

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution	Sualkuchi Budram Madhab Satradhikar College (SBMS College)
1.2 Address Line 1	Sualkuchi P.K.Road, P.O: Sualkuchi, District: Kamrup
Address Line 2	
City/Town	Sualkuchi
State	Assam
Pin Code	781103
Institution e-mail address	collegesbms@gmail.com
Contact Nos.	9435103147, 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:

EC/35/199 dated 28-02-2005

(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)

1.5 Website address:

www.sbmscollege.org

Web-link of the AQAR:

www.sbmscollege.org/report-of-2012-
2013.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

1.8 AQAR for the year

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*for example AQAR 2010-11 submitted to NAAC on 12-10-2011*)

- i. AQAR : 11-11-2014 (AQAR 2009-2010)
- ii. AQAR 11-11-2014 (AQAR 2010-2011)
- iii. AQAR 11-11-2014 (AQAR 2011-2012)

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)

BCA

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

15

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

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="08"/>	Faculty	<input type="text" value="05"/>
Non-Teaching Staff	<input type="text" value="01"/>	Alumni	<input type="text" value="01"/>
Students		Others	<input type="text" value="01"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	<input type="text" value="01"/>	International	<input type="text"/>	National	<input type="text"/>	State	<input type="text"/>	Institution Level	<input type="text" value="01"/>
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(ii) Themes

2.14 Significant Activities and contributions made by IQAC

√	Students' feedback on teachers and on course was conducted in the first week of June, 2013.
√	In order to maintain quality in teaching -learning, new academic audit of departments was introduced from January, 2012 under the supervision of Principal along with the co-ordinator of IQAC.
√	The IQAC motivated teachers towards research publication and hence 37 no. of papers are published in both National and International journals/research volumes bearing ISSN and ISBN.
√	Under the very encouragement of IQAC, 28 no of teachers participated in the various programmes like: short term course, OP, RC, Workshops, Seminars etc.

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>(I) Curricular Aspects:</p> <ul style="list-style-type: none"> ❖ 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. <p>(II) Teaching, Learning and Evaluation:</p> <ul style="list-style-type: none"> ❖ To provide internet facility in all the department of the college to get value 	<p>(I) Curricular Aspects:</p> <ul style="list-style-type: none"> ❖ The institution introduced smart classes for all departments. ❖ The three phase academic audit report based on new format was prepared. ❖ A new Research and Guidance Cell was introduced. ❖ Study tour for all the degree students was organized at departmental level. ❖ A proposal has been sent to organize UGC sponsored national seminars. ❖ Celebrated Golden Jubilee of the college with various academic and administrative developments. <p>(II) Teaching, Learning and Evaluation:</p> <ul style="list-style-type: none"> ❖ Provided internet facility in all the department of the college to get value

<p>added information.</p> <ul style="list-style-type: none"> ❖ 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. <p>(III) Research Consultancy and Extension:</p> <ul style="list-style-type: none"> ❖ To apply for more major and minor research projects to the UGC. ❖ To publish a book on two saintly personages of <i>Sri Sri Iswar Hati Satra</i>, 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. <p>(IV) Infrastructure and Learning Resources:</p> <ul style="list-style-type: none"> ❖ 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. (<i>Buniyad Bhavan</i>) ❖ To install of sound systems in the relatively bigger classrooms. ❖ To add xerox facilities in the college central library. 	<p>added information.</p> <ul style="list-style-type: none"> ❖ Arranged orientation programmes to the staff to know the details of grading system of the semester courses. ❖ Conducted training programmes in Personality Development and Soft Skills for schools. ❖ Introduced learner- centered method of teaching to make students involved in the teaching learning process. <p>(III) Research Consultancy and Extension:</p> <ul style="list-style-type: none"> ❖ Applied for more major and minor research project to the UGC. ❖ Published a book on two saintly personages of <i>Sri Sri Iswar Hati Satra</i>, Sualkuchi. (<i>Santa Jashamrit</i>) ❖ Writing 10 nos. of text books authored by different faculties of the college. ❖ The NSS unit, under the banner of Red Ribbon Club organized a series of programmes such as “Adopted Village”, “Health Awareness and Health check up programme”, “Role of Youth in Nation Building”, Environmental Awareness Programme on “Use of Biofertilizer in Agriculture”. “Yoga & Physical Exercise” etc. in collaboration with Assam Aids Control Board. <p>(IV) Infrastructure and Learning Resources:</p> <ul style="list-style-type: none"> ❖ Installed software for computerization of office administration as well as in library. ❖ Construction of a new internet zone with five sets of computer was completed. ❖ Construction of the first floor of the multi storied building has been completed. ❖ Installed sound systems in Hall 1, 2 & 3. ❖ Made available of the xerox facilities in the college central library of the college. ❖ Installed a high power generator set in
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<ul style="list-style-type: none"> ❖ 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. 	<p>the college to make up the short fall of electricity in the campus.</p> <ul style="list-style-type: none"> ❖ A feedback regarding Language Laboratory has been received. ❖ A feedback on digital library has been received. ❖ Registered a new college website.
<p>(V) Student Support and Progression:</p> <ul style="list-style-type: none"> ❖ To organize orientation programme for new comers. ❖ To provide free internet facility for students. ❖ To arrange workshop on Assamese culture for students by the Study Circle of the College. ❖ To arrange more NSS and NCC activities to encourage the students for community work. ❖ To submit a proposal to UGC for the development of outdoor and indoor stadium and to procure more sports equipments. ❖ To give special coaching to students for attending competitive examination. ❖ To continue with Group Insurance Scheme for students. 	<p>(V) Student Support and Progression:</p> <ul style="list-style-type: none"> ❖ Organized orientation programme for new students. ❖ Provided free internet facility for students. ❖ Arranged workshop on Assamese Culture for students by the Study Circle of the College. ❖ Arranged more NSS and NCC activities to encourage the students for community work. ❖ Submitted a proposal to UGC for development of Sports Ground and to procure Sports equipments. ❖ Gave special coaching to students for attending competitive examination. ❖ Introduced Group Insurance scheme for students.
<p>(VI) Governance and Leadership:</p> <ul style="list-style-type: none"> ❖ 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. 	<p>(VI) Governance and Leadership:</p> <ul style="list-style-type: none"> ❖ Continued with the periodical and general staff meeting. ❖ Created an excellent ambience for teaching, learning and evolution. ❖ Conducted internal and external academic audit. ❖ Formed new committees for infrastructure development and to ensure transparency in all activities. ❖ Applied to the Ministry of DONEAR for financial support for implementation of the new Master plan. ❖ Altogether 5 seating of the Governing Body were held to deal with emerging issues at the earliest.

<p>(VII) Innovative Practices:</p> <ul style="list-style-type: none"> ❖ To provide necessary arrangements for the economically poor students to complete the course successfully. ❖ To keep the campus clean for eco-friendly atmosphere. ❖ To continue innovative practices by the entire department for academic excellence of the students. ❖ To publish annual magazine, wall magazine and newsletter. ❖ To continuously evaluate of students through seminars, assignments, and internal examinations. 	<p>(VII) Innovative Practices:</p> <ul style="list-style-type: none"> ❖ Provided necessary arrangements for the economically poor students to complete the course successfully. ❖ Maintained a clean for eco-friendly atmosphere in the campus. ❖ Continued innovative practices by the entire department for academic excellence of the students. ❖ Published annual and wall magazine. ❖ Continuous evaluation of students through seminars, assignments, internal examinations was done.
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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

- Launching of new website of the college.
- Review of the 11th UGC Plan proposal for infrastructural development.
- Formulation of new academic audit report.
- Launching of a new internet zone.
- Computerization of office administration.
- Celebration of Golden Jubilee involving both academic and administrative development, etc.

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		01	01	01
Advanced Diploma				
Diploma	01		01	01
Certificate				
Others	03			
Total	06	02	03	03
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS /Core/Elective option / Open options: $\sqrt{\text{CBCS}}$

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	01

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

* Attached an analysis of the feedback in Annexure II

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

Revision /updating is done as per the guidance of Gauhati University time to time.
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1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
43	26	17	---	----

2.2 No. of permanent faculty with Ph.D.

10

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
---	01	---	---	---	---	---	---	----	01

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		14	
Presented	03	11	
Resource Persons			05

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

- ❖ The institution introduced smart classes for all departments.
- ❖ The three phase academic audit report based on new format .was prepared.
- ❖ Introduced ICT enabled teaching and learning devices.

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

180

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

As the university introduced semester system in the under graduate level, the college conducted two internal examinations according to the guidelines of the Gauhati University. The evaluated answer scripts are given to the students with valuable suggestions for further improvement, if required.

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

0	0	01
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- 2.10 Average percentage of attendance of students

70%

- 2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students		Division				
	Appeared	Passed	I Class with Distinction	I Class	II Class	Pass	Pass %
UG(Arts) (M)	54	45	05	02	36	02	83.33%
UG(Arts) (P)	70	37	Nil	Nil	21	16	52.85%
UG (Science) (M)	Nil	Nil	Nil	Nil	Nil	Nil	Nil
UG(Science) (P)	01	01	Nil	Nil	01	Nil	100%

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

(1) By monitoring of the academic audit 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 (Short Term Course)	02
HRD programmes	
Orientation programmes	
Faculty exchange programme	01
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	05
Others	04

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	17	01	----	02
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.

3.2 Details regarding major projects: Nil

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

3.3 Details regarding minor projects

(a) Ongoing –

Name of the faculty	Department	Topic	Funding Agency	Amount(Rs)
Mrs. Mamani Devi	Political Science	Status of Women Education and its Impact on Society”	Planning & Development Dept. Govt. of Assam, 2012	1,20,000
Mr. Ranjit Taku	Education	Agricultural Festival of Mising Community :Tradition &Change with special reference to Dhemaji and Lakhimpur	UGC	1,20,000

(b) Completed-

Name of the faculty	Department	Topic	Funding Agency	Amount(Rs)
Mr. D. Saikia	English	“The Ancient Lyric– Poetry of O.N.V. Kurup”	Sahitya Academy, New Delhi, 2012	20,000

3.4 Details on research publications

	International	National	Others
Peer Review Journals	07	04	
Non-Peer Review Journals			
e-Journals	06		
Conference proceedings		08	

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	Mr. D. Saikia	1.5 Years	Sahitya Academy, New Delhi	20,000/	20,000/
	Mrs. Mamani Devi	1.5 Years	Planning & Development Dept. Govt. of Assam, 2012	1,20,000/	1,20,00/
	Mr. Ranjit Taku	1.5 Years	UGC	1,20,00/	-----
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					

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			03		10
Sponsoring agencies			Manab Vikash Samaj, ICPR, KKHSOU		SBMS College

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
04		03	01			

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

01	02
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3.19 No. of Ph.D. awarded by faculty from the Institution

Nil

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

JRF	<table border="1"><tr><td>---</td></tr></table>	---	SRF	<table border="1"><tr><td>---</td></tr></table>	---	Project Fellows	<table border="1"><tr><td>---</td></tr></table>	---	Any other	<table border="1"><tr><td>---</td></tr></table>	---

3.21 No. of students Participated in NSS events:

University level	<table border="1"><tr><td>04</td></tr></table>	04	State level	<table border="1"><tr><td>23</td></tr></table>	23
04					
23					

National level	<table border="1"><tr><td>02</td></tr></table>	02	International level	<table border="1"><tr><td>---</td></tr></table>	---
02					

3.22 No. of students participated in NCC events:

University level	<table border="1"><tr><td>--</td></tr></table>	--	State level	<table border="1"><tr><td>03</td></tr></table>	03
--					
03					

National level	<table border="1"><tr><td>06</td></tr></table>	06	International level	<table border="1"><tr><td>---</td></tr></table>	---
06					

3.23 No. of Awards won in NSS:

University level	<table border="1"><tr><td>---</td></tr></table>	---	State level	<table border="1"><tr><td>---</td></tr></table>	---

National level	<table border="1"><tr><td>---</td></tr></table>	---	International level	<table border="1"><tr><td>---</td></tr></table>	---

3.24 No. of Awards won in NCC:

University level	<table border="1"><tr><td>---</td></tr></table>	---	State level	<table border="1"><tr><td>02</td></tr></table>	02

02					

National level	<table border="1"><tr><td>01</td></tr></table>	01	International level	<table border="1"><tr><td>---</td></tr></table>	---
01					

3.25 No. of Extension activities organized

University forum	<table border="1"><tr><td></td></tr></table>		College forum	<table border="1"><tr><td>04</td></tr></table>	04
04					

NCC	<table border="1"><tr><td>02</td></tr></table>	02	NSS	<table border="1"><tr><td>02</td></tr></table>	02	Any other	<table border="1"><tr><td>01</td></tr></table>	01
02								
02								
01								

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

Sl No	Name of the event/programme	Organized by	Date/Year	Venue	Target group
1	Awareness programmes on Mock Drill and Disaster Management	NCC and NSS	20/1/2013	SBMS College	Students from greater Sualkuchi
2	Workshop on Assamese Borgeet	College Study Circle	9 th -10 th May,2013	SBMS College	Students from all the neighbouring schools
3	Observation of Girl Child Day	Women Cell	20/11/2012-24/11/2012	SBMS College	Girls Students and Women of the local community
4	Peace Rally	Students' Union SBMS College	2/4/2013	Sualkuchi	Community awareness programme for the local people
5	Know Your Army	CCGC	2012	SBMS College	Students

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.		Lab Equipment		

		Power back up		
		Teaching Aid		
		Reprography		
Value of the equipment purchased during the year (Rs. in Lakhs)		10,30,000/	UGC	
Others (Infrastructure Development)		4,90,000/	State Govt.	

4.2 Computerization of administration and library

Computerization of the administrative block/office is in process. The move has been augmented by:

- i) Installation of necessary software.
- ii) Installing 3 sets of P.C. for use by 3 Assistants operating with LAN connectivity to the PC of the Principal's Chamber.
- iii) Installing 3 printers.
- iv) Online submission / communication of data to different authorities.

The process of results and issue of certificate are still done manually.

Area of operation	Computerization
Admission and Fees collection	Fully computerized
Attendance of teachers through punching machine.	Fully automated
Time table and Results	Put up in the college website.

- Installation of library software SOUL 2.0 (Integrated Library Management Software) in the library started the functioning of automation since 27.05.2013.
- The facility of duplication machine (Photostat) is a new expansion in our library service during the period.
- NList- The college library is equipped with a programme called NList through which the users can easily access e-resources during the period.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11965	--	575	1,40,000	12540	---
Reference Books	9984	--	361	50,039	10345	---
e-Books						
Journals	08	--	08	13,000	08	---
e-Journals						
Digital Database						
CD & Video	12	--	--	--		
Others (specify)	07	--	07	12,600	07	---

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	29	10		05		04	07	03
Added	--	--		--		--	--	--
Total	29	10		05		04	07	03

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

- Three out of five assistants in the office of the Principal are well versed in computer programme.
- The faculty members also avail the opportunity of using computer in their academic pursuits.
- The computer section of the college extends its helping hand in training the teaching and non-teaching staff along with the students.
- The department has been provided with computers with internet connectivity.
- Internet facility for the teachers as well as for the students is available in the Internet Zone free of cost during the working hours of the library.

4.6 Amount spent on maintenance in lakhs :

i) ICT	20,000/
ii) Campus Infrastructure and facilities	3,25,000/
iii) Equipments	----
iv) Others	-----
Total :	3,45,000/

Criterion – V

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 has kept a vigil eye on all the activities relating to student progression.

5.2 Efforts made by the institution for tracking the progression

The IQAC coordinates among all the stake-holders of the college in facilitating the progression of the student community towards upward direction.

The institution maintains an academic climate to ensure maximum attendance of students in their daily classes and also adopts the mechanism to involve the teachers sincerely in their regular classroom teaching.

The extension activities taken up mainly by the N.C.C, N.S.S helps in promoting the holistic development of the students by identifying the social responsibility at large.

The various literary competitions and programmes arranged by Study Circle of the college for the promotion of the latent talents and potential of the students in their literary field.

The various co-curricular activities like sports and games, cultural competitions, debate and quiz competitions, excursion and educational tours etc. are organised by the institution for the all round development of the students from time to time.

To provide the students guidance & counselling in different fields like course selection, future job opportunities, etc, CCGC takes initiative.

Students are provided regular feedback on their academic development by the teachers and thereby guardians are also made alert on their wards' development by arranging guardian-meet.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
551	NA	NA	440 (H.S)

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%

 Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
282	149	02	44	--	477	282	185	03	80	01	551

Demand ratio -- 1:1 Dropout % --- 27.37% (Arts)

23.81% (Science)

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

Nil

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 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. Various programmes conducted under the aegis of the cell of the college are as follows:

1	Know Your Army	Major Prava Bisht, Red-Horn Division, Rangia	CCGC	2012
2	Training on Natural Dyeing	Sualkuchi Institute of Fashion Technology	CCGC	2012

No. of students benefitted

34 nos.

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

1	Observation of Girl-Child Week	Women Cell, SBMS College	2012
2	Seminar on Breast Cancer and Cervical Cancer in Women	Women Cell, SBMS College	2013

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	32	8060/-
Financial support from government	141	1,75,599/-
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: Some of the Grievances produced by the students to the authority are as follows:

- All issues related to indiscipline among the students
- About the course curriculum
- About the drinking water facilities
- About the development of toilet facilities in the campus
- Demand for a proper playground

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 and college website.
- 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.

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

6.3.1 Curriculum Development

The Gauhati University designs the curriculum for the entire undergraduate classes. The college takes effective steps to ensure the best practices by formulating teaching plan and timely evaluation of all the internal examinations. In the beginning of each academic year, the principal of the college calls for an academic meeting with the head of the each department. The meeting thoroughly discusses the improvements to be made in teaching and learning and then designs the curriculum for the internal examinations.

At the outset of the academic year, the fresher's of the under graduate classes are addressed by the Principal and other senior teachers. Immediately after that students looking for Major programme in different subjects are invited for an interactive programme arranged in separate rooms for each of the departments. All teachers from the respective departments do attend and address the students. This is an initiation programme to make the students get acquainted with the course content, effective strategy for study and to build up their confidence in facing the examination.

6.3.2 Teaching and Learning

- A provision has been made to allot one smart class to each department in a week. Other facilities made available to the students are:
- Seminars, project work, field trips have been arranged meant for students . Home assignments are allotted to the students for practice learning.
- Teaching Plans are prepared at departmental level as per the need of the students.
- Academic Audit has been adopted to help us to closely monitor the performance of each and every student in respects of their achievements. Students with high risk of drop out are identified and are then encouraged to improve themselves.
- Feedback from students regarding curriculum and teachers are taken at regular intervals.
- Remedial Courses are conducted by the departments to bridge the knowledge gap especially for slow learners. Departmental seminars for enrichment of knowledge on challenging issues are also conducted from time to time.

6.3.3 Examination and Evaluation

The Institution is serious and very careful in disseminating the information in regard to evaluation processes among the students and the teachers. The steps taken in this regard are:

- Tentative schedule of examinations, both Sessional and Semester End are incorporated to the academic calendar which is published in the Admission prospectus of the institution.
- Preliminary exposure to the patterns of questions/items set for the exams are given in the pre admission counselling session.
- Students are also provided with required information by the office of the Principal regard to formalities for getting answer scripts re -evaluation etc.
- Teachers are also provided with leave on duty to take part in workshop etc. on examination reform.
- The Exam Board of the College also plays role of facilitator of information on evaluation process.
- Sessional Tests conducted by the college offers the information regarding the patterns of the University Exams as the first one is conducted in the same line of University Exam in repeat pattern of items evaluation/scoring technique is concerned by the Institution itself.

6.3.4 Research and Development

A Research Committee is constituted at the College to monitor and address the issues of research. The committee verifies and recommends the research project proposals and selection of research scholars for research projects as per the UGC guideline. It makes awareness among the faculty members to pursue research activities and monitors the standard of research reflected in the proposals as per the UGC Guideline as a result of which a good number of faculty members of the College are actively engaged in research activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The library has a 15 members Advisory committee for the smooth functioning of the activities. The committee consists of the Principal as president, Librarian as secretary and all Heads of the respective departments as members.

The Advisory committee has undertaken considerable initiative to render the library user-friendly. The committee formulated policies for management and governance of the library, preparation of annual report and the budget, purchasing of books and journals and drafting rules and regulations for the library.

The library is equipped with a reading room which has reading carrels arranged in rows so as to accommodate more students at a time. There is an enclosure within the reading room used as an internet zone provided with five computers for public access. The other wing of the library is used as the stack room where books are stored in racks and almirahs. The transaction of books is done through the circulation section. Users can avail xerox facility at the Xerox zone at concessional rate. The library deploys automated tools to provide maximum access to library allocation. The college library is in the process of digitalizing its resources.

Installation of library software SOUL 2.0 (Integrated Library Management Software) in the library started the functioning of automation.

6.3.6 Human Resource Management

The college has a decentralised management system and provides operational autonomy to human resources of the college.

The Human Resource available to the college is a conglomeration of individuals with varied quality and expertise, entrusted with specific responsibilities. The Principal is the overall head in day to day functioning of the college. His primary responsibility is of basically two types, i.e., academic and administrative. The academic responsibility is delegated to the faculties of the teaching departments under the captainship of Head of the Departments (HoD). The HoDs again distribute the responsibility among the fellow colleagues keeping in view the timely and effective discharge of duty.

The Vice-Principal, who is the senior most among the faculty members, is entrusted to look after the smooth running of the day-to-day academic activities.

The administrative responsibility of the Principal is carried out with the clerical support from Assistant level employees. In both the nature of jobs i.e., academic and administrative, subordinate level staffs are there. However, in addition to all that Central Library of the institution is there under the captainship of a librarian supported by an assistant and two subordinate level workers

6.3.7 Faculty and Staff recruitment

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

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

6.3.8 Industry Interaction / Collaboration

The college has not established any direct interaction with the industry so far. But few awareness and motivation training programmes towards entrepreneurship have been conducted, students received training in natural dyeing from the SIFT (Sualkuchi Institute of Fashion Technology).

6.3.9 Admission of Students

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

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

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none">• GIS• GPF• CPF• Pension Benefit• House Rent Benefit
Non teaching	<ul style="list-style-type: none">• GIS• GPF• CPF• Pension Benefit• House Rent Benefit
Students	<ul style="list-style-type: none">• Group Insurance

6.5 Total corpus fund generated

32, 47,916/

6.6 Whether annual financial audit has been done



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	The G.B

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The college follows the guideline of the parent university regarding examination.

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 College celebrated Golden Jubilee in the year 2012-13. The Alumni Association actively participated in the functioning of the different Golden Jubilee programmes. About two hundred alumni offered voluntary financial help to the college to organise the Golden Jubilee activities. A number of alumni also gifted a bundle of books to the central library. A portion of the boundary wall of the college was also started for construction by the alumni association.

It was ultimately the Alumni Association who became the member of different Golden Jubilee Celebration Committee and made the event a great success.

6.12 Activities and support from the Parent – Teacher Association

The Parent-Teacher Association of the college is regarded as one of the most valuable stakeholder. Most of the parents became the members of the Golden Jubilee celebration committees. The associations participated in the year long academic and cultural programme with the prime objective of bringing the college to the midst of the common people of the locality and also help to achieve academic excellence in the days to come.

6.13 Development programmes for support staff

Name of the programme	Target groups	Organised by	Date
Training on office software operating	UDA and LDA of the office staff.	Adroit Digi Soft, Guwahati	4 and 5 th March 2013.

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

Initiatives taken by the institution to make the campus eco-friendly are:

- ✓ Green Audit
- ✓ Tree Plantation
- ✓ Plastic Free Zone
- ✓ Pollution Free Campus
- ✓ Most of the waste products are disposed through auction to competent agencies who handle such waste and the process is conducted once in a year. Non-Working computers, printers, monitors and other such items are discarded on systematic procedures.

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.

- i) The College carried out the steps to improve the performance of weak students through remedial classes, and tutorial classes.
- ii) Provided necessary arrangements for the economically poor students to complete the course successfully.
- iii) Maintained a clean for eco-friendly atmosphere in the campus.
- iv) Introduced innovative practices by the entire department for academic excellence of the students.
- v) Published annual and wall magazine.
- vi) Upgraded the college website.
- vii) Continuous evaluation of students through seminars, assignments, internal examinations was done

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

The SBMS College is proud to have a new principal, Dr. Dipesh Chandra Bhagabati from January 2012. Within a very short period he has reviewed the plan and action taken by the IQAC at the beginning of the year. Some of the important actions taken by him which were not included in the previous year AQAR are as follows:

- i) Launching of new website of the college.
- ii) Review of the 11th UGC Plan proposal for infrastructural development.
- iii) Formulation of new academic audit report.
- iv) Launching of a new internet zone.
- v) Computerization of office administration.
- vi) Celebration of Golden Jubilee involving both academic and administrative development, etc.

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

- Introduction of Academic Audit
- Student Welfare Fund

**Attached the details in Annexure*

7.4 Contribution to environmental awareness / protection

- ✓ Environmental consciousness is enshrined in the main objective of the institution and plantation of tree is the major concern carried out by the authority to maintain an eco-friendly atmosphere inside the campus.
- ✓ Green Audit' of the campus is carried out and maintained especially by the department of Botany, which is also supervising the maintenance of the existing trees and planting new trees. The NSS and the NCC units plant herbs and trees and this is their joint venture to celebrate World Environmental Day in the campus.
- ✓ The use of CFL bulbs instead of tungsten lamps, conducting open air functions also reduce energy consumption.
- ✓ Signboards and slogans are put inside the campus to bring awareness among the students about the importance of energy consumptions.
- ✓ Lights and fans are switched off while not in use.
There are no hazardous chemicals used in the college laboratory. The minimum wastage is drained after taking necessary treatment so as to make it non-hazardous. The institution is declared 'Plastic Free Zone' which has brought down the usage of plastic goods and other chemicals to the minimum.
- ✓ Though vehicles are permitted inside the campus, there is a limitation of excess entries and exits of the same so as to keep the campus noise and pollution free. The way to the campus bifurcates from the main road for which not many vehicles use the road leading to the main entrance to the college. The entire campus is pollution free for which it is felt that carbon neutrality is present in the 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)

The College along with IQAC has introduced a new mechanism of Academic innovation in the form of Audit report. It includes -

- Quality of the teaching learning progression of each individual teacher.
- Transparency in the student's progression report in the examination. At the time of declaration of results of Internal Examination, students are given their answer-scripts for a self-evaluation.
- Daily class records of the individual teacher.

8. Plans of institution for next year:

The Institution is celebrating its 50 years of Golden Jubilee celebration .Along with the Jubilee celebration the Institution also prepared to carry out following major plan and action for the next year:

(i) Curricular Aspect:

- a) To ensure an installation of language laboratory
- b) To organize an UGC sponsored National Seminar
- c) To arrange study tours for all the students of degree course
- d) To introduce vocational courses on skill development

(ii) Teaching, learning and evaluation:

- a) To encourage the faculties to conduct collaborative projects with the other institution
- b) To pursue at appropriate level for provincialisation of Science stream
- c) Introducing new innovative method for teaching-learning and evaluation
- d) To submit a proposal to UGC for career development programme for the faculties of the College
- e) To organize hands on programme for teachers for effective use of ICT equipments for teaching-learning purpose
- f) To create an excellent ambience for teaching, learning and evaluation

(iii) Research, Consultancy and Extension:

- a) To encourage the faculty members for writing text books and publication of research journals
- b) Proposed to publish a news letter with a view to highlight the activities of the college
- c) To motivate all the departments to organize seminars and workshops
- d) To motivate the students towards research activity through 'book review'.
- e) To organize under the banner of NSS such as Blood Donation Camp, Awareness Programme on Environmental issues, Health Awareness Camp, Vaccination Camp, 7 days Community Awareness Programme, etc.
- f) Women Cell to organize "Observation of Girl Child Day", "Women Empowerment Programme", "Publication of book on Women related issues", Gender Issues etc.

(iv) Infrastructure and Learning Resources:

- a) Construction of a multi storied building from State Government Grants to meet the growing need for accommodation
- b) Extension of the first floor of the Girls' hostel
- c) Development of a play ground
- d) Purchase of sports goods from UGC fund
- e) Renovation of the Central Library of the Institution
- f) To begin with construction of the Boundary wall
- g) To improve the sanitation and safe drinking water
- h) To fill the approved vacant posts
- i) To install CC camera in some selected places within the campus
- j) To submit a proposal to the University Grants Commission and other funding agency looking for development of the college under different schemes

(v) Students Support and Progression:

- a) To organize orientation programmes for new comers
- b) Continue with the remedial classes
- c) Motivate students to participate in different competitions organized by the University and other organization
- d) To organize vocational training programmes for students

(VI) Governance and Leadership:

- a) To continue with the functioning of various committees for the development of the institution.
- b) To continue with internal academic audit
- c) To construct new committees for infrastructure development and to ensure transparency in all activities
- d) To hold meetings with different stake-holders at regular intervals so as to run the institution in fine tune

(VII) Innovative practices:

- a) To introduce diploma/certificate course on Communicative English
- b) To introduce innovative practices by the entire department for academic excellence of the students
- c) To publish annual and departmental wall magazine
- d) To introduce mentoring programme with the support from the teachers

Name : Mrs. Mamani Devi
Coordinator of IQAC
&
Mr. Nihar Ranjan Kalita
Asst. Coordinator

Name: Dr. Dipesh Ch. Bhagabati
Chairperson of IQAC & Principal

ANNEXURE-I

ACADEMIC CALENDER

**For B.A / B.Sc. (Semester Course)
(JUNE 2012 TO MAY 2013)**

Month/Year & Date	Class days/Working Days/ Examination Days/Holiday	Academic & Other Activities	
June 2012			
1-2	Working days/ Class Days	Commencement of TDC 1st Semester Class	
3	Sunday		
4-9	Working Days / Class Days		
10	Sunday		
11-15	Working Days / Class Days		
16	Working Day		
17	Sunday		
18-23	Working Days		
24	Sunday		
25-30	Working Days		
July 2012			
1	Sunday		Summer Vacation
2-7	Working Days		
8	Sunday		
9-14	Working Days		
15	Sunday		
16-21	Working Days		
22	Sunday		
23-28	Working Days		
29	Sunday		
30-31	Working Days		
August 2012			
1-4	Working Days / Class Days	Sessional I exam for odd semesters be completed by 3rd week of August, 2012.	
5	Sunday		
6-11	Working Days / Class Days		
12	Sunday		
13-14	Working Days / Class Days		
15	Independence Day (Holiday)		
16-18	Working Days / Class Days		
19	Sunday (Tithi of Srimanta Sankardev) (Holiday)		
20-21	Id-UI-Fitre (Holiday)		
22-25	Working Days / Class Days		
26	Sunday		
27-31	Working Days / Class Days		
September 2012			
1	Working Days / Class Days		
2	Sunday		

3-4	Working Days / Class Days	Students Union Election of the College be held within 15th September.
5	Tithi of Sri Madhav Dev (Holiday)	
6-7	Working Days / Class Days	
8	Jonmastomi (Holiday)	
9	Sunday	
10-15	Working Days / Class Days	
16	Sunday	
17-22	Working Days / Class Days	
23	Sunday	
24	Working Days / Class Days	
25	Jonmostsava of Srimanta Sankar Dev (Holiday)	
26-29	Working Days / Class Days	
30	Sunday	
October 2012		
1	Working Days / Class Days	Educational Field Trip be arranged in the first week
2	Birth day of Mahatma Gandhi (Holiday)	
3-6	Working Days / Class Days	
7	Sunday	
8-13	Working Days / Class Days	
14	Sunday	
15-16	Working Days / Class Days	
17	Kati Bihu (Holiday)	
18-20	Working Days / Class Days	
21-29	Durga Puja/Vijoya Dasami/ Id-Uz-Zuha/Lakhmi Puja	
30-31	Working Days / Class Days	
November 2012		
1-3	Working Days / Class Days	
4	Sunday	
5-10	Working Days / Class Days	
11	Sunday	
12	Working Days / Class Days	
13	Kali Puja/Diwali (Holiday)	
14-17	Working Days / Class Days	
18	Sunday	
19-24	Working Days / Class Days	
25	Sunday	
26-27	Working Days / Class Days	
28	Guru Nanak's Birth Day (Holiday)	
29-30	Working Days / Class Days	

December 2012			
1	Working Days / Class Days	<p>End Semester Exam be completed by 6th December and will be followed by evaluation period for next 10 days.</p> <p>Commencement of exam semester classes be made from 17th December.</p>	
2	Sunday		
3-6	Working Days / Class Days		
7-8	Working Days		
9	Sunday		
10-15	Working Days		
16	Sunday		
17-22	Working Days / Class Days		
23	Sunday		
24	Working Days / Class Days		
25	Christmas Day (Holiday)		
26-29	Working Days / Class Days		
30	Sunday		
31	Working Days / Class Days		
January 2013			
1-5	Working Days / Class Days	<p>Annual College Week be held in last part of January</p>	
6	Sunday		
7-12	Working Days / Class Days		
13	Sunday		
14-17	Magh Bihu, Silpi Divas (Holiday)		
18-19	Working Days / Class Days		
20	Sunday		
21-25	Working Days / Class Days		
26	Republic Day/University Foundation Day (Holiday)		
27	Sunday		
28-31	Working Days / Class Days		
February 2013			
1-2	Working Days / Class Days		<p>Sessional I Exam (for even Semesters) be completed by 1st week of February</p>
3	Sunday		
4-9	Working Days / Class Days		
10	Sunday		
11-14	Working Days / Class Days		
15	Swaraswati Puja (Holiday)		
16	Working Days / Class Days		
17	Sunday		
18-23	Working Days / Class Days		
24	Sunday		
25-28	Working Days / Class Days		

March 2013		
1-2	Working Days / Class Days	
3	Sunday	
4-9	Working Days / Class Days	
10	Sunday, Shivratri (Holiday)	
11-16	Working Days / Class Days	
17	Sunday	
18-23	Working Days / Class Days	
24	Sunday	
25-26	Working Days / Class Days	
27	Dol-Yatra (Holiday)	
28-30	Working Days / Class Days	
31	Sunday	
April 2013		
1-6	Working Days / Class Days	
7	Sunday	
8-13	Working Days / Class Days	Sessional II Exam (for even Semesters) be completed by 1st half of April
14-16	Sunday, Bohag Bihu (Holiday)	
17-21	Working Days / Class Days	
22	Sunday	
23-29	Working Days / Class Days	
30	Sunday	
May 2013		
1-6	Working Days / Class Days	End Semester Exams (for even Semesters) be completed by 20th May and will be followed by 10 days evaluation period.
7	Sunday	
8-13	Working Days / Class Days	
14	Sunday	
15-16	Working Days / Class Days	
17	Buddha Purnima (Holiday)	
18-20	Working Days / Class Days	
21	Sunday	
22-27	Working Days	
28	Sunday	
29-31	Working Days	

Examination Schedule

Class	Unit Test	Unit Test	Final Examination
H.S. 1 st Year	October, 2012	Mid of November	Mid of March, 2013
H.S. 2 nd Year	- do -	- do -	2 nd week of Feb, 2013
Class	Unit Test	Unit Test	Final Examination
TDC 3 rd Year	October, 2012	1 st half of Jan, 2013	3 rd week of March, 2013
Class	1 st Sessional Exam.	2 nd Sessional Exam.	Semester Final Exam.
Odd Sem.	August, 2012	October, 2012	December, 2013
Even Sem.	February, 2013	April, 2013	June, 2013

HOLIDAY LIST - 2012

List of holidays for the office & classes of the Gauhati University and its affiliated College for the year 2012 as approved by V.C. dated 22.12.2011

Occasion (s)	Month	Date (s)	Day (s)	No-of Days
Magh Bihu	January	14-16	Sat-Mon	3
Silpi Divas		17	Tue	1
Republic Day/University Foundation Day		26	Thu	1
Swaraswati Puja		28	Sat	1
Sivaratri	February	20	Mon	1
Dol Jatra	March	8	Thu	1
Bohag Bihu	April	13-15	Fri-Sun	3
May Day	May	1	Tue	1
Buddha Purnima		6	Sun	1
Independence Day	August	15	Wed	1
Tithi of Srimanta Sankar Dev		19	Sun	1
Id-UI-Fitre		20-21	Mon-Tue	2
Tithi of Sri Madhab Dev	September	5	Wed	1
Janmastomi		8	Sat	1
Jonmostsava of Srimanta Sankar Dev		25	Tue	1
Mahatma Gandhi's Birth Day	October	2	Tue	1
Kati Bihu		17	Wed	1
Durga Puja, Vijaya Dashami, Id-Uz-Zuha, Lakhmi Puja		21-29	Sun-Mon	9
Kali Puja & Diwali		13	Tue	1
Muharram	November	25	Sun	1
Guru Nanak's Birth Day		28	Wed	1
Christmas Day	December	25	Tue	1

ANNEXURE-II

a. Students' Feedback

e) Student Feedback on Teachers

Sl No	Particular	Very Good	Good	Satisfactory
1	Ability to bring conceptual clarity and promotion of thinking ability by teacher	75%	80%	56%
2	Motivation provided	58%	75%	20%
3	Teachers Communication Skill	67%	70%	10%
4	Teachers Regularity and Punctuality	80%	65%	5.0%
5	Teachers Subject Knowledge	80%	65%	2.0%
6	Completion and Coverage of Course	75%	70%	4.1%
7	Complement theory with practical examination	70%	60%	1.1%
8	Teacher interaction and guidelines out site of the class	50%	65%	1.1%
9	Teachers computer /IT Skills, if applicable	40%	50%	1.1%
10	Teachers overall performance	80%	75%	1.0

a. Students' Feedback (outgoing)

b) Student Feedback on course

SL NO	Parameters	Percentage
01	The syllabus of UG course was adequate	70%
02	How much of the syllabus was covered in the class	80%
03	Your opinion about the availability of the reading material in the Library	65%
04	Your opinion about the teacher prepare for the class	80%
05	Your opinion about the communicative skill of the teacher	80%
06	Your opinion about the teaching method used by the teacher	75%
07	How far the teacher encourages student participation in class	85%
08	Your comment on internal assessment and feedback on the assessment process	75%
09	Your comment on course curriculum	40%

a. Parents' Feedback form

Sl No	Particular	Excellent	Good	Average	Poor
1	Views on organizing parents-teachers meeting	20%	50%	10%	1.1%
2	Academic progress of your ward at SBMS College	30%	56%	5.0%	1.1%
3	Quality of academic researches namely teachers, course material, environment, etc.	20%	50%	5.1%	1.0%
4	Efforts taken by department for overall growing and personality development	40%	70%	2.1%	1.1%
5	5 Encouragement to students for participation in different co-curricular activities	40%	60%	1.1%	1.0%
6	Programmes arranged by the department/ authority for achieving students' exposure to institutes of higher education	20%	50%	1.1%	1.0%
7	Infrastructure facilities namely library, laboratory, canteen, lavatory and other campus facilities	10%	40%	5.0%	1.3%

ANNEXURE-III

Best Practice -1

(i) Introduction of New Academic Audit report

Objectives of the practice:

The basic objectives of this practice are:

- To achieve the principle of improving teaching- learning process
- To improve the academic climate of the institution
- To formulate a transparent teaching plan
- To maintain a clear class-record of the individual department
- To maintain the student's daily attendance records, including total percentage of attendance in the class by a student
- To evaluate a comparative study of student progression in the university examination along with the pass percentage

Goal:

With the aim of creating a disciplined academic environment in the institution, the college is trying its level best under the umbrella of its authority. Among the various drives undertaken for this purpose, the introduction of a system of keeping Academic Audit is a unique one.

The Context:

The Academic Audit Report is based on three phases:

- a) The First phase maintains the records of entire class records of the individual teacher, the total class records, reasons for not taking classes, reasons for cancellation of classes and the list of holidays.
- b) The Second phase contains the unit distribution of a paper among the faculties of each department which also includes the entire unit distribution, teaching plan, and the completion of a chapter of a particular paper.

- c) The Third phase focuses on the comparison of student progression record in both internal and external examination.

The Practice:

The system of maintaining Academic Audit has been contributing a lot to the systematic and smooth conduct of academic activities of the institution. The teaching-learning process has been enriched and thereby student's academic performance has been developing. The particular mechanism is a systematic force for positively motivating both the teachers and the students, to involve themselves whole heartedly for the academic pursuit of the institution.

The Principal of the College monitors the details of this Academic Audit and consults with the Head of the department in the academic meeting and carries out the necessary actions for further improvement.

Best practice – 2

(ii) Student Welfare Fund

Objective of the Practice:

The institution maintains a student welfare fund. The basic objective of this fund is to help and motivate the economically poor but meritorious students to receive education.

Goal:

There are many talented students in our society who have the desire to receive higher education but due to financial crisis their wishes and desires remain dormant and do not come into reality. This is nothing but the wastage of human resources. That higher education has become a costly commodity affordable by only the creamy layer of the society is the harsh reality. On the realization of this situation, the institution tries on its level best to compensate the situation by providing certain assistance to the poor students who have the real urge for higher education.

The practice:

The institution, being the only institution of higher education of the locality, feels the responsibility of educating the poor students with its limitations.

Every year during the Student Admission Process an amount of rupees twenty (20/-) is collected from students in the name of Student Welfare Fund. The teacher-in-charge of this fund takes the responsibility of this fund as the coordinator.

The student who is economically poor can apply for assistance from this fund and on verification; the particular student is supported by the fund in the form of issuing of books and releasing the particular students from paying tuition fees at least for four (4) months. Every year thus, the fund is helping the needy students.

The following table shows the details of financial benefits received by the students in the following table.

Table 1:

Number of students	Total amount received (in rupees)	For the session
32	8060/-	2012-2013

As the Welfare Fund is a unit of the institution with the motto of helping the poor but desirous students, so its door is open for teachers and other faculty members of the institution to come forward to make voluntary contributions for making the fund enriched and more resourceful. And it happens so frequently. Donations are accepted in the form of books and cash. To speak the truth, some poor students are informally provided monetary help by our teachers.