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
Address Line 2	District: Kamrup (Assam) Pin-781103
City/Town	Sualkuchi
State	Assam
Pin Code	781103
Institution e-mail address	collegesbms@gmail.com
Contact Nos.	09435103147(m) 0361-2830030(o)
Name of the Head of the Institution:	Dr. Dipesh Ch. Bhagabati
Tel. No. with STD Code:	0361-2830030 (o)
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. MHCOGN 18879)

ASCOGN12241

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

EC/35/199 dated 28-02-2005

1.5 Website address:

www.sbmscollege.org

Web-link of the AQAR:

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

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.6 Accreditation Details

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

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

| 25-06-2005 |

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

| 2014-15 |

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

	i.	AQAR	2013-2014	(11/11/2014)
	ii.	AQAR	2012-2013	(11/11/2014)
	iii.	AQAR	2011-2012	(11/11/2014)
	iv.	AQAR	2010-2011	(11/11/2014)

1.9 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 ☐

1.10 Type of Faculty/Programme

   Arts ☑   Science ☑ Commerce ☐   Law ☐   PEI (Phys Edu) ☐

   TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

   Others   (Specify) | .   BCA, PGDCA |

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

> Gauhati University

1.12 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   01

2.5 No. of Alumni   02

2. 6 No. of any other stakeholder and

   community representatives   03

2.7 No. of Employers/ Industrialists   ----

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 24 |

2.10 No. of IQAC meetings held | 03 |

2.11 No. of meetings with various stakeholders: No. | 19 |

      Faculty | 13 |

      Non-Teaching Staff Students | 03 | Alumni | 02 | Others | 01 |

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

      If yes, mention the amount | 60,000/ |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 01 | International | | National | 01 | State | | Institution Level | |

   (ii) Themes | "Future of *Muga* and *Pat* Industry in Sualkuchi Area of Assam" |

2.14 Significant Activities and contributions made by IQAC

> Apart from monitoring the developmental activities of the faculties at the institutional levels as well as ensuring quality of infrastructure, the IQAC for the present academic year has highlighted and taken steps for community development, for example, motivating the high school level students of greater Sualkuchi area to inculcate science awareness among them. The extension programme has benefitted the students of the locality to have an access to the laboratories of the Science Stream of the institution. The faculty members also extended their service for teaching the high school level students of the locality who can hardly avail the laboratory facilities in their own schools as most of these schools of the rural setup are not up to the mark in this front.
>
> The IQAC has motivated the Career Counselling and Guidance Cell (CCGC) of the institution to organise Computer Hardware and Networking Programme at regular intervals for the regular students of the college.

With the very initiative of the IQAC, the Department of English has maintained the continuity of Soft Skill Development Programme (Spoken English) for the students of the institution.

It is worthwhile to mention that the college has been enlisted to run the Community College Programme under UGC with the initiative of IQAC in the present academic year.

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
a) To motivate all the departments to organize seminars and workshops	a) (i)The Department of Chemistry has organised a two day UGC sponsored National Seminar on "Future of *Muga* and *Pat* Industry in Sualkuchi area of Assam" held on 29th and 30th April, 2015. (ii) The Department of Zoology has organised an institutional level seminar on "Biodiversity of Assam- Threats and Conservation Strategies" on 21/03/2015. (iii) The Department of English has organised an Academic Discourse on Post Modernism: Trends in Assamese and English Literature on 24/04/2015.
b) To arrange study tours for all the students of degree course	b) Each department has organised study tours especially for the final semester students.
c) To introduce vocational courses on skill development	c) (i) The Carrier Counselling and Guidance Cell (CCGC) of the college has organised three

	months training programme on Computer Hardware and Networking (ii) The Department of English has organised a thirty days Soft Skill Development Programme (Spoken English) for the regular students.
d) To encourage the faculties to conduct collaborative projects with other institution	d) Though the collaborative projects of the faculty members have not yet been materialised, three faculties of various departments have received UGC sponsored minor research project in the year 2014-2015.
e) To encourage the faculty members for writing text books and publication of research journals	e) The Arts Stream of the college has developed a research journal named as CONFLUENCE with ISSN 2454-1168. Similarly the Science Stream of the college has also developed the research journal named as HEXAGON with ISSN.
f)To inculcate research spirit among the students through their research based writing	f) The Mahavidyalaya Prakashan Samitee (College Publication Committee) has developed a research based book of students in the form of a 'Book Review' , named as 'Natunar Dristire Grantha Jagat'.
g) To construct of a multi storied building from	g) The multi-storied building is under construction and is likely

State Government Grants to meet the growing need for accommodation	to be completed.
h) To extend the first floor of the Girls' hostel	h) The extension work is likely to be completed within a year.
i) Development of a play ground	i) A proposal regarding development of a play ground has already been submitted to UGC.
j)Renovation of the Central Library of the Institution	j) The renovation work such as repairing of ceiling and floor with newly constructed wall almirahs has already done.
k)To install CC camera in some selected places within the campus	k) The installation of CC camera has been done in various vital points of the institution.

* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body   Yes √   No ☐

Management ☐   Syndicate ☐   Any other body

√ IQAC

Provide the details of the action taken

a) A training programme on Competitive Examination was conducted by the Carrier Counselling and Guidance Cell of the college on 12/02/2015.

b) Continued with the three months training programme on Computer Hardware and Networking by Carrier Counselling and Guidance Cell of the college in collaboration with MSME- TRTC under Govt. Of India which was inaugurated on 27/01/2015.

c) The Department of English has organised a thirty days Soft Skill Development Programme (Spoken English) for the regular students from 2nd May, 2015.

d) Motivating the high school level students of greater Sualkuchi area to inculcate science awareness among them during the month of May, 2015.

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	03		01	01
PG Diploma	01		01	01
Advanced Diploma				
Diploma	01			01
Certificate		02	01	02
Others	01			
Total	06	02	03	05

Interdisciplinary				
Innovative				

1. Curricular Aspects

1.1 Details about Academic Programmes

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

*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 from 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 DRC (Departmental Research Committee) for Ph.D. Programme under Gauhati University.
>
>   Dr. Jogesh Deka, Head of the department of Political Science, has been appointed as a member of Gauhati University Academic Council.
>
>   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.

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
47	27	17	----	03

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

--- | -- | 03

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	16	04
Presented papers	02	16	04
Resource Persons	---	---	02

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

The institution has adopted various innovative processes regarding Teaching and Learning which are as the following:

- ❖ Continuous monitoring of students' progression by means of self-designed Academic Audit Phase III
- ❖ Development of Question Bank system with a view to familiarize the students with probable questions as much as possible
- ❖ Emphasis on changing teaching approached from traditional lecture method to student centred method of objective analysis of contents
- ❖ 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
- ❖ With the advanced application of ICT tools in teaching-learning practices, we are moving forward from traditional 'Talk & chalk method' to ICT enabled classroom management. , 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 are taken up in order to develop interactive learning, collaborative learning and independent learning.

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

195

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 one 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

----	----	03

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage: The details of course wise distribution of pass percentage has been shown as the following:

Total Students Appeared		Total No of Successful Students		Pass Percentage	
Arts	Science	Arts	Science	Arts	Science
152	11	125	04	82.24%	36.36%
Major Course Appeared		**Successful Students**		**Pass Percentage**	
Arts	Science	Arts	Science	Arts	Science
88	01	80	01	90.90%	100%
General Course Appeared		**Successful Students**		**Pass Percentage**	
Arts	Science	Arts	Science	Arts	Science
64	10	45	03	70.31%	30%

	Subject	Appeared	Passed	CGPA- 8 (60%) and above	Pass Percentage
Major Course (Subject Wise)	ENGLISH	04	04	01	100%
	ASSAMESE	23	21	09	91.30%
	POLITICAL SCIENCE	17	15	04	88.23%
	ECONOMICS	18	15	12	83.33%
	EDUCATION	21	20	14	95.23%
	PHILOSOPHY	05	05	02	100%
	PHYSICS	01	01	----	100%

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

The IQAC collects and analyses the data on students' learning outcomes through analysing their Final Examinations results conducted by Gauhati University. Moreover according to the need of the students, remedial classes are organised. Reading materials, probable questionnaire and personal guidance etc. are also made available to the students so as to overcome barriers of learning.

The IQAC also monitors the achievement of learning- outcome by verification and analysis of the academic audit report. Besides this, the IQAC evaluates 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 analyses and compares the results of final examination of semester system (exit level) to the marks of higher secondary examination (entry level).

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	02
UGC – Faculty Improvement Programme	03
HRD programmes	---
Orientation programmes	05
Faculty exchange programme	---
Staff training conducted by the university	01
Staff training conducted by other institutions	---
Summer / Winter schools, Workshops, etc.	---
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	19	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 Research Committee of the college to monitor and address the issues of research
- ❖ It also verifies the committee's recommendation of the research project proposals and selection of research scholars for research projects as per the UGC guideline. The IQAC inculcates an academic atmosphere and awareness among the faculty members to pursue research activities and monitors and reviews the standard of research reflected in the proposals as per the UGC Guideline.
- ❖ IQAC circulates and provides up-to date UGC guideline and notification to the Faculty members about research project.
- ❖ It recommends suggestions so as to maintain qualitative improvement of the research project submitted by the faculty members
- ❖ Besides the College authority provides all the necessary arrangements for the smooth progress of the research projects. The arrangements provided by the authority includes :
  The release of funds to the particular investigator, guiding the investigators to complete the projects within the stipulated time, inspiration and moral support to the researchers to publish their findings in journals, books, etc. Moreover, the measures taken by the
  Institution to facilitate the smooth progress and implementation of research scheme /projects may be specified as follows:
  (i) Autonomy to the researchers to the maximum possible extent
  (ii) Timely release of fund
  (iii) Providing adequate infrastructural facilities
  (iv) Granting special leave to the researchers at the time of urgent situation
  (v) Providing required technology and information
  (vi) Offering all possible helps for auditing of accounts and submission of utilization certificates in time.
  (vii) Encouraging the faculty members for submission of research projects to different sponsoring agencies.

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	02	01
Outlay in Rs. Lakhs	50,000/	1,20,00/	3,63,000/	1,00,000/

3.4   Details on research publications

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

3.5 Details on Impact factor of publications:

Range [--]   Average [--]   h-index [--]   Nos. in SCOPUS [--]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2 years	UGC	Rs 4,83,000/	Rs 80,000/
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			Rs. 4,83,000/	Rs 80,000/

3.7 No. of books published   i) With ISBN No.   [10]   Chapters in Edited Books   [10]

ii) Without ISBN No.   [15]

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			07
Sponsoring agencies		UGC			Self

3.12 No. of faculty served as experts, chairpersons or resource persons   [04]

3.13 No. of collaborations   International [---]   National [02]   Any other [---]

3.14 No. of linkages created during this year   [03]

3.15 Total budget for research for current year in lakhs :

From Funding agency [4,83,000/]   From Management of University/College [----]

Total   [483,000/-]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
---	---	---	---	---	---	---

3.18   No. of faculty from the Institution   [01]
who are Ph. D. Guides and students
registered under them   [07]

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 [02 (FIP)]

3.21 No. of students Participated in NSS events:

University level [--] State level [02]

National level [--] International level [--]

3.22 No. of students participated in NCC events:

University level [--] State level [01]

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 [02] NSS [02] Any other [---]

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

- Flood relief camp was organised by the institution on 27th September, 2014.

- Science awareness programme was organised on 25th May, 2015 by the institution to motivate the high school level students of greater Sualkuchi area so as to inculcate science awareness among them.

- The students of the institution have taken part in 'Swachch Bharat Mission' near the bank of the river Brahmaputra , a part of cleanliness drive programme adopted by the institution on 16th February, 2015.

- Blood Donation camp organised by the NSS and NCC wing of the college 27/9/2014.

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	11283sqm	4,500sqm	State Govt.	15,783 sqm
Class rooms	20+4=24	03	State Govt. Fund	27
Laboratories	06	-----	-------	------
Seminar Halls	---	---		
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	----	13 nos. CCTV cameras,	UGC	0.99 Lakh
Value of the equipment purchased during the year (Rs. in Lakhs)		heavy electricity connection with MCB	UGC	1.32 lakh
Others	--	--	--	--

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 Cataloguing 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):
 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 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	12820		759		13579	
Reference Books	10570		230		10800	
e-Books	--		--			
Journals	08		--			
e-Journals	--		--			
Digital Database	--		--			
CD & Video	12		--			
Others (specify)	07		--			

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	LAN with Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	10	14	05	--	04	13	09
Added	02	--	---	--	--	01	--	01
Total	42	10	14	05	--	05	13	10

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 provided 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 centre, IQAC cell and library.

The Career Counselling and Guidance Cell (CCGC) of the institution in collaboration with Ministry of Micro, Small and Medium Enterprises (MSME), has taken initiative to organise Computer Hardware and Networking Programme at regular intervals for the regular students of the college.

4.6 Amount spent on maintenance in lakhs :

i) ICT   43,450/

ii) Campus Infrastructure and facilities   26,99,441/

iii) Equipments   1,70,760/

iv) Others   60,075/

                          Total :   29,73,726/

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 to cope up with the syllabus especially targeting the Under Graduate Students.
>
> ❖ Medical assistance and health care facilities are made available to students through the Health Unit of the college, opened for students as well as the staff. Moreover ramp facilities are made available for the students of physically handicapped.

5.2 Efforts made by the institution for tracking the progression

> ❖ The Slow Learners are detected through Sessional tests and class-assignments. Tutorials and Remedial classes are taken by the teachers of the respective Departments.
>
> ❖ The strategy to track the student progression has been adopted in the Academic Audit (Phase III) Report which includes the comparative study of students' performance in Semester Examination with higher secondary marks.
>
> ❖ The student progression process has been decentralized at the departmental levels. Moreover students' feedback are monitored and scrutinized in respect of student's opinion about course curriculum.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
655	---	---	---

(b) No. of students outside the state

(c) No. of international students

Men

No	%
241	36.80

Women

No	%
414	63.20

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
441	188	01	92	01	723	425	152	06	71	01	655

Demand ratio: 1.1   Drop out: 1%

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

> The student support mechanism for competitive examinations is handled by Career Counselling and Guidance Cell (CCGC). The Cell has been organising counselling programme in association with SIKSHA, a premier coaching institute of Guwahati from time to time. It facilitates the final year student of the college, who, appear in various competitive examination along with Banking Services. It provides various information regarding vacancies of government jobs, eligibility criterion for applying such posts through short message service (SMS) alert.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	--	SET/SLET	---	GATE	---	CAT	---
IAS/IPS etc	---	State PSC	---	UPSC	---	Others	3

5.6 Details of student counselling and career guidance

> ❖ The Career-Counselling 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.
>
> ❖ The Career Counselling and Guidance Cell organised a motivation programme on the Recruitment of Indian Air force. The programme gives a light on the selection procedure of the Indian Air force and provided the students with necessary guidelines regarding the recruitment of students. Three of our students got selected into the IAF who joined the selection rally after attending our motivation programme.

No. of students benefitted

| --- |

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
---	---	----	---

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 | 01 | International level | --- |

No. of students participated in cultural events

State/ University level | 21 | 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 | 01 | National level | -- | International level | -- |

5.10 Scholarships and Financial Support

	Number of students	Amount(Rs)
Financial support from institution	28	7,840/
Financial support from government	164	6,55,573/
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 | 02 |

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our vision:

❖ To ensure quality of education, infrastructure and services for the holistic development of young minds, we are someone here at Sualkuchi...

Our Mission:

The missions of our college are:

❖ 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

❖ To promote ideas of national integration, secularism, a scientific outlook and, a cosmopolitan, humanistic and a holistic approach towards life

❖ To impart training in games and sports, music, literature, arts and culture

❖ To promote among the students and teaching faculty an awareness and understanding of the social needs of the hour

❖ To work for the appreciation, preservation and dissemination of art and culture, education in science accessible to the rural youths.

❖ To arrange remedial teaching for the improvement of quality in the needy section of the learners

❖ 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.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

The 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 introduce 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 ensue 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.

Our 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.

In this year the Arts Stream of the college has developed a research journal named as CONFLUENCE with ISSN 2454-1168. Similarly the Science Stream of the college has also developed the research journal named as HEXAGON with ISSN.

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

The research inputs from the faculty members of the college have contributed to the socio-economic development of the community inhabiting greater Sualkuchi area. The communities related to the famous silk industry of Sualkuchi area could be considered as one of the best examples in this regard. An UGC sponsored National Seminar on **"Future of *Muga* and *Pat* Industry in Sualkuchi Area of Assam**" in collaboration with Central Silk Board has made a great impact in locale industry.

The Institution has signed MOU with different establishment including both private and public for borrowing expertise for implementation of the scheme under Community Colleges.

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	--
Non teaching	---
Students	01

6.5 Total corpus fund generated

6, 21,083/-

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	The College
Administrative	Yes	DHE/CA	YES	The GB

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

For UG Programmes   Yes --   No √

For PG Programmes   Yes --   No --

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

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

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

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

6.11 Activities and support from the Alumni Association

> The Alumni Association has been functioning since 2003. The ex- student and outgoing students of this college are encouraged to become a member of the Alumni Association.
>
> A few alumni of the college extend their support by joining as a part time faculty. There are alumni who extend their cooperation by taking classes of the K.K. Handiqui State Open University. Above all the alumni meet of the college offers their various suggestions and looks after the overall development of the college by taking part in the different activities.

6.12 Activities and support from the Parent – Teacher Association

> There are three members of parents included in the Governing Body to look after the growth and development of the college, student's welfare measures, their performance in the internal and external examinations, and infrastructure improvement.
>
> The authority of the college meets the parents whenever required to discuss the performance of their wards. Their valuable suggestions are taken into account for implementation.

6.13 Development programmes for support staff

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

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

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 environment of the campus conveys the universal message that we need to be nurtured by nature and nature is to be nurtured by us. Maintenance of cleanliness in the classroom as well as the campus, plantation of trees, hygienic disposal of wastes are normal practices exercised in the campus which have been made possible by the cooperation of each and every member of the college family to make the campus eco-friend.

Criterion – VII

7. Innovations and Best Practices

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

a) Emphasis on regular attendance of students in the classes.

b) Science awareness programme was organised on 25th May, 2015 by the institution to motivate the high school level students of greater Sualkuchi area so as to inculcate science awareness among them.

c) The students of the institution have taken part in 'Swachcha Bharat Mission' near the bank of the river Brahmaputra, a part of cleanliness drive programme adopted by the institution on 16th February, 2015.

d) Blood Donation camp organised by the NSS and NCC wing of the college 27/9/2014.

e) Three months training programme on Computer Hardware and Networking by Carrier Counselling and Guidance Cell of the college on 27/01/2015.

f) The Department of English has organised a thirty days Soft Skill Development Programme (Spoken English) for the regular students from 2nd May, 2015.

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

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

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

1) The Career Counselling and Guidance Cell (CCGC) of the institution in collaboration with Ministry of Micro, Small and Medium Enterprises (MSME), has taken initiative to organise Computer Hardware and Networking Programme at regular intervals for the regular students of the college on 27/01/2015.

2) Science awareness programme was organised on 25th May, 2015 by the institution to motivate the high school level students of greater Sualkuchi area so as to inculcate science awareness among them.

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

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. This is a non-academic pursuit that develops eco-friendly concern among the students.

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 improve simultaneously 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 makes SWOC analysis at the different Departmental levels.

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

The institution has chalked out the following plans for next year which are as the following:
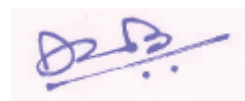
- Implementation of the scheme under Community College
- To submit plan proposal to UGC for Bvoc Courses
- To continue with the other regular programme
- To introduce Virtual class room
- To complete digitalisation of library
- To submit a plan proposal to UGC for sports ground including Basketball and Tennis court
- To complete the first floor of the girls hostel
- Renovation of existing class room
- To continue with the publication of next issue of the research oriented journal "Confluence"

Name : Mrs. Mamani Devi

_____

Signature of the Coordinator, IQAC

Name : Dr. Dipesh Ch. Bhagabati

_____

Signature of the Chairperson, IQAC

_____***_____

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE-I

Academic Calendar

ACADEMIC CALENDER
For B.A / B.Sc. (Semester Course)
(JULY 2014 TO JUNE 2015)

Month/Year & Date	Class days Working Days/ Examination Days/Holiday	Academic & Other Activities
July 2014		
1 – 5	Working days	
6	Sunday	
7 – 12	Working Days	
13	Sunday	
14 – 19	Working Days	
20	Sunday	Summer Vacation
21 – 26	Working Days	
27	Sunday	
28	Working Day	
29 – 30	Id-ul-Fitre (**Holidays**)	
31	Working Day	
August 2014		
1 – 2	Working Days / Class Days	
3	Sunday	
4 – 9	Working Days / Class Days	
10	Sunday	
11 – 14	Working Days / Class Days	
15	Independence Day (**Holiday**)	
16	Working Day / Class Day	
17	Sunday	
18	Janmastomi (**Holiday**)	Commencement of odd semester classes from 1st August.
19 – 23	Working Days / Class Days	
24	Sunday, Tithi of Sri Madhav Dev (**Holiday**)	
25 – 26	Working Days / Class Days	
27	Tithi of Srimanta Sankardev (**Holiday**)	
28 – 30	Working Days / Class Days	
31	Sunday	
September 2014		
1 – 6	Working Days / Class Days	
7	Sunday	
8 – 12	Working Days / Class Days	Sessional Exam be completed before Puja Holidays.
13	Tithi of Sri Sri Madhav Dev	

	(Holiday)	
14	Sunday	Students Union Election of the Colleges be held within 2 months of completion of admission.
15 – 20	Working Days / Class Days	
21	Sunday	
22 – 27	Working Days / Class Days	
28	Sunday	
29 – 30	Working Days / Class Days	

October 2014

1 – 7	Durga Puja, Birth Day of Mahatma Gandhi, Vijaya Dashami, Janmotsav of Srimanta Sankardev, Id-Ud-Zuha, & Lakhmi Puja (Holidays)	Educational Field Trip be arranged in the first half of October.
8 – 11	Working Days / Class Days	
12	Sunday	
13 – 18	Working Days / Class Days	
19	Sunday	Publication of College Magazine be made before Puja Holidays.
20 – 22	Working Days / Class Days	
23 – 24	Kali Puja/Dewali (Holidays)	
25	Working Day / Class Day	
26	Sunday	
27 – 31	Working Days / Class Days	

November 2014

1	Working Day / Class Day	
2	Sunday	
3 – 5	Working Day / Class Day	
6	Guru Nanak's Birth Day (Holiday)	
7 – 8	Working Days / Class Days	
9	Sunday	
10 – 15	Working Days / Class Days	
16	Sunday	
17 – 22	Working Days / Class Days	
23	Sunday	
24 – 29	Working Days / Class Days	
30	Sunday	

December 2014

1 – 6	Working Days / Class Days	End Semester Exam be completed by 15th December and will be followed by evaluation cum semester break upto 10th January.
7	Sunday	
8 – 13	Working Days / Class Days	
14	Sunday	
15 – 20	Working Days / Class Days	

21	Sunday	
22 – 24	Working Days	
25	Christmas Day (**Holiday**)	
26 – 27	Woking Days	
28	Sunday	
29 – 31	Working Days	
January 2015		
1 – 3	Working Days	
4	Sunday	
5 – 10	Working Days	
11	Sunday	
12 – 13	Working Days / Class Days	Annual College Week be held in the last part of January.
14 – 15	Magh Bihu, Silpi Divas (**Holidays**)	
16 – 17	Working Days / Class Days	
18	Sunday	
19 – 24	Working Days / Class Days	Commencement of even semester classes be from 12th January.
25	Sunday	
26	Republic Day/ University Foundation Day (**Holiday**)	
27 – 31	Working Days / Class Days	
February 2015		
1	Sunday	
2 – 7	Working Days / Class Days	
8	Sunday	
9 – 14	Working Days / Class Days	
15	Sunday	
16	Working day / Class Day	
17	Shivratri (**Holiday**)	
18 – 21	Working Days / Class Days	
22	Sunday	
23 – 28	Working Days / Class Days	
March 2015		
1	Sunday	
2 – 4	Working Days / Class Days	
5 – 6	Dol Yatra (**Holidays**)	
7	Working Day / Class Day	
8	Sunday	
9 – 14	Working Days / Class Days	
15	Sunday	
16 – 21	Working Days / Class Days	

22	Sunday	
23 – 28	Working Days / Class Days	
29	Sunday	
30 – 31	Working Days / Class Days	
April 2015		
1 – 2	Working Days / Class Days	
3	Good Friday	
4	Working Day / Class Day	
5	Sunday	
6 – 11	Working Days / Class Days	Sessional Exam (for even Semesters)
12	Sunday	be completed by 1st week of April.
13	Working Day / Class Day	
14 – 16	Bohag Bihu (**Holidays**)	
17 – 18	Working Days / Class Days	
19	Sunday	
20 – 25	Working Days / Class Days	
26	Sunday	
27 – 31	Working Days / Class Days	
May 2015		
1	May Day (**Holiday**)	
2	Working Day / Class Day	
3	Sunday	
4 – 9	Working Days / Class Days	
10	Sunday	
11 – 16	Working Days / Class Days	
17	Sunday	
18 – 23	Working Days / Class Days	
24	Sunday	
25 – 30	Working Days / Class Days	
31	Sunday	
June 2015		
1 – 6	Working Days	
7	Sunday	
8 – 13	Working Days / Class Days	
14	Sunday	End Semester Exams (for even
15	Working Day / Class Day	Semesters) be completed by 15th June
16 – 20	Working Days	and will be followed by 15 days
21	Sunday	evaluation period.
22 – 27	Working Days	
28	Sunday	
29 – 30	Working Days	

PROSPECTUS - 18

HOLIDAY LIST - 2014

List of holidays for the Office & Classes of the Gauhati University and its affiliated Colleges for the year 2014 as approved by V.C. dated 24.12.2013

Name of Festival, etc.	Month	Date (s)	Day (s)	No-of Day (s)
Magh Bihu	January	13–15	Mon–Wed	3
Republic Day/University Foundation Day		26	Sun	
Swaraswati Puja	February	4	Tue	
Sivaratri		27	Thu	1
Dol Jatra	March	16-17	Sun-Mon	2
Bohag Bihu	April	14–16	Mon-Wed	3
Good Friday		18	Fri	1
May Day	May	1	Thu	1
Buddha Purnima		14	Wed	1
Id-Ul-Fitre	July	29–30	Tue-Wed	2
Independence Day	August	15	Fri	1
Janmastomi		18	Mon	1
Tithi of Srimanta Sankar Dev		27	Wed	1
Tithi of Sri Sri Madhab Dev	September	13	Sun	1
Durga Puja, Birth Day of Mahatma Gandhi, Vijaya Dashami, Janmotsav of Srimanta Sankardev, Id-Ud-Zuha, & Lakhmi Puja	October	1-7	Wed-Tue	7
Kali Puja & Diwali		23-24	Thu-Fri	2
Guru Nanak's Birth Day	November	6	Thu	1
Christmas Day	December	25	Thu	1
Half Holidays (At 1 P.M.)				
Kati Bihu	October	18	Sat	0.5
Muharram	November	4	Tue	0.5

Note
1. If any Holidays for occasions do not fall on the day notified, necessary notification, changing the date will be issued in due course.
2. Additional holidays further to the above will be applicable as when declared by the University Administration.
3. Summer / Winter break will be as specified in the Academic Calender.
4. Any other days as may be declared by the State Govt./Dist. Admn. under Section 25 of the Negotiable Instruments Act. 1888 (XXIV of 1881) as holidays will be observed.
5. Silpi Divas to be celebrated on 17th January, 2014 from 2 p.m.
6. Holidays on Id-ul-Fitre is subject to change on sighting of the moon or as may be declared by the State Government.
7. The exact date of Ambubasi Nibriti will depend on the next Assamese calender which is not available now.
8. One-day local holiday may be declared on the following occasions : (a) Manasa Puja (b) Rass Mahotsava
9. Condolence meeting, if any, will be held for one period only and classes will continue as usual thereafter.

ANNEXURE-II

i. Students' Feedback

a) 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%	10%	10%
2	Motivation provided	30%	60%	--
3	Teachers Communication Skill	70%	20%	5%
4	Teachers Regularity and Punctuality	90%	10%	--
5	Teachers Subject Knowledge	80%	10%	10%
6	Completion and Coverage of Course	85%	10%	5%
7	Complement theory with practical examination	70%	20%	10%
8	Teacher interaction and guidelines outside of the class	65%	15%	20%
9	Teachers computer /IT Skills, if applicable	45%	25%	30%
10	Teachers overall performance	80%	10%	10%

b) Student Feedback on course

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

Note: **Grade A= Very Good**

Grade B= Good

Grade C= Satisfactory

## ii.	Parents' Feedback form

Sl No	Particular	Excellent	Good	Average	Poor
1	Views on organizing parents-teachers meeting	20%	40%	15%	----
2	Academic progress of your ward at SBMS College	50%	40%	10%	---
3	Quality of academic researches namely teachers, course material, environment, etc.	30%	60%	---	----
4	Efforts taken by department for overall growing and personality development	45%	40%	10%	5%
5	Encouragement to students for participation in different co-curricular activities	60%	30%	10%	---
6	Programmes arranged by the department/ authority for achieving students' exposure to institutes of higher education	40%	30%	20%	10%
7	Infrastructure facilities namely library, laboratory, canteen, lavatory and other campus facilities	10%	50%	20%	5%

ANNEXURE-III

Best Practice-I

1. Computer Hardware Maintenance and Networking Programme

The institution in collaboration with MSME TOOL ROOM & TRAINING CENTRE, Guwahati (An ISO 9001: 2008, 14001: 2004 certified organisation) under the Ministry of Micro, Small and Medium Enterprises (MSME), has taken initiative to organise a Computer Hardware and Networking Programme at regular intervals for the regular students of the college.

The basic objectives of the Programme are as the following:

a) To become a partner in the move of skill development initiative agenda
b) To bring awareness among our students regarding the need of hardware, maintenance and networking in computer application
c) To educate our students in this line of direction
d) To prepare our students to be absorbed in computer (hardware) field
e) To make them enable so that they get engage in self-employment

Goal:

Situated in a rural backdrop, the SBMS College has been maintaining its level for preparing a platform for our students through entrepreneurial skill development programme. With a very limited exposure in and around the village, the Career Counselling and Guidance Cell (CCGC) of the institution in collaboration with Ministry of Micro, Small and Medium Enterprises (MSME), has taken initiative to organise Computer Hardware and Networking Programme at regular intervals. With a mission of imparting technical knowledge among our students, the programme was run to benefit the students preferably the economically backward students as it is meant free of cost. It is done as a ground work and a motivational phase for introducing a complete diploma level programme under the scheme of Community College of UGC.

The Practice:

The Programme attributes a positive impact among the students. With the strength of 50 students the programme was run for the duration of 3 months. The regular timing of the programme starts at 2:30 pm to 5:00 pm. It is a continuous process.

Best Practice-II

2) Science awareness programme

A Science Awareness Programme was organised from 25th May to 15th June, 2015 by the Science Block of the institution.

The basic objectives of the programme are:

- ❖ To motivate the Secondary level students of greater Sualkuchi area (who are likely to be get admitted to the subsequent level of education in this institution) so as to inculcate science awareness among them
- ❖ To popularise science education among the secondary level students of greater Sualkuchi area
- ❖ To offer an exposure to laboratory set- up usually used for different branches of Sciences as most of the schools in the locality are not up to the mark in this front.

Goal:

With a part of Institutional Social Responsibility (ISR) and Extension services, the faculty members of Science Stream have made efforts to attract the secondary level students of the vicinity by arranging close and intimate interaction with the students of the guest schools to inculcate a spirit of positive attitude for science in their future study

The Practice

About 40 students in a batch of a particular school daily attended the programme under the supervision of a teacher preferably the science teacher of the respective school. It creates a lot of thrills and excitement among the students. Through the programme, the institution is able to inculcate awareness among the guardians regarding their wards' future education to the Science Stream in general. Through the practice of the extension programme, the institution receives feedback from the guardians who are enthusiastic to enrol their wards in our institution.

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