo conducted by ARTFED.</li> <li>➤ Guidance and Placement cell were empowered to do more programme.</li> <li>➤ College participated in Gauhatiuniversity youth festival and various inter college competition held in different parts of the state.</li> <li>➤ Compulsory exposure visit of student were organised.</li> <li>➤ Special initiative are taken for strengthening the IQAC cell</li> <li>➤ New format of Questionnaire were prepared to take Student Feedback to grab the reality.</li> <li>➤ New members (Lawyer) were empanelled into Grievance and Redressed Cell to monitor legal issues.</li> <li>➤ Late RanjitChoudhury memorial Inter college debate completion is organised as scheduled.</li> <li>➤ College fraternity took special initiative to help the cottage industry ( silk Industry) of the village for which the area is known worldwide.</li> <li>➤ Publication of magazine/ wall paper done on time</li> <li>➤ On recommendation of Parents association, one to one discussion / door to door visit for</li> </ul>
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5. Organize popular talk and community development programme.	the needy student were conducted to solve their diverse problems
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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 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 & Governing Body, the cell chalked out the necessary actions for quality enhancement of education.

## 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	x	x	X	x
PG	x	x	X	x
UG	2	1	X	x
PG Diploma	1	1	X	x
Advanced Diploma	x	x	X	x
Diploma	1	x	X	x
Certificate	x	x	X	x
Others	x	x	X	x
<b>Total</b>	4	2		
Interdisciplinary				
Innovative				



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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	2
Trimester	
Annual	3

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.

Being affiliated college, syllabi gets changed time to time as per Gauhati University direction

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

Computer Application in Degree classes.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
40	26	14	x	x

2.2 No. of permanent faculty with Ph.D.

8

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
x	x	x	1	x	x	3	x	3	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

x

x

3

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	2	24	16
Presented papers	2	18	11
Resource Persons	x	3	5

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

- Degree third year students are given computer training on MS office in the period 1-16 Sep 2010
- Micro teaching at major subject is introduced
- New model of college routine to cater credit based semester system was formulated with expanded class timing.

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

187

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

Double valuation

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

2      2      3

2.10 Average percentage of attendance of students

78%

2.11 Course/Programme wise Distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(Major)	45	07	07	38		82.22
BA(Pass)	82				82	100%
BSc(Pass)	01				01	100%

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

- ◆ On the basis of feedback of concerned stake holders, IQAC direct, modify plans and actions
- ◆ By analysing the trend of new admission and the subjects selected by new entrants, special instructions/ directions/ advices are issued/given to the concerned departments.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	5
UGC – Faculty Improvement Programme	1
HRD programmes	x
Orientation programmes	2
Faculty exchange programme	x
Staff training conducted by the university	2
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	3
Others	2

### 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	6	1	x	1
Technical Staff	5	x	x	2

## Criterion – III

### 3. Research, Consultancy and Extension

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

- ◆ Necessary help to the first timer researcher are provided to construct proposal for research project.
- ◆ The cell worked as a intermediaries to get research link with Georgia Southern University and Bodoland University Research Council in this academic year.

#### 3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	x		2	x
Outlay in Rs. Lakhs			300000/-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	x		
Non-Peer Review Journals		5	2
e-Journals		3	1
Conference proceedings		3	3

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	2 Years	UGC	3,00000/-	
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			300000/-	

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	x	x	x	x	5
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	x
	Granted	x
International	Applied	x
	Granted	x
Commercialised	Applied	x
	Granted	x

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

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

x
x

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

3
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3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF	<input type="text"/>	SRF	<input type="text"/>	Project Fellows	<input type="text"/>	Any other	<input type="text"/>
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3.21 No. of students Participated in NSS events:

	University level	<input type="text" value="01"/>	State level	<input type="text" value="15"/>
National level	<input type="text" value="02"/>	International level	<input type="text" value="x"/>	

3.22 No. of students participated in NCC events:

	University level	<input type="text" value="x"/>	State level	<input type="text" value="25"/>
National level	<input type="text"/>	International level	<input type="text"/>	

3.23 No. of Awards won in NSS:

	University level	<input type="text"/>	State level	<input type="text" value="x"/>
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" value="x"/>
National level	<input type="text"/>	International level	<input type="text"/>	

### 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

- I. Cleanliness drive in Bongsor area of Sualkuchi on 15/10/2010
- II. Participation of teaching staff in the movement to strengthen Silk industry of Sualkuchi ( Cottage industry)

## 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. meter			
Class rooms	18			
Laboratories	5			
Seminar Halls	x			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	15			
Value of the equipment purchased during the year (Rs. in Lakhs)		952000/-	UGC	
Others		977000/-	State Govt.	

#### 4.2 Computerization of administration and library

- ◆ Focussed is zeroed upon the non teaching staff to make them computer literate and special training in this regard is conducted.
- ◆ Arrangement with inflibnet is in progress for library computerisation. A library based software is also installed to give exposure in library related work.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11498		467	52,055	11,965	
Reference Books	9565		82	45,710	9647	
e-Books						
Journals	02	-		-	-	-
e-Journals						
Digital Database						
CD & Video						
Others (specify)	02	-		-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	25	10				02		02
Added								
Total	25					02		02

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

- ◆ Students are encouraged to take admission into computer based course. In fact all students of pre degree students are given compulsory training in the college campus.
- ◆ Local ITC firm HD Engineering is given responsibility to do a pilot project on LAN connectivity of various department of college particularly library, main office and computer department.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

x

ii) Campus Infrastructure and facilities

9,77,000

iii) Equipments

x



iv) Others 9,52000

**Total :** 19,29,000

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ◆ IQAC often informs the college authority about the changing scenario of SSS in the field of higher education and steps need to be followed in this regard
- ◆ The cell helps different department in synchronisation of plans without hampering normal academic routine of college,

#### 5.2 Efforts made by the institution for tracking the progression

- ◆ The institution monitors all activities of different group of college community and holds management meeting with utmost attention for proper discussion of issues.
- ◆ Resolutions, if any, to rectify/ modify a programme/ steps are taken in the meeting institution tries its best to implement it
- ◆ Proper co ordination between IQAC and institution are always maintained to discuss issues pertaing to examination result, grievance redress etc at utmost importance.
- ◆ The college authority organized different programmes intended to promote physical culture and capabilities of students.
- ◆ The college football team participated in inter-college football tournament held in Kokrajhar college.
- ◆ A few students participated in Gauhati University youth festival and secured two gold and the silver medal.

.3 (a) Total Number of students

UG	PG	Ph. D.	Others
392	x	x	x

(b) No. of students outside the state

x

(c) No. of international students

x

Men	No	%	Women	No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
257	109	03	15	01	385	227	118	01	46	x	392

Demand ratio 1:1      Dropout (%) : 33%

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

Teacher Eligibility Test (TET) coaching centre is opened in the institution by *Sualkuchi Congress MandalCommitte* in the evening time to give coaching to TET aspirants of village ( Sponsored by local MLA).

No. of students beneficiaries

460

#### 5.5 No. of students qualified in these examinations

NET  x    SET/SLET  x    GATE  x    CAT  x  
 IAS/IPS etc  x    State PSC  x    UPSC  x    Others  13

#### 5.6 Details of student counselling and career guidance

- ◆ A detailed lecture on Scope of various Subject of Under graduate Course to choose correct subject for study
- ◆ Information to the student about various vacancy/ career opportunities through career counselling cell

No. of students benefitted

350

#### 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
x	x	x	13

### 5.8 Details of gender sensitization programmes

- Conducted a programme on managerial skill development of women
- Awareness prog on health of Girl Child in collaboration with Sualkuchi Primary Health Centre. (FRU)

### 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	3680.00
Financial support from government	107	447120.00
Financial support from other sources	x	
Number of students who received International/ National recognitions	x	

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

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

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

◆ **Our Vision:**

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

- ◆ Under the Assam Govt College Provincialisation Act 2005, The college is under direct control of Directorate of Higher education ( DPI) and liable to provide all information as it sought.
- ◆ The institution provides all the necessary information regarding Admission, examination fees collection through proper channel like notice board, special announcement etc.
- ◆ The authority selects the member of various committees of the institution with due consultation of Staff council, Student union body as it needed.
- ◆ Any information regarding internal matter of college could be availed with prior approval of College Governing Body ( GB)

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

### 6.3.1 Curriculum Development

- ◆ The college is an affiliated institution under Gauhati University and hence no liberty to the matter of innovation in curricular design/ transaction and developments. All the under Graduate courses of the college were running on annual stream. From the year 2011 onwards a Choice Based Credit and Semester System is going to be introduce in under graduate level. All the faculty members of the college have actually participated in the syllabus revision process arranged by the Gauhati University. One member of the teaching staff Mr. Niha rRanjan Kalita of the college played his role as member of the Board of Studies of the college.

### 6.3.2 Teaching and Learning

- ◆ Special initiative are taken to monitor various programme of college
- ◆ Micro teaching at major/honours subject is introduced
- ◆ Central evaluation of teacher are done in phased manner
- ◆ Training of computer knowledge to teacher and non-teaching staff were imparted
- ◆ Talks on popular subject with educative value/ job opportunities/ career guidance are organised throughout the academic year.

### 6.3.3 Examination and Evaluation

- ◆ In response to the guidelines of the Gauhati University, the college conducts the final examination works of all the courses. A continuous evolution system was implemented for undergraduate students. Each department evolved their students through seminars, assignments, project and practical works, research works and through two internal examinations for each class.

#### 6.3.4 Research and Development

- ◆ A total of Rs.3,00,000/- (Rupees three lakh only) as research grants received by two faculty members from UGC during the year 2010 and 2011.

#### ◆ Details of Research scholars:

Name	Department	Ph.D/M.Phil	University
Mr. C. R. Das	Assamese	Ph.D.	G.U.
Mr. N. R. Kalita	Economics	Ph.D.	G.U.
Mrs. A. Baishya	English	Ph.D.	Assam University
Mr. B. Baishya	Philosophy	Ph.D.	G.U.
Mrs. B. Bora	Philosophy	Ph.D.	G.U.
Mrs. N. Kakati	Botany	Ph.D.	Singhania University, Rajasthan

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation:

- ◆ The college has a central library and departmental libraries for all the departments. New books and journals are incorporated to these libraries every academic year. The library also subscribes newspapers both Assamese and English, magazines and general reference material for the benefit of the students to various competitive examinations and to get information about higher studies. The departmental library is handled by the teachers of each department. The college authority submitted its plans to UGC for Library automation and for introducing a digital library.
- ◆ Increase in the infrastructural facilities in the year:
  - (i) Installed five computer sets in Computer laboratory.
  - (ii) Purchased scientific equipment for Science laboratory.
  - (iii) Increase the number of books for Computer section.
  - (iv) Renovated the science section

### 6.3.6 Human Resource Management:

- ◆ The college has sufficient number of computer sets which can be handled by both teachers and students. The training programs for students, teaching staff & non-teaching staff are arranged by the department of Computer Science.
- ◆ The institution has envisaged plan for better utilization of its manpower in coming years through proper training from State Govt. and Gauhati University.
- ◆ Computerization of Library along with its modernization are planned and due plan in this regard are forwarded to UGC for financial assistance.

### 6.3.7 Faculty and Staff recruitment

- ◆ This year the principal of the institute who also worked 30 years as lecturer in the department of Political Science has got retirement on 31-12-2010 and Vice principal Mr. Tuakataki has taken the charge of principal from 01-01-2011.
- ◆ The following teachers are newly recruited for the functioning of the classes :

<b><u>Name of the teacher</u></b>	<b><u>Department</u></b>
1. Mrs. Kakali Talukdar	Zoology
2. Mrs. Chunamoni Das	Botany
3. Mr. Bhabesh Deka	Chemistry
<b><u>Part Time Teacher :</u></b>	
1. Miss Junali Medhi	Philosophy
2. Miss Pinku Kumari Das	Political Science
3. Biju Das	Assamese
<b><u>Bearer :</u></b>	
1. Monoranjan Kalita	Physics
2. Kishore Das	Botany
3. Sankar das	Zoology

### 6.3.8 Industry Interaction / Collaboration

- ◆ The faculty members of the institutions particularly department of Economics are directly involved with the upliftment process of local cottage industry. One faculty of the department has been included in the State delegation team to visit Silk Exchange and Ram Nagarm cocoon auction market of Karnataka from 26-11-2010 to 2-01-2011.
- ◆ Teachers of this college are encouraged to associate with national and international bodies. Mr. D. Saikia of English Department has a close link with International Institution namely Istanbul Bilgi University/ Swedish Writer's union. He has also made a close contact with Georgia Southern University.
- ◆ Other faculty members also develop their linkages with research bodies like Bodoland University Research Council, North-East Social Science Research Council, etc.

### 6.3.9 Admission of Students

The admission process is carried out manually for which application forms are invited through college prospectus and college notice board. A special orientation programme for new courses is organized by the college on the day of admission.

6.4 Welfare schemes for

Teaching	Mutual aid Fund, Group Insurance Scheme(GIS)
Non teaching	Mutual aid Fund, Group Insurance Scheme(GIS)
Students	Student welfare Fund

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	Director of Higher Education	Yes	College Authority
Administrative	Yes	Do	yes	GB



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?

- ◆ Zone system of Final Examination Evaluation introduced
- ◆ More college teacher is involved in post examination related work.

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

- ◆ Given flexibility to conduct Unit test ( internal exam)
- ◆ University Academic Calendar is flexible to some extent for the college to hold college week and other programme.

6.11 Activities and support from the Alumni Association

The Alumni association of the college meets once in every year offered their valuable suggestion on college development. They also actively participate in each and every events of the college. Few alumni also supported by taking classes whenever required. They also extended their support by taking classes for the students under K.K. Handique Open University and IDOL, the centres of SBMS College.

6.12 Activities and support from the Parent – Teacher Association

The Parent – Teacher Association is one of the important stake holders of the college. A good number of parents have always actively participated in each of the events organized in the college. The parents also frequently visit the college, there by establishing and maintaining healthy relationships between the college authority and local community

6.13 Development programmes for support staff

Name of the Programmes	Target groups	Date
1. MS Office	Teaching Staff	1- 20 <sup>th</sup> December 2010
2. MS Office	NonTeaching Staff	21- 24 <sup>th</sup> January 2011

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

- ◆ World Environment Day was celebrated in the campus in a befitting manner to bring awareness among students on 05-06-2010.
- ◆ Plantation programme was conducted on College Foundation day i.e. 01-08-2010 by NSS unit
- ◆ A cleanliness drive was initiated on the eve of birth anniversary celebration programme of greatsaint Sri Sankardevai.e. on 4-10-2010 by social service department of students' union in the main market area of village.

## 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.

- Computerization of college office has tremendously improved official functioning.
- Giving training of ITC to Non-teaching staff increased their efficiency.
- Multimedia cl

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.

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

- One to one/ Door to door visit of students in special circumstances
- Computer training to Teaching/Non-teaching Staff
- Making head way to celebrate Golden Jubilee of College in 2012-13

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

7.4 Contribution to environmental awareness / protection

- Conducted Environmental Study tour on 23/12/2010 to Chandubi Bill( lake)
- Celebrated World Environmental day in College campus

7.5 Whether environmental audit was conducted? Yes  No

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

- Encouraging results of feeder area and higher enrolment of college. ( Strength)
- Lack of Infrastructure ( Weakness)
- Paving the way to start new course. ( opportunity)
- Meeting the challenges of competition ( Threat)

## **8.Plans of institution for next year**

### **(I) CURRICULAR ASPECT:**

1. Provide an orientation programme to the students for New semester system in the under Graduate level.
2. Developing quality benchmarks for the various academic and administrative activities of the institution.
3. Documenting various programmes and the responsibility should be given to the IQAC.
4. Preparing Annual Quality Assurance Report.
5. Introducing innovative methods of teaching, learning and evaluation.
6. Enhance the quality of various programme such as Yoga classes, remedial classes.
7. Organize personality development programme for students.
8. Organize Inter-Disciplinary Programmes with seminars, popular talks etc.

### **(II) TEACHING, LEARNING AND EVALUATION:**

1. To maintain a teachers diary with departmental activities.
2. Prepare a teaching and lesson plan.
3. To sustain the process of student feedback about the course and about the teachers.
4. To continue with education tour for the undergraduate students and to submit a feedback report.
5. To conduct annual exhibition of art and culture and organize a book fair.

### **(III) RESEARCH, CONSULTANCY AND EXTENSION:**

1. The Research and Development Cell of the college has the goal to encourage the teachers to pursue major and minor research work. It also aims to encourage the students to carry out projects on all different environmental issues.
2. To encourage the faculty members to organize seminars, conference etc.
3. To encourage the faculty members to publish research papers.
4. To organize carrier awareness programmes and personality development programmes for students.

**(IV) INFRASTRUCTURE AND LEARNING RESOURCES:**

1. To carry out the renovation work for the science block.
2. To purchase scientific equipments for science laboratories.
3. To develop the infrastructure of the science stream for provincialization
4. To extend the drinking water facilities to the science block.
5. To continue with the renovation of old class rooms with electrification.

**(v) STUDENT SUPPORT AND PROGRESSION:**

1. Continue with the practice to award the meritorious students.
2. To inform the students about various scholarship awarded by the State Government and other agencies.
3. To felicitate the best library users.
4. To encourage the students to undergo various professional training.
5. To encourage the students to involve in NCC, NSS and other activities of the college for its upliftments.
6. To encourage the students to involve in community work.

**(VI) GOVERNANCE AND LEADERSHIP:**

1. To prepare the annual budget proposal.
2. To continue with annual staff meeting to take necessary action for further development of the college both academic and administrative.
3. To encourage the non-teaching staff to participate orientation programme on office management.
4. To sustain the effective functioning of different committees.
5. To maintain the file update to provide necessary information to IQAC.
6. Arrange periodical meeting to review the progress of the departments.

**(VII) INNOVATIVE PRACTICES:**

1. Introduce innovative practices for better academic atmosphere.
2. To maintain the campus clean and eco friendly.
3. Regular publication of student magazine and wall magazine
4. 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*

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**Annexure I**

## Tentative dates for test Examination, Festival 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) Rassa Mahotsava
  
4. Condolence meeting, if any, will be held for one period only and classes will continue as usual thereafter.

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### ANNEXURE-II

#### 1. Students' Feedback

- a) Students' Feedback on Teacher:

(Percentage)

Sl No.	Particular	Very Good	Good	Satisfactory
1	Ability to bring conceptual clarity and promotion of thinking ability by teacher	77	21	2
2	Motivation provided	65	30	5
3	Teachers Communication Skill	72	23	5
4	Teachers Regularity and Punctuality	85	12	3
5	Teachers Subject Knowledge	80	18	2
6	Completion and Coverage of Course	77	16	7
7	Complement theory with practical examination	90	7	3
8	Teacher interaction and guidelines out site of the class	67	23	10

9	Teachers computer /IT Skills, if applicable	55	42	7
10	Teachers overall performance	75	23	3

b) Students' Feedback (outgoing) on course:

(Percentage in A,B,C,& D grade, A best)

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

**2. Parents' Feedback form**

Sl No	Particular	Excellent	Good	Average	Poor
1	Views on organizing parents-teachers meeting	65	20	10	5
2	Academic progress of your ward at SBMS College	45	35	5	15
3	Quality of academic researches namely teachers, course material, environment, etc.	33	35	17	15
4	Efforts taken by department for overall growing and personality development	35	35	28	2
5	Encouragement to students for participation in different co-curricular activities	39	47	12	2
6	Programmes arranged by the department/ authority for achieving students' exposure to institutes of higher education	32	25	25	18
7	Infrastructure facilities namely	27	33	27	13

	library, laboratory, canteen, lavatory and other campus facilities				
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## **ANNEXURE-III**

### Best Practice- 1

#### One to One / Door To Door Visit

#### **Context:**

Providing counselling is very important for young learner. Existence of nuclear family and pressure of family maintenance has lessened quality time of parents spending with growing children. Competitive world has put more burdens on youngster to achieve their goal which some time causes mental breakdown too. The situation, some time become severe in a society like Sualkuchi which is having an industrial background otherwise. To help the student to sort out their problems which either cannot be discussed (for students' point of view) with close friend or even in some cases with family member. Specific and issue based counselling, in this regard are provided to student who are in need after getting information from parents, faculty member and the student himself/herself.

#### **Goal:**

The main objectives of this practice are as follows:

- i) To help student to sort out some of their problem other than career.
- ii) To build bridge between student, teacher and college community
- iii) To monitor students mental health and to minimize their trauma.
- iv) To provide counselling in more specific way.
- v) To boost students psychological health.

#### **Practice:**

A special team with teacher having expertise in counselling field are formed to provide help to the student. One to one discussions are provided in multiple sessions with strict confidentiality to calm down student anxiety or fear. Door to door visit is also done in some extreme cases to boost the psychological health of student where involvement of parents was also in very much need. In the academic year our team conducted 25 special counselling sessions for 11 students.



## Best Practice- 2

Computer Training for Teaching/Non teaching Staff.

### **Context:**

Higher education is on the verge of having tremendous change in the 21<sup>st</sup> century and computer literacy is one of the attributes to channelize that change. Keeping in mind the need of computer knowledge especially in the teaching and non teaching staff of the college special emphasis has given to give computer exposure to the incumbent who are so far novice in this field.

### **Goal:**

The main goals of this practice are:

- i) To make everybody commuter literate in the college
- ii) To enhance quality teaching and office automation process in the college
- iii) To start multimedia class room later for over all development of teaching-learning
- iv) To boost the confidence of staff in the new ITC environment
- v) To make people aware about the need of change through digitalised environment.

### **Practice:**

In the session two target specific programmes was conducted for both teaching and non teaching staff of the college by the Computer department of the college. Incumbents were given exposure to MS office and basic knowledge of computer to perform basic works. The end result is very fruitful. It makes the trainees more confident and energetic to use computer in their day to day functioning.