

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

1. Details of the Institution

1.1 Name of the Institution

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. Dipesh Ch. Bhagabati

Tel. No. with STD Code:

0361-2913902

Mobile:

9435103147

Name of the IQAC Co-ordinator:

Mrs. Mamani Devi,
Mr. Nihar Ranjan Kalita

Mobile:

09435109206, 09707023066

IQAC e-mail address:

collegesbms@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN12241

1.4 NAAC Executive Committee No. & Date:

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

EC/35/199 dated 28-02-2005

1.5 Website address:

www.sbmscollege.org

Web-link of the AQAR:

www.sbmscollege.org/report-of-
2011-2012.html

1.6 Accreditation Details

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

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

25-06-2005

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

2011-2012

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC

- i) AQAR (2009-2010) : 11-11-2014
- iii) AQAR (2010-2011): 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 PEI (Phys Edu)
TEI (Edu) Engineering Health Science Management
Others (Specify)

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

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*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers
2.2 No. of Administrative/Technical staff
2.3 No. of students

2.4 No. of Management representatives

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 :

2.11 No. of meetings with various stakeholders:

No.	<input type="text" value="03"/>	Faculty	<input type="text" value="02"/>
Non-Teaching Staff	<input type="text" value="01"/>	Students	<input type="text"/>
Alumni	<input type="text"/>	Others	<input type="text"/>

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

2.14 Significant Activities and contributions made by IQAC

The Institution has established an IQAC cell in the year 2005 and since then the cell has been operating with a view to maintain quality in all the different fields of the institutional activities. Record and documentation of all the activities of the college are kept by the IQAC systematically. The IQAC of the college also keeps a record of the proceedings, minutes and undertakings of all the different committee meetings.

Following are some of the activities and contribution made by IQAC during the year:

- The IQAC sustains the process of student feedback about the course and the teachers.
- It encourages the faculty members to publish research papers.
- Has provided an orientation programme to the students for New semester system in the under graduate level.
- The IQAC has provided necessary information regarding various career development programmes to the faculty members.
- The IQAC has kept necessary steps to enhance the quality of various programme such as Yoga classes, remedial classes.
- The IQAC provides information to the students about various scholarships awarded by the State Government and other agencies.
- It encourages the students to involve in NCC, NSS and other activities of the college for its upliftment.
- It continues with annual staff meeting to take necessary action for further development of the college both academic and administrative.
- It encourages the non-teaching staff to participate in orientation programme on office management.
- It sustains the effective functioning of different committees.
- It arranges periodical meeting to review the progress of the departments.

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	Achievement
<p>CURRICULAR ASPECT: a) To provide an orientation programme to the students for New semester system in the under graduate level e)To introducing innovative methods of teaching, learning and evaluation g)To organize personality development programme for students.</p> <p>(II) TEACHING, LEARNING AND EVALUATION: a) To maintain a teachers diary with departmental activities. b) To prepare teaching and lesson plan for entire syllabus. c) To sustain the process of student feedback about the course and the teachers. d) To continue with education tour for the undergraduate students and to submit a feedback report.</p> <p>(II)RESEARCH, CONSULTANCY AND EXTENSION: a) To encourage the faculty members to publish research papers. b) To organize carrier awareness programmes and personality development programmesfor students.</p> <p>(IV) INFRASTRUCTURE AND LEARNING RESOURCES: a) To purchase scientific equipments for science laboratories. b) To develop the infrastructure of the science</p>	<p>CURRICULAR ASPECT: a) Provided an orientation programme to the students for New semester system in theunder graduate level b) Iintroduced innovative methods of teaching, learning and evaluation c) Organized personality development programme for students</p> <p>(II) TEACHING, LEARNING AND EVALUATION: a) Maintained a teachers diary with departmental activities. b) Prepared teaching and lesson plan for entire syllabus. c) Sustained the process of student feedback about the course and the teachers. d) Continued with education tour for the undergraduate students and to submit a feedback report.</p> <p>(II)RESEARCH, CONSULTANCY AND EXTENSION: a) Encouraged the faculty members to publish research papers. b)Organized carrier awareness programmes and personality development programmesfor students</p> <p>(IV) INFRASTRUCTURE AND LEARNING RESOURCES a) Purchased scientific equipments for science laboratories. b) Developed the infrastructure for the science</p>

<p>stream for provincialization.</p> <p>c) To extend the drinking water facilities to the science block.</p> <p>(V) STUDENT SUPPORT AND PROGRESSION:</p> <p>a) To inform the students about various scholarships awarded by the State Government and other agencies.</p> <p>c) To felicitate the best library users.</p> <p>d) To encourage the students to undergo various professional training.</p> <p>f) To encourage the students to involve in community work.</p> <p>(VI) GOVERNANCE AND LEADERSHIP:</p> <p>a) To continue with annual staff meeting to take necessary action for further development of the college both academic and administrative.</p> <p>b) To encourage the non-teaching staff to participate in orientation programme on office management.</p> <p>c) To sustain the effective functioning of different committees.</p> <p>d) To maintain the file update to provide necessary information to IQRC.</p> <p>e) Arrange periodical meeting to review the progress of the departments.</p> <p>(VII) INNOVATIVE PRACTICES:</p> <p>a) Introduce innovative practices for better academic atmosphere.</p> <p>b) To maintain the campus clean and echo friendly</p>	<p>stream for provincialization.</p> <p>c) Extended the drinking water facilities to the science block</p> <p>(V) STUDENT SUPPORT AND PROGRESSION:</p> <p>a) Informed the students about various scholarships awarded by the State Government and other agencies.</p> <p>b) To felicitate the best library users.</p> <p>c) To encourage the students to undergo various professional training.</p> <p>d) To encourage the students to involve in community work.</p> <p>(VI) GOVERNANCE AND LEADERSHIP:</p> <p>a) Continued with annual staff meeting to take necessary action for further development of the college both academic and administrative.</p> <p>b) Encouraged the non-teaching staff to participate in orientation programme on office management.</p> <p>c) Sustained the effective functioning of different committees.</p> <p>d) Maintained the file update to provide necessary information to IQRC.</p> <p>e) Arranged periodical meeting to review the progress of the departments.</p> <p>(VII) INNOVATIVE PRACTICES:</p> <p>a) Introduced innovative practices for better academic atmosphere.</p> <p>b) Maintained the campus clean and echo friendly.</p>
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2.16 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 institution tried to fulfill each and every activity of the previous AQAR. The plan and action taken in the previous year are almost fulfilled. However, the institution tries to carry out more innovative practices for the benefit of the community as a whole as it is the only one higher educational institution in the greater Sualkuchi area.

Two major steps in infrastructure development have been undertaken during this period:

- Purchasing of laboratory apparatus & equipments for the Department of Education.
- Renovation of science block.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	02	01	01	01
PG Diploma				
Advanced Diploma				
Diploma	01		01	01
Certificate				
Others				
Total	03	01	02	02
Interdisciplinary				
Innovative				

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

Bachelor of Arts (B.A)

Combination for the Arts Stream(Major)

Sl.No	Major	One subsidiary subject to be chosen from
1	Assamese	Philosophy/History/Economics/ Education
2	English	Philosophy/History/Computer Application
3	Economics	Education/Computer Application/ Political Science
4	Education	Philosophy/ Political Science
5	History	Political Science/ Elective Assamese
6	Philosophy	Education/ Elective Assamese
7	Political Science	History/ Economics/ Computer Application

In the case of students who choose Assamese or English Major, they will have to choose two subsidiary subjects from the above table.

Bachelor of Science

Combination for the Science Stream (Major)

Sl. No	Major	One subsidiary subject to be chosen from
1	Botany	Chemistry/Zoology/Computer Application
2	Chemistry	Physics/ Mathematics/ Botany/ Zoology/ Computer Application
3	Physics	Chemistry/ Mathematics/ Computer Application
4	Mathematics	Physics/ Chemistry/ Computer Application
5	Zoology	Botany/ Chemistry/ Computer Application

As per GU Regulation, in the 3rd & 4th Semesters of TDC Second Year Course, all the students of Arts & Science Stream have to study Environmental Studies as a compulsory subject.

Bachelor of Arts (General)

Combination of Subjects for General Course(Arts):

Sl. No	Combination	Subjects
1	A	Education & History
2	B	Education & Elective Assamese
3	C	Education & Philosophy
4	D	History & Elective Assamese
5	E	Political Science & Philosophy
6	F	Political Science & Economics
7	G	Political Science & Computer Application
8	H	Economics & Philosophy
9	I	Economics & Computer Application

Bachelor of Science (General)

Combination of Subjects for General Course (Science):

Sl. No	Combination	Subjects
1	A	Botany & Chemistry
2	B	Botany & Zoology
3	C	Zoology & Chemistry
4	D	Mathematics & Chemistry
5	E	Mathematics & Physics
6	F	Mathematics & Computer Application
7	G	Botany& Computer Application
8	H	Zoology & Computer Application
9	I	Physics & Chemistry
10	J	Physics & Computer Application
11	K	Chemistry & Computer Application

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	03
Trimester	
Annual	02

1.3 Feedback from stakeholders* (On all aspects) Alumni Parents Employers Students
Mode of feedback : Online Manual Co-operating schools (for PEI)

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

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

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

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

BCA under Gauhati University has been introduced as full time course.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

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

2.2 No. of permanent faculty with Ph.D.

09

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
	03								03

2.4 No. of Guest and Visiting faculty and Temporary faculty

-----	----	04
-------	------	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	20	---
Presented papers	02	20	---
Resource Persons	----	---	02

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

Teaching-learning assessment strategies are structured after resolutions adopted in the Academic Meeting convened by the Principal. For the achievement of the intended learning outcomes the college provided various facilities to the learners of the college.

The college evaluate the achievement of learning outcomes of the students through conducting internal examination, project works, home assignment etc, and through the conduction of different programmes for both academic and personality development of students.

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

182

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

In response to the guide lines of the Gauhati University the college conducts the final examination works of all the courses. A continuous evaluation system was implemented for under graduate students. Each department evaluated their students through seminars, assignments, project, practical works, research works and through two internal examinations for each classes.

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				
			I Class with Distinction	I Class	II Class	Pass	Pass %
	Appeared	Passed					
UG(Arts) (M)	33	28	02	03	22	04	84.84%
UG(Arts) (P)	79	58	Nil	Nil	24	34	73.42%
UG (Science) (M)	01	01	Nil	Nil	01	Nil	100%
UG(Science) (P)	01	01	Nil	Nil	01	Nil	100%

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

By monitoring the academic performance of various departments and interact with the faculty members for better functioning of teaching learning process by concentrating on the need base analysis

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	01
HRD programmes	---
Orientation programmes	01
Faculty exchange programme	-----
Staff training conducted by the university	07
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	---
Others	---

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	05	---	---
Technical Staff				01

Criterion – III

3. Research, Consultancy and Extension

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

❖	The IQAC encourages the faculties towards research activities. It circulates and provides up-to date UGC guideline and notification to the faculty members.
❖	It recommends suggestions so as to maintain qualitative improvement of the research project submitted by the faculty members.
❖	A Research Committee is constituted at the College to monitor and address the issues of research under the recommendation of IQAC
❖	. It also aims to encourage the students to carry out projects on all different environmental issues.
❖	The IQAC encourage the faculty members to organize seminars, conference etc.
❖	It also encourages the faculty members to publish research paper.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---	---	---

3.3 Details regarding minor projects

a) Newly Implemented :

Name of the Project	Investigator & Department	Year	Funding Agency
1. French New Wave Cinema with special reference to Jean Luc	Prof. D. Saikia,	2011	UGC (1.1 lacs)

Goddard	English		
2. Translation Project “The Ancient Lyre : Poetry of O.N.V. Kurup”		2012	Sahitya Academy, New Delhi (20,thousand)
(b) Research Project completed			
“The military system of the Ahoms”	Prof. T. Kataki History	2012	UGC (1.1lacs)

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	13	
Non-Peer Review Journals			20
e-Journals			
Conference proceedings		06	

3.5 Details on Impact factor of publications:

Range	Average	h-index	Nos. in SCOPUS
	--	---	--
0.584-2.735			

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	1.5yrs	Sahitya Academy, New Delhi	20,000/-	Received
	1.5yrs	UGC	1.1lacs	Received
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				

Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total	02		1.30,000/-	Received

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					O6
Sponsoring agencies					Self ICPR

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
03	-----	-----	01	02	---	---

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

01

02

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. Of students participated in NCC events:

University level State level
National level International level

3.23 No. Of Awards won in NSS:

University level	<input type="text" value="04"/>	State level	<input type="text" value="12"/>
National level	<input type="text" value="02"/>	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="04"/>	NSS	<input type="text" value="04"/>
		Any other	<input type="text" value="02"/>

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

The NSS and NCC units of the college carry out some awareness programme such as –

i) AIDS Awareness Programme :

The NCC Cadet along with the NSS volunteers of the college has organized an AIDS awareness programme inside the college campus for the benefit of the students as well as for the local community. The doctors of the local PHE cooperate with the programme with the supply of free medicine and health check up.

ii) Peace Rally :

The student union of the college organized a peace rally to bring awareness among the local community against terrorist activities and also violence against women.

iii) Free Eye-Check-up Programme :

The Social Service Unit along with the NSS volunteers organized a free eye check up camp with the cooperation of the local PHE.

iv) **The Women Cell** of the college organize a talk on “Women Empowerment” and felicitate the women members of the Village Panchayat.

The college NSS and NCC Units also serve the local community by popularizing the maintenance of health care for all. The following are some of the programmes organized by the NSS and NCC units of the college

- i) Blood Donation Programme
- ii) Free vaccination camp
- iii) Celebration of World AIDS Day
- iv) Awareness programme on breast cancer

The local community along with the local PHE actively participated in these programmes

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			
Class rooms	20			
Laboratories	05			
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		Laboratory equipments	UGC	

Value of the equipment purchased during the year (Rs. in Lakhs)		16,73,500/-	UGC	
Others		23,70,000	State Government	40,43,500/-

4.2 Computerization of administration and library

The College general library is improved with supply of new books and journals every year. Besides this the library subscribes news papers, magazines and some reference materials to equip the students to get various information. The automation process of the library is partially done.

The office administration is yet to be computerized. Only the admission process of the Students is recorded in the computer.

The admission notice of the different classes is published only in the local newspapers and in the college prospectus. The new students are getting the opportunity to attend the orientation programme of new course arranged by the college.

The internal examinations are conducted by the college authority according to the guideline given by the Gauhati University. The results of the internal examination are personally communicated to the students by each department with necessary suggestion.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11683	--	282	40,443	11,965	--
Reference Books	9977	--	07	4,045	9,984	--
e-Books						
Journals	06	--	02	2,620	08	--
e-Journals						
Digital Database						
CD & Video						
Others (specify)	08	--	08	18,120	08	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	20	10				02	07	01
Added								
Total	20	10				02	07	01

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

Computer facility is available in all the departments and in library. However internet facilities are centrally available. The teaching and non-teaching staff including the students avail the opportunity of computer training programme provided by the Computer Science department.

4.6 Amount spent on maintenance in lakhs :

i) ICT

ii) Campus Infrastructure and facilities

36,70,000/

iii) Equipments

16,73,500/

iv) Others

Total:

Criterion – V

53,43,500/

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- ❖ The IQAC monitors students' feedback on teachers as well as curriculum.
- ❖ The IQAC arranged educational tours and excursion for undergraduate students.
- ❖ The IQAC monitors students' feedback on teachers as well as curriculum.
- ❖ Medical assistance and health care facilities are made available to students
- ❖ Students competing for various examinations are guided by the teaching faculty monitors by the IQAC
- ❖ The IQAC arranged various carrier development programme for the students

5.2 Efforts made by the institution for tracking the progression

The Institution detected the Slow Learners through Sessional tests and class assignments. Tutorials and Remedial classes are taken by the teachers of the respective Departments. Reading materials are provided to the students over and above their availing the College and Departmental Libraries.

Remedial courses are conducted by the departments to bridge gap of knowledge especially for slow learners and departmental seminar for enrichment of knowledge on challenging issues are also conducted.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
317			411

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	--			---	

No	%

Last Year(1+1+1 pattern)						This Year(1 st Semester)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
439	22	01	14	01	476	218	74	01	23	01	317

Demand ratio 1:1 Dropout 20%

5.4 Details of student supporting for competitive examinations (If any)

The college authority along with the faculty members try to extend help and support to the students by offering guidance and suggestions to promote their academic and personal development. Counselling classes and workshops are conducted by the various departments and wings of the college. Thus the students are benefitted from professional and academic guidance.

The Career Counselling and Guidance Cell of the college organises various programmes time to time with an objective to guide and instruct the students in various professional courses and competitive examinations. One of the major training programme arrange by the CCGC of the college is:

	How to Face Civil Service Examination	Mr. Mrigen Kalita, (ACS)	CCGC	2011
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No. of students beneficiaries

78

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-Counseling Cell highlights the various job opportunities for the benefit of aspiring students. Suggestions on entrepreneurship and entrepreneurial skills are provided so as to help them undertake business ventures on their own. The notice board is updated with job advertisements and prospects.

Teaching faculty of the Institution take up coaching classes for students aspiring to compete for the TET, and many have attained jobs in schools

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
			More than 50% of our students are self – employed or engaged in local handloom industry. However, some students have been selected in TET Examination conducted by Education Department, Govt. of Assam, but the actual data have not been traced out by the college.

5.8 Details of gender sensitization programmes

There is a Women Cell in the college which, under the umbrella of the college authority, undertakes various programmes to bring Gender Sensitization among the students and the local community. The Cell observes International Women's Day every year by holding various programmes related to gender issues. This Women Cell has committed itself to take part in various activities such as, enlightening the Weavers of Sualkuchi, organizing health awareness camps to create consciousness amongst the women-folk of greater Sualkuchi and so on.

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	27	6680/-
Financial support from government	113	93,443/-
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

5.13 Major grievances of students (if any) redressed:

The **Grievance Redressal Cell (GR Cell)** of the college plays a positive role in sensitizing the staff and students in favour of a positive gender-friendly attitude. Complaint or issues centering on gender are dealt with a firm hand to propagate the message of upholding a healthy attitude among all concerned in this regard.

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

Yes, the institution has a management Information system which supplies :

- the information regarding admission to various courses, examination schedule, results, daily class routine, important events and holidays ,etc, which are displayed in the notice board.
- Information regarding faculty development programmes are highlighted in the college notice board
- Govt. Notifications, UGC guidelines, etc are put up in notice board.
- Administrative and official files are documented in conventional files which have maintained transparency and cater to the needs of the information seekers when it is asked for.
- Students are provided with their answer scripts for self- evaluation
- The policies are implemented by the Principal with the help of different sub-committees which are formed and approved by the G.B. The sub-committees are headed by the Principal, with other members from the teaching and the non- teaching staff as well as experts from different stake-holders concerned. Sub committees are maintained and monitored by the members of the top management (G.B). Active involvement of the management is reflected in the continuous improvement of the various facilities introduced in the college for quality enhancement.

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

6.3.1 Curriculum Development

Following the curriculum design of Gauhati University, the institution conducted only the internal examinations. The internal examinations are conducted at the fixed date and time clearly mentioned in the prospectus. The answer scripts are thoroughly evaluated by concerned teachers within the fixed time. The faculty members distribute answer scripts among the students with necessary comments showing merits and demerits of the answers for their future improvements. As the university introduced semester system so the institution sent the marksheets and the answer scripts to the university. Marksheets are also notified in the college notice board. Besides this the Institution has taken the following steps for curriculum development:

- a) Provide an orientation programme to the students for New semester system in the under graduate level.
- b) Developing quality benchmarks for the various academic activities of the institution.
- c) Introducing innovative methods of teaching, learning and evaluation.
- f) Enhance the quality of various programme such as, remedial classes.
- g) Organize personality development programme for students.
- h) Organize Inter-Disciplinary programmes with seminars, popular talks etc.

6.3.2 Teaching and Learning

The Institution has taken the following steps for quality teaching and learning:

- a) To maintain a teachers diary with departmental activities.
- b) To prepare teaching and lesson plan for entire syllabus.
- c) To sustain the process of student feedback about the course and the teachers.
- d) To continue with education tour for the undergraduate students and to submit a feedback report.

6.3.3 Examination and Evaluation

In response to the guide lines of the Gauhati University the college conducts the final examination works of all the courses. A continuous evaluation system was implemented for under graduate students. Each department evaluated their students through seminars, assignments, project, practical works, research works and through two internal examinations for each classes.

6.3.4 Research and Development

The research works conducted by the faculty members of the college have contributed in various lines. The research contributions have made a landmark mainly in the line of creative writings, development of text books for the students of UG courses, researchers, academicians directly, and indirectly, also for the development of the community. The college has been trying its level best for the development of research and development .

6.3.5 Library, ICT and physical infrastructure / instrumentation

The College general library is improved with supply of new books and journals every year. Besides this the library subscribes news papers, magazines and some reference materials to equip the students to get various information. The automation process of the library is partially done. A few almira and some furniture's are added to the library along with two book selves.

6.3.6 Human Resource Management

The college has a decentralized management and administrative governance system on which the departments and different units, cells, sub-committees have operational autonomy which is applied in conducting departmental seminars, academic field trips, and class-tests, besides routine college activities. All the heads-of- the-departments are the part of the college management and administration. Inclusion of faculty members in different sub-committees speaks of the autonomy. Allowing students to form their own Union is another example of autonomy too.

The college consists of multiple organs that enjoy full autonomy in its functioning, such as,

- i) The Study Circle
- ii) The Student Welfare Committee
- iii) The NSS Unit

6.3.7 Faculty and Staff recruitment

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

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

6.3.8 Industry Interaction / Collaboration

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

Various teaching departments of the college do maintain a good relationship with these co-operatives and production units so as to give our students a first-hand experience of production and management relating to this weaving industry. The institution conducts frequent tours to the local handlooms to study their functioning. It thereby enhances the future prospects of the students who are willing to engage themselves in those small- scale industries. The Department of Economics visited the local industrial estate situated at Bonda, Noonmati, under the “Udyug Jyoti”- to provide a firsthand and practical knowledge to the students about the various aspects of industries. . A few teachers participated a ten day training programme in Indian Institute of Entrepreneurship, Lalmati, Guwahati, on “The General Prospects of Self-Employment”.

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 weight age is given to students belonging to reserved categories.

6.4 Welfare schemes for

Teaching	01
Non teaching	
Students	01

6.5 Total corpus fund generated 27, 73,724/-

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 Principal & IQAC ✓
Administrative	Yes	DHE/CA	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?

The college follows only the guideline of its parent university.

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 of the college actively participated in each and every activities of the college. They encourage the students of the college by organizing various competitions on sports and literature. The alumni also promised to provide financial help for the construction of the boundary wall of the college.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Association is one of the most supporting mechanisms. The parents are invited to the college by the principal whenever necessary. They are also invited to the college to participate in different activities of the college. Their valuable suggestion especially for academic improvement reflects the goals and objectives of the college

6.13 Development programmes for support staff

For the efficient work culture the non-teaching staff is encouraged to pursue computer training programme. The computer section of the college organized computer training programme from time to time. One of the office staff Mr. Niren Sarma attended an office administration programme organized by Gauhati University in 2012

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

Initiative taken by the institution to make the campus eco-friendly such as follows:

- Green Audit of its campus
- Tree plantation inside the campus
- Carbon Neutrality
- Use of Renewable Energy
- Plastic Free Campus
- Celebration of World Environmental Day.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

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

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

- Provide an orientation programme to the students for New semester system
- Enhance the quality of various programme such as Yoga classes, remedial classes.
- Organize personality development programme for students.
- Organize Inter-Disciplinary Programmes with seminars, popular talks etc.
- To conduct annual exhibition of art and culture and organize a book fair.
- To organize career awareness programmes and personality development programmes for students
- Carried out the renovation work for the science block.
- Purchased scientific equipments for science laboratories.
- Developed the infrastructure of the science stream for provincialization.
- Extended the drinking water facilities to the science block.
- Continued with the renovation of old class rooms with electrification
- Carried out the renovation work for the science block.
- To develop the infrastructure of the science stream for provincialization.
- To extend the drinking water facilities to the science block.
- To continue with the renovation of old class rooms with electrification

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

- Green Audit
- College Development with Planning for Golden Jubilee celebration

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

7.4 Contribution to environmental awareness / protection

- Botanical Garden for environmental protection
- Maintaining the plastic free zone
- Tree Plantation Programme
- Celebration of World Environmental Day
- Maintaining Green Audit.

7.5 Whether environmental audit was conducted? Yes No

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

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

The IQAC works as a monitor and mediator to facilitate the co-ordinated 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 Aspects:

- ❖ To introduce, for the first time, smart classes in the college.
- ❖ To prepare new three phased academic audit based on new format.
- ❖ To establish a new Research and Guidance Cell.
- ❖ To arrange study tours for all the degree students.
- ❖ To organize UGC sponsored national seminars.
- ❖ Celebration of Golden Jubilee of the College with various academic and administrative developments.

(II) Teaching, Learning and Evaluation:

- ❖ To provide internet facility in all the department of the college to get value added information.
- ❖ To provide orientation programmes to the staff to acquaint them with the details of grading system of the semester courses.
- ❖ To conduct training programmes in Personality Development and Soft Skills for schools.
- ❖ To introduce learner centered method of teaching to make the students even more involved in the teaching learning process.

(III) Research Consultancy and Extension:

- ❖ To apply for more major and minor research projects to the UGC.
- ❖ To publish a book on two saintly personages of *Sri Sri Iswar Hati Satra*, Sualkuchi.
- ❖ To encourage the faculty members in writing text books for their own courses.
- ❖ To generate awareness on HIV-AIDS and to motivate students for blood donation.
- ❖ To go ahead with the programmes of Red-Ribbon club.

(IV) Infrastructure and Learning Resources:

- ❖ To installation of software for computerization of office administration as well as in library.
- ❖ To construct of a new internet zone with five sets of computer
- ❖ To construct the first floor of the multi storied building. (*Buniyad Bhavan*)
- ❖ To install of sound systems in the relatively bigger classrooms.
- ❖ To add xerox facilities in the college central library.
- ❖ To install a power back up system in the college to make up the short fall of electricity in the campus.
- ❖ To submit a proposal for ICT and language laboratory to UGC.
- ❖ To submit a proposal for digital library to the State Government.
- ❖ To introduce of new college website.

(V) Student Support and Progression:

- ❖ To provide free internet facility for students.
- ❖ To arrange workshop on Assamese culture for students by the Study Circle
- ❖ To give special coaching to students for attending competitive examination.
- ❖ To continue with Group Insurance Scheme for students.

(VI) Governance and Leadership:

- ❖ To continue with the practice of more periodical and general staff meetings.
- ❖ To create an excellent ambience for teaching, learning and evaluation.
- ❖ To conduct internal and external academic audits.
- ❖ To construct new committees for infrastructure development and to ensure transparency in all academic as well as financial activities.

(VII) Innovative Practices: To provide necessary arrangements for the economically poor students to complete the course successfully.

- ❖ To keep the campus clean for eco-friendly atmosphere
- ❖ To publish annual magazine, wall magazine and newsletter.
- ❖ To continuously evaluate of students through seminars, assignments, and internal examinations.

Mrs. Mamani Devi

Dr. Dipesh Chandra Bhagabati

Mr. Nihar Ranjan Kalita

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE-I

PROSPECTUS : 2011-2012

Holiday List - 2011

List of Holidays for the offices & classes of the Gauhati University and its Affiliated Colleges for the year 2011 as approved by E.C. Resolution No. R/ EC-08/2010/173(J) dated 24.12.2010.

May Day	May	1	Sunday	1
Buddha Purnjima	May	17	Tuesday	1
Independence Day		15	Monday	1
Tithi of Sri Sri Madhab Dev	August	18	Thursday	1
Janmastomi	August	22	Monday	1
Tithi of Srimanta Sankar Dev	August	30	Tuesday	1
Id-UI-Fitre	August-September	31-1	Wednesday-Thursday	2
Birth Day of Mahatma Gandhi/Durga Puja/Janmostsava of Srimanta Sankar Dev	October	2-11	Sunday-Tuesday	10
Kati Bihu		18	Tuesday	1
Kali Puja & Dewali		26	Wednesday	1
ID-UZ-Zuha		7	Monday	1
Guru Nanak's Birth Day	November	10	Thursday	1
Muharram	December	6	Tuesday	1
Christmas Day	December	25	Sunday	1

N.B.: 1. Additional holidays further to the above will be applicable as and when declared by university.

Examination Shedule

Class	Unit Test	Test Examinatoin	Final Examination
H.S. 1 st Year	22 Sept. 2011	Mid of November	Mid of March 2012
H.S. 2 nd Year	- do -	- do -	2 nd week of Feb.2012
Class	1st Unit Test	2nd Unit Test	Final Examination
TDC 2 nd Year	22 Sept. 2011	1st half of Jan. 2012	3 rd week of Feb. 2012
TDC 3 rd Year	- do -	- do -	3 rd week of March 2012
Class	1 st Sessional Exam.	2 nd Sessional Exam.	Semester Final Exam.
TDC 1 st Sem.	September 2011	November 2011	December 2011
TDC 2 nd Sem.	February 2012	April 2012	June 2012

ANNEXURE II

a. Students' Feedback

b) Student Feedback on Teachers

Sl No	Particular	Very Good	Good	Satisfactory
1	Ability to bring conceptual clarity and promotion of thinking ability by teacher	48%	75%	60%
2	Motivation provided	56%	68%	10%
3	Teachers Communication Skill	64%	75%	5%
4	Teachers Regularity and Punctuality	80%	60%	2.0%
5	Teachers Subject Knowledge	75%	50%	1.0%
6	Completion and Coverage of Course	80%	750%	2.1%
7	Complement theory with practical examination	65%	50%	1.0%
8	Teacher interaction and guidelines out site of the class	50%	75%	1.1%
9	Teachers computer /IT Skills, if applicable	30%	60%	1.1%
10	Teachers overall performance	70%	75%	1.0

a. Students' Feedback (outgoing)

b) Student Feedback on course

SL NO	Parameters	Percentage
01	The syllabus of UG course was adequate	65%
02	How much of the syllabus was covered in the class	72%
03	Your opinion about the availability of the reading material in the Library	70%
04	Your opinion about the teacher prepare for the class	80%
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	80%
08	Your comment on internal assessment and feedback on the assessment process	70%
09	Your comment on course curriculum	30%

a. Parents' Feedback form

Sl No	Particular	Excellent	Good	Average	Poor
1	Views on organizing parents- teachers meeting	10%	65%	10%	1.1%
2	Academic progress of your ward at SBMS College	20%	60%	2.0%	1.1%
3	Quality of academic researches namely teachers, course material, environment, etc.	20%	65%	4.1%	1.1%
4	Efforts taken by department for overall growing and personality development	50%	80%	1.1%	1.0%
5	Encouragement to students for participation in different co- curricular activities	30%	70%	1.1%	1.0%
6	Programmes arranged by the department/	10%	70%	1.0%	1.1%

	authority for achieving students' exposure to institutes of higher education				
7	Infrastructure facilities namely library, laboratory, canteen, lavatory and other campus facilities	10%	50%	6.0%	1.1%

ANNEXTURE III.

Best Practice I

Green Audit:

Objectives:

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.

Goal:

- a) To maintain the campus eco-friendly
- b) To teach the students about the importance of environmental protection.

Context: There are various kinds of trees in the college campus which help to maintain the ecosystem. Planting of trees by the chief guests of various functions envisages the eco- consciousness inherent in the college practices. This is also a regular feature of the NSS, NCC and Social Service special camps

Practice:

‘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.

Best Practice II

College Development with Planning for Golden Jubilee celebration

Objectives:

The college is going to celebrate its 50 years of Golden Jubilee from the year 2012. With this view the authority formulates some policies to fulfil its mission and vision with both academic and administrative developments.

Goals:

- a)** To develop infrastructure facilities in the college which includes academic, research, talent searching, sanitation system, drainage system, drinking-water facilities, cycle and bike sheds development of library and online facility
- b)** To enhance teaching-learning processes to impart quality education
- c)** To develop professional skill of the teaching and non-teaching staff
- d)** To develop career advancement, research and consultancy
- e)** To introduce short term courses in order to generate employment
- f)** To extend extension service to the stake-holders and the society
- g)** To impart training on games and sports for the students

- h) To organize health camp, Yoga camp for well-being of the health of the stake-holders
- i) To impart training on cultural heritage.

Context:

To fulfil all the above goals and objectives, different committee's has-been formed with the local community members. The committees took the responsibilities and started its functioning to efficiently workout all the academic and administrative activities of the college and to make the Jubilee a great success.

Practice:

The entire community along with the college authority, students, teaching and non-teaching staffs participated enthusiastically and there is a hope that the outcome will take the institution to the new height in academic excellence.
