

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.

09435103147

Name of the Head of the Institution:

Dr. Dipesh Ch. Bhagabati

Tel. No. with STD Code:

0361-2913902

Mobile:

09435103147

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. MHC0GN 18879)

ASCOGN12241

1.4 NAAC Executive Committee No. & Date:

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

EC/35/199 dated 28-02-2005

1.5 Website address:

www.sbmscollege.org

Web-link of the AQAR:

www.sbmscollege.org/report-of-
2013-2014.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)

2013-2014

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_2012-2013 _____ (11/11/2014)
- ii. AQAR_2011-2012 _____ (11/11/2014)
- iii. AQAR_2010-2011 _____ (11/11/2014)
- iv. AQAR_2009-2010 _____ (11/11/2014)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law 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. Faculty

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

Need of Patent & Trade mark in Ethnic product of NE/ Brand promotion for Cottage Industry based Product.

2.14 Significant Activities and contributions made by IQAC

The IQAC is an in – house authority aiming at improving quality of teaching-learning and administrative process in the college. It monitors the need for different teaching- learning tools with infrastructure and pressurizes the college authority to encourage the maximum utilization of such tools by the teachers and the students for the teaching-learning process to be more effective and fruitful. The following are the major role played by the IQAC:

Monitoring the daily progress report of every faculty member in a prescribe format known as Academic Audit

- Maintain the Self-Appraisal Report of every individual faculty
- Maintain a close contact with the Students Union body
- Organise parent- teacher meet and alumni meet for over-all academic development
- The IQAC maintain a close contact with the UGC and the parent University to get up-to-date information uploaded on academic matters and thereby informs the faculty members for their proper implementation
- The IQAC also takes necessary actions on the basis of student’s feedback on teachers and the courses and informs the college authority and the individual teacher of the necessary remedial measure to be taken
- The IQAC coordinators attend seminars related to IQAC organised by different institution to get the up-to-date information on NAAC- related guidelines for the overall academic and administrative development of the institution.

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>To ensure an installation of language laboratory</p> <p>To organize an UGC sponsored National Seminar</p> <p>To pursue at appropriate level for provincialisation of Science stream</p> <p>Proposed to publish a news letter with a view to highlight the activities of the college.</p> <p>Women Cell to organize “Observation of Girl Child Day”, “Publication of book on Women related issues”, Gender Issues etc.</p> <p>Construction of a multi storied building from State Government Grants to meet the growing need for accommodation</p>	<p>Installed a language laboratory</p> <p>Organized a UGC sponsored National Seminar</p> <p>The Science stream came under provincialisation from the year 2013</p> <p>The college newsletter has been published a news letter with a view to highlight the activities of the college</p> <p>The Women Cell organized “Observation of Girl Child Day and “Publised a book”,</p> <p>Construction of a multi storied building from State Government Grants has been started</p>

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

 Management Syndicate Any other body

Provide the details of the action taken

- Introducing a new Health Unit in the college
- Submitted the 12th UGC Plan proposal for infrastructure development
- Published two new Research Journal
- Introduced a new Language Laboratory
- Organised a UGC sponsored National Seminar
- Arranged Blood donation camp, Village adaptation camp, Celebration of concluding ceremony of Golden Jubilee with both academic and administrative development.

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
Advanced Diploma		01		
Diploma	01		01	01
Certificate				
Others	03			
Total	06	01	03	03
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
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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)

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

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

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

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

So far as the revision and updating the syllabi is concerned, the Institution has some representatives to extend their valuable suggestions by participating in different workshops from time to time. In fact, the Principal of the College, Dr. D.C. Bhagabati, is the member of CCS (Committee of Courses of Studies) for U.G. Programme in Gauhati University.

As per the instruction of the G.U., the college holds sessional examinations for Undergraduate courses from time to time and accordingly sends reports of the evaluation process to G.U. Since the institution is affiliated to G.U., yet it does not enjoy the autonomy of designing the syllabus. However, certain add-on activities are at times implemented to suit the requirement of the students.

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

The college has recently introduced a short-term course on Spoken English for the students of the college so that they get interested to learn English for functional and communicative purposes. Keeping in view to accommodate our students in the day- to – day cyber world and to make them enable to be up-to-date for job market and self-employment in the form of establishment. The following table indicates the rationale of the new programme introduced by the college

Sl. No.	Name of the programme	Rationale of the Course
1	Spoken English	i)Trained the students for easy communication ii) Encourage the students to appear in the Competitive Examinations iii) To introduce it as a Career (Self Employed)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
44	27	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									

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2.4 No. of Guest and Visiting faculty and Temporary faculty

04		
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	03	11	08
Presented papers	03	11	06
Resource Persons	--	--	04

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

Innovative processes adopted in our institution:

Continuous monitoring of students' progression by means of self-designed Academic Audit

Development of Question Bank system with a view to familiarize to the students with probable questions as much as possible

Emphasis on changing teaching approached from traditional lecture method objective analysis of contents

To involve more teachers in conduct of examinations

Moreover, remedial and tutorial classes have been started and offered to students who need special attention.

Students' feedback is received from students in regard to classroom teaching performance of the teacher

The traditional so called "talk and chalk" method is more or less still maintaining domination in the class-room teaching. With the advanced application of ICT tools in class-room learning, the situation has begun to change gradually. Yes, we have no hesitation to state that we have miles to go in order to provide such facilities as required. Yet our effort in this direction has got momentum and we are on the track now, and hopefully, will be able to bring a remarkable change in the near future. Judicious application of such tools in the classrooms breaks the monotony in the class giving the students ample scope to become active learners in the classroom. Steps taken up in order to develop interactive learning, collaborative learning and independent learning are as follows:

1. Group Discussions are organized among the students by various departments. (for example, Education and English),
2. Preparation and presentation of Seminar Papers in the Departmental Seminars.

2.7 Total No. of actual teaching days

during this academic year

197

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

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2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students		Division				
			I Class with Distinction	I Class	II Class	Pass	Pass %
	Appeared	Passed					
UG(Arts) (M)	88	80	05	02	36	37	90.91%
UG(Arts) (P)	64	45	NIL	NIL	NIL	45	70.31%
UG (Science) (M)	01	01	NIL	NIL	01	01	100%
UG(Science) (P)	10	03	NIL	NIL	NIL	03	30.00%

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

The IQAC collect and analysis the data on students' learning outcomes by analyzing their Final Examinations results conducted by Gauhati University. Moreover according to the need of the students, remedial classes are organized. Reading materials, probable questioner, personal guidance etc. also made available to the students to overcoming barriers of learning.

The IQAC also monitors the achievement of learning outcome by verification and analysis academic audit report. Besides this the IQAC 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. Each department analyzed the results of final

examination of each semester to ensure the achievement of learning outcomes. Efforts are made for improvement of quality out.

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	04
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	01
Others	01

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	--	01
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 faculty members are inspired by the IQAC to present their research findings in different Conferences and Seminars. Moreover, the IQAC of the College constantly inspires the faculty to publish the findings of the individual research works in journals, magazines, etc. The process of the publication of a research journal from the College is going on to intensify the venture of research publications.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	01	01	--
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals		04	
Non-Peer Review Journals		08	
e-Journals			
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	1.5	UGC	1.20	---
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		01			05
Sponsoring agencies		UGC			Self

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

3.13 No. of collaborations

International

National

Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialized	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
01	01	--	--	--	--	--

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:
University level State level
National level International level

3.22 No. of students participated in NCC events:
University level State level
National level International level

3.23 No. of Awards won in NSS:
University level State level
National level International level

3.24 No. of Awards won in NCC:
University level State level
National level International level

3.25 No. of Extension activities organized
University forum College forum
NCC NSS Any other

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

Sl. No.	Programme Details	Organiser	Year
1	Seminar on Breast Cancer and Cervical Cancer	Women Cell, SBMS College	2013
2	Community Work with Health Awareness Camp	NSS, SBMS College	2013
3	Eye Check-Up Camp	SBMS College	2013
4	Blood Donation Camp	NSS and NCC	2014
5	Science Exhibition ,Book Fair	SBMS College	2014
6	Village adaptation camp	NSS,NCC	2014

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.m	Infrastructure	UGC	2,46,185/-
Class rooms	25			
Laboratories	05			
Seminar Halls				
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		Computer equipments	UGC	3,800/-
Value of the equipment purchased during the year (Rs. in Lakhs)		Laboratory equipments	UGC	20,515/-,
Others		Furniture's		1,17,510/-

4.2 Computerization of administration and library

- i) The library deploys automated tools to provide maximum access to library allocation. The college library is in the process of digitalizing its resources
- ii)The college library has adopted the Online Public Access Cataloging system (OPAC). This has been linked up to the various computer devices of the institution which enables easy access to the library resources
- iii)For library automation- SOUL 2.0 software is used. Data work is on the process and is on the verge of completion
- iv)Reprography facility is available in the library where students and faculty members can avail its services at subsidized rate

Computerization of the administrative block/ office is in process. The move has been augmented by (2012-2014):

- 1) Installation of necessary software's

- ii) Installing 3 sets of P.C. for use by 3 Assistants operating with LAN connectivity to the PC of the Principals Chamber
- iii) Online submission/communication of data to different authorities
- iv) The process of results and issue of certificate are still done manually
- v) Admission and Fees collection, attendance of teachers are computerized
- vi) Time table and results put-up in the college website.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12,540		280	84,420/-	12,820	
Reference Books	10,345		225	8,640/-	10,570	
e-Books						
Journals			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	04
Added	11							
Total	40	10		05		04	13	09

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

Formal assistance in searching Databases is providing orally as well as through computer.

Training programmes for bibliography compilation are provided to the students under semester system by the librarian in order to prepare their dissertations. They are provided training on how to make references of authors, co-authors, edited books, reference of journals, etc. in the process of bibliography compilation.

The computer and internet facility is made available for the teachers and students in all the departments including computer center, IQAC cell and library.

4.6 Amount spent on maintenance in lakhs :

i) ICT

1,17,510/-

3,800/-

ii) Campus Infrastructure and facilities

2,46,185/-

iii) Equipments

20,515/-

iv) Others

Total :

3, 88,010/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC is enhancing following support services to the students through college authority, NSS, NCC etc.

Students from SC/ST, OBC and economically weaker sections are provided with support facilities through scholarships, such as Government Scholarships, BPL Scholarships, Minorities' Scholarships, over and above being aided by the Welfare Fund of the Institution which provides books as well as financial assistance. Besides, the College Library and the Departmental Libraries are open to students of the general category and specifically to those hailing from weaker economic background. Personal guidance is provided to the students not only through conventional routine classes, but also through extra classes (tutorial and remedial).

The Institution takes special care to safeguard the interests of the students belonging to the SC, ST, OBC, the minorities' community and also the economically weaker sections. The Institution follows the guidelines of Government regarding the quota of reservation for the students. Seats are also especially reserved for them for admission to the Institution, as the College is surrounded by many villages where most people belong to the SC, ST, OBC, Minority Community as well as the economically weaker sections. Remedial classes are held in order to help them cope up with the syllabus especially targeting the Under Graduate Students.

During the XI Plan Period, Rs.1,60,000/-was sanctioned to the institution for remedial classes. Again Rs. 2,00,000/- has also been received for remedial coaching classes during the XII Plan period.

Medical assistance and health care facilities are made available to students through free medical-camps organised by the N.C.C., the N.S.S. & the Women-Cell of the Institution. Moreover, the Institution has a tie-up with the local P.H.C. from where qualified doctors attend to the students.

The physically disabled students are quite negligible in the Institution. However the numbered few are given special attention at the time of examination by allotting separate seating-arrangements, if required. Communication to and from the College is also made available.

5.2 Efforts made by the institution for tracking the progression

Students competing for various examinations are guided by the teaching faculty

The Career Guidance and Counselling Cell of the College organises various Skill Development Programmes from time to time

The Slow Learners are detected through Sessional tests and class-assignments. Tutorials and Remedial classes are taken by the teachers of the respective Departments

Students are sent for training at the Sualkuchi Institute of Fashion Technology (SIFT) so as to involve and students to enhance their acumen in this field and to acquire professional expertise.

Medical assistance and health care facilities are made available to students through free medical-camps organised by the N.C.C., the N.S.S. & the Women-Cell of the Institutio The Institution always encourage its students to participate in various extra- curricular activities through the College Week Festival, Freshmens' Social, Youth Festival, Inter-College Quiz Competition, Inter-College Debate Competition, and Inter-College Sports and Cultural Activities

Additional academic support is provided by granting students reading materials, books through access to the Departmental libraries, over and above the College Library, by introducing the Smart Board, providing computer know- how through formal classes. .

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1072			

(b) No. of students outside the state

(c) No. of international students

Men

No	%

Women

No	%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
263	185	3	80	01	551	738	218	01	114	01	1072

Demand ratio 1.1%

Dropout 20%

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

Students competing for various examinations are guided by the teaching faculty, who also take up coaching classes for students opting to compete for the Teacher Eligibility Test conducted by the Education Department, Government of Assam. Besides, the Career Guidance Cell of the Institution extends formal guidance and counselling to students seeking placement in jobs.

No. of students beneficiaries

37

5.5 No. of students qualified in these examinations

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

5.6 Details of student counseling and career guidance

The 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

Students competing for various examinations are guided by the teaching faculty, who also take up coaching classes for students opting to compete for the Teacher Eligibility Test conducted by the Education Department, Government of Assam. Besides, the Career Guidance Cell of the Institution extends formal guidance and counselling to students seeking placement in jobs.

No. of students benefitted

55%

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

SBMS College is a co-educational institution with nearly 60% in its enrolment being female students. Among the faculty too, more than 33% are female teachers. In the library, gender distribution is equal. Thus the institution itself presents positive signal for gender-friendly environment. No discrimination is allowed in respect of gender issues in the campus. Equal opportunity is accorded to girl students to contest for election to the Students Union, to participate in co-curricular activities, to enrol themselves in the NCC and offer membership to NSS, etc. That there is a healthy atmosphere of equal privileges to members of both the sexes can easily be observed from the following points:

- **Students' Union Election**, which gives equal opportunity to the girl students to contest in different portfolios.
- **Curricular and Co-Curricular** activities inside and outside the college campus also provide equal opportunity to the girl students to participate in them. Moreover, celebrations of Girl-Child Week and International Women's Day are organized every year to infuse the spirit of gender equality to be followed in principle and practice.
- The **Women Cell**, an organization of the female teachers and employees of the College, is rendering yeomen's service in respect of the issue in question.
- 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.

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	33	8620/-
Financial support from government	68	1.15000/-
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 College has a mechanism of its own to redress the grievance of all its students. For this a 'Grievance Redressal Cell' was formed taking the Principal as its Chairperson. Along

with him the Vice-Principal and three senior HODs are there for smooth functioning of the cell. Moreover, the President and Secretary of the Women Cell are ex-officio members of the Grievance Redressal Cell. A grievance should reach the Principal within 7 (Seven) working days in order to provide justice to the stake-holders.

Once a grievance is reported, the Principal along with the members of the Grievance Redressal Cell takes hearing of the parties. If the grievance is amongst them and guardians' cognizance is needed, it is done for effective resolution of the problem. However no major grievances have been reported during this period.

The Grievance Redressal Committee constituted with the following members:

1. Dr. Dipesh Chandra Bhagabati (The Principal)
2. Mr. Dimbeswar Saikia (Convener)
3. Dr. Jogesh Deka (Member)
4. Mr. Banajit Baishya (Member)
5. General Secretary, Students' Union (Member)

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. 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 college website provided all the valuable information both academic and administrative

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

There are some faculty members of the institution who represent the curriculum designing & developing committee of the affiliating University, who at times, extend their views regarding the curriculum design and implementation meant for the undergraduate level.

In the beginning of every academic session the Head of each department allocates the course-contents to each faculty at the departmental level. Each department then prepares the teaching -plan, lesson-plan and Academic-Audit Reports for the whole academic session. The duly filled up 'Students Feed-Back' forms also maintain the progress report of each individual teacher and the course so as to review the implementation of the curriculum and for improved future plans and actions. The 'Students Feed-Back' mechanism tries to analyse and assess all deliberations, particularly those pertaining to the class-curriculum and syllabus coverage.

Regular 'Parent-Teacher Meet' gives guardians an opportunity to interact with the teaching faculty. The Academic Peer Team of the affiliating university occasionally visits our college, as resource persons for workshops and seminars or for inspections, and college avails of the opportunity of benefitting itself by taking their valuable suggestions on the effective implementation of the curriculum. Workshops and seminars are attended by the teachers so as to keep themselves abreast with various fields of study.

Workshops on Curriculum Development have been attended by teachers at the University level. Class-room deliberations are made through the smart board, multi-media and audio-visual aids, as far as feasible. Physical education, sports, yoga-classes and camps, eco-camps, environmental field-trips and work-out at the gymnasium are an integral part of the curriculum.

6.3.3 Examination and Evaluation

The college maintains rigor and transparency in publishing departmental examinations results and supplying answer scripts to the students. The entire assessment process of final examination is prepared by the parent university. The semester system introduced from 2011 in the college. The system introduced in the under-graduate level with Credit and Grading system in which weightage is given in the form of marks to students. The internal assessment is monitored by the HODs and Principal to ensure rigor and transparency in the internal assessment

Ensuring the participation of all teachers in different capacities and performance of assigned evaluation duty compulsorily is our basic principle to ensure effective implementation of reforms in evaluation system. The approaches in detail taken up in this regard are as follows:

Orientation of young teachers in setting up of question papers for the internal exams under the supervision of Head of the Departments and senior teachers of the respective Department mostly at informal level is done.

We timely respond to University notices requesting name of teachers for recruitment of examination duties.

Teachers engaged by University for evaluation duty are allowed duty leave accordingly. All teachers assigned with evaluation of answer scripts of the sessional tests.

Timely completion of assigned duties is strictly monitored.

Teachers engaged in conduct of examination are done on rotation basis so as to democratise of participation of all teachers in responsible capacities.

6.3.4 Research and Development

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

So far as the use of various equipments and research facilities of the Institution enjoyed by staff and students is concerned, the Central Library along with Departmental libraries cater to the facilities of providing books, journals, etc. for the purpose of research activities. Strictly speaking, it has no research laboratory as such, though departmental laboratories are available in the Science Departments. The researchers engaged either in major or minor projects can avail the computer facility, internet etc. provided by the college authority

6.3.5 Library, ICT and physical infrastructure / instrumentation

The institution facilitates ICT enabled classrooms for enriching the teaching learning process. There is a provision of smart class to each department allotted in the routine.

Each department has Internet facility to carry out the academic activities including research. Digital boards have been added to upgrade the IT infrastructure facilities. Smart Board, Internet facility, laptops, LCD projectors etc. are provided to the students and the staff to enhance the quality of teaching learning and research. The area of Phonology prescribed in Communicative English has been taught in the Language lab. using ICT focusing on various aspects like sound, pronunciation, etc.

These facilities help the teachers to transform the traditional method of teaching, so as to help the students to understand the chapter easily.

At the onset of every academic session, students are given two orientation and awareness programmes regarding usage of library.

The college follows open access mode of service so as to enable teachers and students to locate the required library materials. The library staff is forever ready to extend their helping hand to the users. The services provided by the Library are :**(a)**:Current awareness services through references**(b)**Selective information dissemination service**(c)**Bibliographic compilation service through standard format**(d)**Reprography service**(e)**Internet facility**(f)**Newspaper clippings services which are specifically college related.

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

Sualkuchi is a renowned place for its handloom products of Silk and Muga (Mulberry Silk). It is backbone of the economy of the villagers and has given a unique identity to the village in the state of Assam. Parallel to this, the trade and commerce related to these products, to a great extent, is managed by registered co-operatives. There are as many as thirteen (13) registered co-operatives in the village.

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 week-long intensive training was also provided to 30 students of the college in SIFT (Sualkuchi Institute of Fashion Technology) about the process of Natural Dyeing.

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

Notice inviting application for admission into the courses available is usually issued in the first part of May every year. Application forms along with the prospectus of the college are made available to aspiring students by Office of the Principal of the College. Notice in this regard is served in the College Notice Boards and different places of the locality. Printed flexes depicting the information are also placed on the centre places of the nearby villages and on Nalbari, Hajo-Guwahati Road, NH 37 at Amingaon point etc. Door-to-door notice is also served for the professional programmes through the newspapers distributors of the locality. Information to this effect is also made available through online mode in the college website.

Duly filled-in forms seeking admission to the programmes are scrutinized by the admission committee. The committee prepares the selection list in order of the merit and after giving due consideration to students belonging to the different reserved categories. Admission is offered to students as per the selection list of the candidates. Keeping in view the socio-economic status of the applicant and interest of the Govt. of Assam, we are exercising best effort to accommodate all the aspirants so far.

6.4 Welfare schemes for

Teaching	03
Non teaching	03
Students	01

6.5 Total corpus fund generated

21,19,110/-

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	DHE	Yes	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 the guidelines of its parent university; however regarding internal examination the college follows its own time schedule

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

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

6.11 Activities and support from the Alumni Association

The alumni, who now are mostly parents of the present students, provide their valuable suggestion for the uplift of the over-all academic atmosphere of the only institute of higher education of the locality.

Alumni-meets are held from time to time for the dissipation of their suggestions which are then forwarded to the IQAC through the authority. Donation of books to the college library is also a noteworthy contribution of the alumni.

Plantation-drives are held for enriching the environment of the institution with the joint effort of the Alumni and college fraternity. For the material upliftment of the institution, views and suggestions from the alumni are honoured.

6.12 Activities and support from the Parent – Teacher Association

The parent-teacher meet plays the role of an important stakeholder which maintains a close contact with the college authority. The parent-teacher meet organized by the authority provides feedback with valuable suggestion regarding academic performance, maintenance of discipline, attendance of students in the class and also about infrastructural development

6.13 Development programmes for support staff

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

Moreover, the library has been going through the process of technical upgradation in the form of digitalization. The non-teaching staffs also attend professional training courses at the Academic Staff College. Besides, the non-teaching staffs of the college have been provided computer training programme, office documentation organised by the Computer Science Department from time to time.

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

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

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

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) Published individual Departmental Wall Megazine
- b) Published News Letter with college informations
- c) Published two Research Book
- d) Organised a UGC sponsored National Seminar
- e) Organised Village adaptation camp
- f) Organised Blood Donation camp.

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

- Considering the growing volume of construction works in the campus,tender of work by reputed builder will be done from this year
- New member with knowledge expertise are included in the various committee of the college.
- To show the transparency of financial transaction the audit report of Golden Jubilee celebration 2013, will be published
- Authority has been empowered to complete the formalities of getting ISBN for the institution to help the prospective publisher/writer of college fraternity
- The initiative of Chemistry department to hold a National seminar with collaboration of Central Silk Board has been materialized with active participation of IQAC of the Institution.

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

- 1) Village Adaptation camp
- 11) Introduction of a Language Laboratory

****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

- a) To organize an UGC sponsored National Seminar
- b) To arrange study tours for all the students of degree course
- c) To introduce vocational courses on skill development
- d) To encourage the faculties to conduct collaborative projects with the other institution
- e) To encourage the faculty members for writing text books and publication of research journals
- f) To motivate all the departments to organize seminars and workshops
- g) To motivate the students towards research activity through 'book review'.
- h) Construction of a multi storied building from State Government Grants to meet the growing need for accommodation.
- i) Extension of the first floor of the Girls' hostel.
- j) Development of a play ground.
- k) Renovation of the Central Library of the Institution.
- l) To begin with construction of the Boundary wall.
- m) To install CC camera in some selected places within the campus.
- n) To introduce diploma/certificate course on Communicative English.

Name: Mrs.Mamani Devi

Name: Dr. Dipesh Chandra Bhagabati

Mr. Nihar Ranjan Kalita

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE-I

ACADEMIC CALENDER **For B.A / B.Sc. (Semester Course)** **(JULY 2013 TO JUNE 2014)**

Month/Year & Date	Class days/Working Days/ Examination Days/Holiday	Academic & Other Activities
July 2013		
1 – 6	Working days	Summer Vacation
7	Sunday	
8 – 13	Working Days	
14	Sunday	
15 – 20	Working Days	
21	Sunday	
22 – 27	Working Day	
28	Sunday	
29 – 31	Working Day	
August 2013		
1 – 3	Working Days / Class Days	Commencement of odd semester classes from 1 st August.
4	Sunday	
5 – 8	Working Days / Class Days	
9 – 10	Id-Ul-Fitre (Holidays)	
11	Sunday	
12 – 14	Working Days / Class Days	
15	Independence Day (Holiday)	
16 – 17	Working Days / Class Days	
18	Sunday	
19 – 24	Working Days / Class Days	
25	Sunday, Tithi of Sri Madhav Dev (Holiday)	
26 – 27	Working Days / Class Days	
28	Janmastomi (Holiday)	
29 – 31	Working Days / Class Days'	
September 2013		
1	Sunday	Sessional I Exam be completed 1 st week of September.
2 – 6	Working Days / Class Days	
7	Tithi of Srimanta Sankardev (Holiday)	
8	Sunday	
9 – 14	Working Days / Class Days	

15	Sunday	Students Union Election of the Colleges be held within 2 months of completion of admission.	
16 – 21	Working Days / Class Days		
22	Sunday		
23 – 28	Working Days / Class Days		
29	Sunday		
30	Working Day / Class Day		
October 2013			
1	Working Day / Class Day	Sessional II Exam be completed by 2nd half of October.	
2	Birth Day of Mahatma Gandhi (Holiday)		
3 – 5	Working Days / Class Days		
6	Sunday		
7 – 10	Working Days / Class Days		
11 – 18	Durga Puja, Vijaya Dashami, Janmotsav of Srimanta Sankardev, Id-Ud-Zuha, Kati Bihu & Lakhmi Puja (Holidays)		Educational Field Trip be arranged in the first half of October.
19	Working Day / Class Day	Publication of College Magazine be made before Puja Holidays.	
20	Sunday		
21 – 26	Working Days / Class Days		
27	Sunday		
28 – 31	Working Days / Class Days		
November 2013			
1	Working Day / Class Day		
2 – 3	Kali Puja, Dewali (Holidays)		
4 – 9	Working Days / Class Days		
10	Sunday		
11 – 13	Working Days / Class Days		
14	Maharam (Holiday)		
15 – 16	Working Days / Class Days		
17	Guru Nanak's Birth Day (Holiday)		
18 – 23	Working Days / Class Days		
24	Sunday		
25 – 30	Working Days / Class Days		
December 2013			
1	Sunday		End Semester Exam be completed by 15 th December.
2 – 7	Working Days / Class Days		
8	Sunday		

9 – 14	Working Days / Class Days	
15	Sunday	
16 – 21	Working Days / Class Days	
22	Sunday	
23 – 24	Working Days	
25	Christmas Day (Holiday)	
26 – 28	Working Days	
29	Sunday	
30 – 31	Working Days	
January 2014		
1 – 4	Working Days	Annual College Week be held in the last part of January.
5	Sunday	
6 – 11	Working Days	Commencement of even semester classes be from 18 th January.
12	Sunday	
13 – 17	Magh Bihu, Silpi Divas (Holidays)	
18	Working Day / Class Day	
19	Sunday	
20 – 25	Working Days / Class Days	
26	Republic Day / University Foundation Day (Holiday)	
27 – 31	Working Days / Class Days	
February 2014		
1	Working Day / Class Day	Sessional I Exam (for even Semesters) be completed by 3 rd week of February.
2	Sunday	
3	Working Day / Class Day	
4	Swaraswati Puja (Holiday)	
5 – 8	Working Days / Class Days	
9	Sunday	
10 – 15	Working Days / Class Days	
16	Sunday	
17 – 22	Working Days / Class Days	
23	Sunday	
24 – 26	Working Days / Class Days	
27	Shivratri (Holiday)	
28	Working Day / Class Day	
March 2014		
1	Working Day / Class Day	
2	Sunday	

3 – 8	Working Days / Class Days	
9	Sunday	
10 – 15	Working Days / Class Days	
16	Dol-Yatra (Holiday)	
17 – 22	Working Days / Class Days	
23	Sunday	
24 – 29	Working Days / Class Days	
30	Sunday	
31	Working Day / Class Day	
April 2014		
1 – 5	Working Days / Class Days	Sessional II Exam (for even Semesters) be completed by 1 st half of April
6	Sunday	
7 – 12	Working Days / Class Days	
13	Sunday	
14 – 16	Bohag Bihu (Holidays)	
17 – 19	Working Days / Class Days	
20	Sunday	
21 – 26	Working Days / Class Days	
27	Sunday	
28 – 30	Working Days / Class Days	
May 2014		
1 – 3	Working Days / Class Days	
4	Sunday	
5 – 10	Working Days / Class Days	
11	Sunday	
12 – 17	Working Days / Class Days	
18	Sunday	
19 – 24	Working Days / Class Days	
25	Sunday	
26 – 31	Working Days / Class Days	
June 2014		
1	Sunday	End Semester Exams (for even Semesters) be completed by 15th June and will be followed by 15 days evaluation period.
2 – 7	Working Days / Class Days	
8	Sunday	
9 – 14	Working Days / Class Days	
15	Sunday	
16 – 21	Working Days	
22	Sunday	
23 – 28	Working Days	
29	Sunday	
30	Working Day	

HOLIDAY LIST - 2013

List of holidays for the Office & Classes of the Gauhati University and its affiliated Colleges for the year 2013 as approved by V.C. dated 20.12.2012

Name of Festival, etc.	Month	Date (s)	Day (s)	No-of Day (s)
Magh Bihu	January	13-15	Sun-Tue	3
Silpi Divas		17	Thu	1
Republic Day/University Foundation Day		26	Sat	1
Swaraswati Puja	February	15	Fri	1
Sivaratri	March	10	Sun	1
Dol Jatra		27	Wed	1
Good Friday		29	Fri	1
Bohag Bihu	April	14-16	Sun-Tue	3
May Day	May	1	Wed	1
Buddha Purnima		25	Sat	1
Id-UI-Fitre	August	9-10	Fri-Sat	2
Independence Day		15	Thu	1
Tithi of Sri Madhab Dev		25	Sun	1
Janmastomi		28	Wed	1
Tithi of Srimanta Sankar Dev	September	7	Sat	1
Mahatma Gandhi's Birth Day	October	2	Wed	1
Durga Puja, Vijaya Dashami, Janmotsav of Srimanta Sankardev, Id-Ud-Zuha, Kati Bihu & Lakhmi Puja		11-18	Fri-Fri	8
Kali Puja & Diwali		2-3	Sat-Sun	2
Muharram	November	14	Thu	1
Guru Nanak's Birth Day		17	Sun	1
Christmas Day	December	25	Wed	1

N D

Examination Schedule

Class	1 st Sess. Exam	2 nd Sess. Exam	Test	End Sem/Final Exam
H.S. 1 st Year	Dec., 2013	Mar., 2014
H.S. 2 nd Year	Dec., 2013	Feb., 2014
Odd Sem.	Sep., 2013	Oct., 2013	Dec., 2013
Even Sem.	Feb., 2014	Apr., 2014	June, 2014

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	65	32	3
2	Motivation provided	59	31	10
3	Teachers Communication Skill	65	27	8
4	Teachers Regularity and Punctuality	87	11	2
5	Teachers Subject Knowledge	78	17	5
6	Completion and Coverage of Course	82	12	6
7	Complement theory with practical examination	70	15	15
8	Teacher interaction and guidelines out site of the class	65	25	10
9	Teachers computer /IT Skills, if applicable	68	22	10
10	Teachers overall performance	81	15	6

a. Students' Feedback(outgoing)

b) Student Feedback on course

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

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

a. Parents' Feedback form

Sl No	Particular	Excellent	Good	Average	Poor
1	Views on organizing parents- teachers meeting	75	15	5	5
2	Academic progress of your ward at SBMS College	55	30	5	10
3	Quality of academic researches namely teachers, course material, environment, etc.	80	10	7	3
4	Efforts taken by department for overall growing and personality development	60	27	8	5
5	Encouragement to students for participation in different co- curricular activities	60	25	12	3
6	Programmes arranged by the department/ authority for achieving students' exposure to institutes of higher education	65	30	9	6
7	Infrastructure facilities namely library, laboratory, canteen, lavatory and other campus facilities	85	10	3	2

ANNEXURE III

BEST PRACTICE - I:

VILLAGE ADAPTATION CAMP

Objective:

As the only educational Institution is a rural based area our College realizes this fact that we have to work for the overall upliftment of these local [people.

Goal:

It is also needless to maintain that our College was at first established by the local people with their physical, mental and monetary support over and above being endowed with a 42 bighas of land granted by the local Satra, Ishwar Sri Sri Hati Satra. Keeping all these things in mind, our College organises various extension and outreach programmes for the benefit of the people. One such programme is ***VILLAGE ADAPTATION CAMP carried out by college NSS and NCC unit.***

Context:

The NSS and NCC Unit have adopted a village Rawanboi which is three kms. away from the College and has as many as 200 families of different castes. The programme of the adoption of this village was held from the 18th to 24th December, 2013. Some of the activities in which the volunteers participated in were cleanliness drive, tree plantation, and free health check-up, distribution of free medicines, yoga and meditation and demonstration of Vermicompost.

The practice:

- a) Motivated the students towards social responsibilities
- b) Encouraged the students to make a close relationship with the society
- c) Brought the students and the community in one platform.

Best practice- ii

c) Introduction of Language Laboratory with Spoken English:

Objective:

Moreover the college has recently introduced a short-term course on Spoken English for the students of the college so that they get interested to learn English for functional and communicative purposes.

Goal:

Keeping in view to accommodate our students in the day- to –day cyber world and to make them enable to be up-to-date for job market and self-employment in the form of establishment. The following table indicates the rationale of the new programmes introduced by the college.

Context:

- i) Trained the students for easy communication
- ii) Encourage the students to appear in the Competitive Examinations
- iii) To introduce it as a Career (Self Employed).
