Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**S. B. M. S. COLLEGE**
Name of the head of the Institution	**Dr. Dipesh Chandra Bhagabati**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03612830030**
Mobile no.	**9435103147**
Registered Email	**collegesbms@gmail.com**
Alternate Email	**dcbhagabati@gmail.com**
Address	**Sualkuchi P.K. Road, P.O: Sualkuchi**
City/Town	**Sualkuchi**
State/UT	**Assam**
Pincode	**781103**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Ms. Mamani Devi**
Phone no/Alternate Phone no.	**03612830030**
Mobile no.	**9435109206**
Registered Email	**collegesbms@gmail.com**
Alternate Email	**dcbhagabati@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sbmscollege.org/iqac/aqar-2017-2018.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.sbmscollege.org

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	**B**	**2.27**	**2015**	**15-Nov-2015**	**14-Nov-2020**

6. Date of Establishment of IQAC	**25-Jun-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting of IQAC	**24-Aug-2018** **2**	**33**
Regular meeting of IQAC	**15-Dec-2018** **3**	**27**

Regular meeting of IQAC	02-Mar-2019 2	47
Regular meeting of IQAC	06-Apr-2019 2	46
Regular meeting of IQAC	14-May-2019 3	33
Regular meeting of IQAC	01-Jun-2019 4	107
Regular meeting of IQAC	07-Jun-2019 2	27
Discussion on AQAR Submission	30-Sep-2018 4	45
Carrer Advancement issues of Teachers	02-Jun-2019 3	17
Discussion on data uploading to MIS portal	29-Jun-2019 2	45

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Science Stream, SBMS College (5 Departments)	Star College Scheme	DBT	2018 365	910525
SBMS College	RUSA-I	MHRD & Govt. of Assam	2018 365	14500000
Womens' Hostel	Special Scheme	UGC	2018 365	2000000
SBMS College	Sports Scheme	Directorate of Sport Development and Youth Fare under Govt. of Assam	2018 365	800000
SBMS College	For Excursion Grant for students each financial year	Govt. of Assam	2018 365	100000
Science Department, SBMS College	For purchasing of lab equipment	Govt. of Assam	2018 365	150000
SBMS College	For B.Voc. Scheme	UGC	2017 365	1520000
SBMS College	For B.Voc.	UGC	2018	480000

	Scheme			365		

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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**7**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

12. Significant contributions made by IQAC during the current year(maximum five bullets)

IQAC took the initiative to acquaint the teachers with the RAF of the accreditation process.

* IQAC arranged the platform for the online admission process for the students. It has been implemented from the academic session 2018-2019.

* In order to ascertain safety and security measures in the college premises, CCTV has been installed in various corners of the institution.

* To enable our teachers towards a techno-savvy ICT enabled teaching environment, 5 nos. of the digital board have been installed in classrooms.

* In order to boost the quality parameter, IQAC organized a week-long Faculty Development Programme (FDP) programme on " Use of ICT Tools for classroom teaching", a week-long MTT programme on " Soft Skill', a career counselling programme and a Freshers' Induction Programme.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
[View Uploaded File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	08-Jul-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019

Date of Submission	26-Feb-2019

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The institution has an operational Management Information system. The information has an integrated system of management regarding accessing and sharing information. • Social media pages Facebook Instagram and WhatsApp groups are often used and shared by the college to pass on information amongst the faculty as well as students on important programs and events of the college. • Regular exercise of etendering for various schemes • Online mode of admission as well as examination form fillup are made available in the college . • College website and conventional notice boards are used to communicate the important information among the general public. • 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. Admission noticed is published in leading daily and in college website. • Information regarding faculty development programmes are highlighted in the college notice board • Govt. Notifications, UGC guidelines, etc are put up in notice board. • The college website provided all the valuable information both academic and administrative. • Moreover, bulk

message facility is also available for teachers, students and employees in regards to the sudden demand of any situation. • In every six months the college publishes a News Letter which conveys messages of achievements and agenda of the College family.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

• The college prepares its academic calendar at the beginning of its academic session. On the basis of circular and notices received from the affiliating university, the institution prepares its academic calendar. Through the academic calendar, students are aware of the probable teaching days, holidays, vacations, activities, etc. • Induction programs are arranged for newly recruited teachers regarding the curriculum transaction. • Newly admitted students are provided counseling both from IQAC as well as from the department concerned regarding the syllabus of the course. • Central Routine Committee of the institution takes care of class distribution as per the curriculum. The committee also prepares the time and teaching allotment of the remedial classes. • At 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. • Class-room deliberations are made through the smartboard, 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. • The classes are uniformly distributed through the College Routine. Against the conventional classes of 45 minutes duration, the institution has made it feasible by extending the duration of the first two classes by 15 minutes. • At the onset of every Semester, meetings are held at all departmental level and the syllabus is distributed among the teachers. Students' Satisfaction Survey in the form of students' feedback is encouraged to enable students to ventilate their opinions. Sessional examinations keep the students attuned to their course and accordingly, assessment is made. General meetings are held to discuss in detail all aspects of the curriculum. Multimedia and the smart- board make classes more innovative and interactive. • At the time of admission, the authority addresses the students and the new incumbents to make them familiar with the norms of the Semester Course. Every department provides an introduction to the subject -combinations as enumerated in the College Prospectus and extend their valuable suggestions. The teaching faculty continuously up-date themselves on the subject-matter pertaining to their own fields through participation in Orientation Course, Refresher Course and Short Term Courses and on multi-disciplinary ones according to the schedule of the affiliating University. • The institution analyses and ensures that the objectives of the curriculum are achieved in the course of its implementation. The student feedback mechanism keeps the authority, and the teaching faculty well acquainted with the achievements and drawbacks attached to the functioning and application of the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Skill Development
Still Motion Picture Photography	NIL	01/05/2019	60	The trained students got meaningful livelihood as : 1) Food photographer , 2) Fashion photographer 3) Wedding and event photographers 4) Director of Photography in short films, music videos etc.	The skills imparted to the trainees upgraded their backend operative skills to comprehensive dexterity of the domain by boosting their selfesteem as photographer and videographer.
Advanced Embroidery	NIL	01/05/2019	60	Advanced Embroidery is such a diverse and specialised subject that it opens up a wide range of career opportunities such as: ? Embroidery artisans for couture and fashion ? Studio embroiderers for film and TV costume ? Freelance embroidery designers	The skill imparted to develop portfolio collections of embroidery and to prototype and produce works for fashion, interiors and textile art, as well as work on high profile live projects. By studying traditional hand embroidery techniques which de

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	17	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga Meditation	08/06/2019	40
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BVoc	Fashion Designing in Block Print	3
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback is received from the students on the teachinglearning process in the form of the Students Satisfaction Survey. It is prepared on the basis of a structured questionnaire framed and approved by the IQAC of this college. The Students' feedback covers three parts: (a) PartA (Assessment of the institution) (b) PartB (Assessment of Course and Curriculum) (c) PartC (Assessment of the teacher).The questionnaire is either received from the office of IQAC in the manual format or can be downloaded and Students need to drop their filled in the feedback form in the feedback receiving boxes present in front of the Principal's Office. The received feedback is then analyzed by the IQAC and uploaded to the college website and it is also forwarded to the Head of the institution with necessary suggestions based on this feedback. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Parents also take a part towards the qualitative improvement of their ward as well as of the institution by providing their feedback. Parents also participate in PTM conducted by some of the departments and discuss different issues related to the overall development of their ward. From the year 20182019, feedbacks from alumni are collected through a well structured questionnaire. Distributed questionnaires are collected in the alumni meet. In

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	**ASSAMESE (Major)**	**40**	**75**	**40**

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	**1486**	**0**	**45**	**0**	**45**

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
45	**25**	**4**	**10**	**4**	**3**

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. Apart from motivating the students towards their academic progress, the institution focuses on their healthy mental and emotional status through adopting the mentorship programme. IQAC of the institution supervises the mentorship programme of the college. After finalisation of details of students' admission, their names are assigned to a particular mentor randomly. Generally, the mentorship programme begins after a month of the semester starts. In the mentorship session, every teacher takes one to one discussion with students as per their allotted schedule maintained through college routine. In one to one discussion, the mentor follows the principles of mentoring as prepared by a special task committee constituted by IQAC. Details of the mentorship programme are maintained in a special record book. The rules and regulations regarding executing mentorship are as follows: 1. Maintaining daily attendance register: A student should ensure his/her attendance to the mentor every session as may be notified by the IQAC. In case of absence, the student would inform the mentor on the day he/she comes to the college. If required the mentor may contact guardians of the mentee in this regard. 2. Separate records for each mentee will be maintained in the Attendance Register with the following information: a. Student Name b. Date of Birth c. Contact No d. of marks in HSLC e. of marks in HS f. Stream g. Semester grades I, II, III, IV, V, VI h. No. of family members: Male Female i. Father's Name j. Educational Qualification Profession, Contact No k. Mother's Name, Educational Qualification, Profession, Contact No l. Home Address

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1426	**40**	**1:36**

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	33	3	0	16

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Mr. Bhabesh Deka	Assistant Professor	Ph.D

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honours General	SEMESTER II	20/05/2019	08/08/2019

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the guidelines regarding examination system of its affiliating university. So far in the case of any reforms on continuous internal evaluation, it is required to take prior permission from the parent university. However the continuous internal evaluation system comprises of the class tests after the completion of unit, sessional examination, home assignments, etc. Some Departments are also evaluating their Departmental students through organizing debates, extempore, group discussion, seminar presentation, field project etc.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is an affiliated college under Gauhati University. Examinations are conducted at the end of each semester by the affiliating University. College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. All departments conduct internal assessment of students and students are well informed about these internal examinations well in advance by the department. Internal assessment dates are also provided by the college in the proposed academic calendar prepared at the beginning of each academic session, which is uploaded in the college website.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
MAJOR	BA	ASSAMESE	37	19	51.35

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Any Other (Specify)	00	NIL	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on 'Creating Awareness of Intellectuality Property Right'	Mr Pradipta Bagchi, Associate Professor, Donbosco University, (Department of Management and IPR)	16/03/2019

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
SBMS College	Special training session	SBMS College	Upskilling of Youths in Catering and Hospitality Business	Special training session on soft skills development, hospitality and culinary skills with	01/05/2019

				the domain experts joining from nook and corner of the state.	

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Education	1	4.1
International	Education	1	5.5

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	2
Zoology	2
Assamese	7
English	2
Physics	2
Education	1
Mathematics	1
Economics	2
Botany	1
Political Science	2

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	00	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	00

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	8	1	Nill

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Survey of 5 nos. of adopted villages under Unnat Bharat Abhiyaan	NSS	2	70
Swachh Bharat Summer Intensive Programme in Rawanboi	NSS	1	55
Awareness Programme to Eradicate Superstition through Street Play and Discourse	Assam Science Society, Sualkuchi Branch	4	18
Distribution of Science Magazine to inculcate scientific temper amongst students of 7 nos. of neighbouring High Schools	Assam Science Society, Sualkuchi Branch	3	35

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat Summer Intensive Programme	NSS	Awareness Programme	1	55
Chemistry Olympiad	Department of Chemistry	Conducting Chemistry Olympiad for the students of neighbouring institutions	3	75
Aids Awareness Programme through Poster Campaigning,	NSS	Sensitization Programme	3	38
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Student Exchange/ Faculty Exchange	35	College	5
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship	Teaching engagement in the domain of fine arts	Holy kids school	01/04/2019	31/07/2019	08
Internship	Fashion Designing in Block Print	Medhya Brand by Basant Soni, Jodhpur, Rajasthan	01/04/2019	31/07/2019	03
Internship	Fashion Designing in Embroidery	Gulmohar Brand under Puja Newton, Jodhpur	01/04/2019	31/07/2019	01
Internship	Fashion Designing in	Design Department,	01/04/2019	31/07/2019	08

	Design Development	IIT, Guwahati			
Internship	Graphic Design	D J Creation, Rajgarh Road	01/04/2019	31/07/2019	03
Internship	Graphic Design, logo design	Design Valley, Bamunimoidam	01/04/2019	31/07/2019	01

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NDLI	11/12/2019	Expansion of knowledge	102

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
4166244	2763326
5000000	5000000
5000000	5000000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Newly Added
Class rooms	Newly Added
Laboratories	Newly Added

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Soul 2.0	Partially	2.0	2013

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	18698	67827	2163	1318285	20861	1386112

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional

(Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	91	28	33	6	0	5	17	0	2
Added	29	13	0	0	0	0	0	0	16
Total	120	41	33	6	0	5	17	0	18

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Animation and Graphic Design Department	http://www.sbmscollege.org/dept-agd.html

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4034789	1008319	0	3109922

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The institution has accommodated adequate number of classrooms and laboratories and other infrastructural facilities for academic activities. There are 38 classrooms, 11 laboratories to accommodate students and a central library consisting of variety of books and 80,000 journals. There is a separate reading room for students and teachers each in the central library. The library is under Management Information System (MIS). There is a trend of growing number of enrolment in the regular courses under GU, and Vocational Courses, and the regular holding of seminars and workshops. The infrastructure is optimally utilized. The college is also proud to host a zone under GU. The routine committee ensures the optimum utilization of the classrooms, the IQAC sees to it that the cocurricular activities are properly planned so as to utilize the available resources. Besides, holding various Govt. examinations also ensures the optimal use of the available infrastructure. Sick room facility is also available for a sick student during examinations. A Tennis Court and a basket ball field with modern infrastructure have been set up as a

student support facility. Regarding the construction purpose in a large scale as well as purchasing of the equipment, books and other raw materials, etc, the institution follows govt. guidelines and invites tender through uploading in the website and publishing in the newspaper. Following decentralisation policy and participative management, it has been finally decided. However, all these issues have been placed before the Governing Body for final nod. Consequently, the timely utilisation of financial disbursement is submitted to the govt against utilisation of each physical, academic and support facilities. As far as the maintenance and utilisation of all these facilities in a small scale are concerned, it is the purview of the Principal who operates it in a local level and when the occasion demands.

http://www.sbmscollege.org/download/procedures-policies-2018-2019.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Subrendu Baishya Best Student Award	1	5000
Financial Support from Other Sources			
a) National	Post Matric Scholarship for students belonging to SC	116	597400
b)International	Nil	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga and Meditation	01/08/2019	200	Patanjali Yoga Peeth Trust, Sualkuchi Branch
Remedial Coaching	01/08/2019	300	College Faculties and Local based Institute
Bridge Courses	01/08/2019	180	Department of Science, Computer and B Voc programme.
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

2018	Personality Development	3	30	3	1
2018	Soft Skill and Personality Enrichment	2	15	2	1
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
16	12	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
GVK-EMRI	135	20	BUDRAM GAS SERVICE (Franchise of Indian Oil Corporation)	7	2
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
Nill	134	UG	UG	Various institutes of State and outside of state including Gauhati University, Dibrugarh University, Tezpur University, K.K. Handique, IDOL etc.	Post Graduate, Diploma, PGDCA etc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	**0**
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Late Ranjit Choudhury Memorial Intercollege Debate Competition (09/04/2019)	**State**	**15**
Kabaddi Summer Training (07/07/201922/07/2019)	**Institutional**	**22**
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	**8**	**National**	**2**	**6**	**87**	**Liza Sharma**
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' Council or Students' Union is a body of students who are elected for a term of one year. Students' Council comprises of 11 no. of portfolios with the post of President, Vice President, G.S, A.G.S along with 7 nos. of Secretaries who operate under the teachersincharge. There is a provision of the representation of two students from each class who communicate the issues arising out in the classes concerned. The VicePrincipal of the college is incharge of the whole students' union body to ensure overall development of the college. Student Council organises various programmes during college week under the portfolios, such as Cultural, Debating, Sports, Social Service, Magazine, etc. They also take their participation and observe important days such as Republic Day, College Foundation Day, Independence Day, Freshman Social, etc. in the college campus. There is a tradition to take out a cultural rally during the time of College Youth Festival and under the leadership of the students' union body, almost all the students along with teachers, staff, and head of the institution participate in the programme. It is undoubtedly observed that participation of students in the students' body fosters their organisational skill. The General Secretary (G.S) and the President are the members of the RUSA and put forward their views on different issues related to the enrichment of the college. The G.S is a member of IQAC and also a member of Grievance and Redressal Cell who contributes to the institution regarding the redressal of grievances of the students. The G.S is the Assistant Secretary of the Study Circle of the college. The Girls' Common Secretary is a member of Sexual Harassment Cell. Problems encountered by students in many a time are communicated to the authority through General Secretary of the Students' Union Body.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?
No

5.4.2 – No. of enrolled Alumni:
1120

5.4.3 – Alumni contribution during the year (in Rupees) :
28000

5.4.4 – Meetings/activities organized by Alumni Association :
Three programmes organised/ collaborated during the year.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1. Principal Level Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, administrative and student related policies. All academic and operational mechanism is based on the unanimous decision of the governing body, the IQAC and the teachers council. 2. Faculty level Faculty members are given representation in various committees/cells nominated by the Teachers council, in the Governing body, in the IQAC and other committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different subcommittees/Cells which have been operational in 201819: ? Admission subcommittee ? Examination subcommittee ? Routine subcommittee ? Library subcommittee ? Election subCommittee ? Internal disciplinary subcommittee ? Canteen subcommittee ? Publication sub committee ? Career Counselling and Guidance Cell ? Planning subcommittee ? Purchasing subcommittee ? Construction subcommittee ? Grievance Redressal Cell ? Study Circle Following committees are constituted accordance to government guidelines: ? RUSAPFMS unit ? Sexual Harassment Cell ? Anti Ragging Committee 3. Student level General Secretary of the students union is the member of RUSA and Study Circle. Students are empowered to play important role in different activities. Functioning of different secretaries of students union (listed below) further reinforces decentralization. • Cultural Secretary • Boys Common Room Secretary • Girls Common Room Secretary • Social Service Secretary • Magazine Literary Secretary • Games Secretary • Debating Secretary The General Secretary (G.S) and the President are the members of the RUSA and put forward their views on different issues related to the enrichment of the college. The G.S is also a member of Grievance and Redressal Cell who contributes to the institution regarding the redressal of grievances of the students. The G.S is the Assistant Secretary of the Study Circle of the college. The Girls' Common Secretary is a member of Sexual Harassment Cell. Problems encountered by students in many a time are communicated to the authority through General Secretary of the Students' Union Body. 4. Nonteaching staff level There is a provision of representation of nonteaching staff in the governing body and the IQAC. Suggestions of nonteaching staff are taken into account while framing policies or taking important decisions. Participative management The institution promotes the culture of participative management at the planning

level and implementation level. ? Planning level: The Principal, Governing body, Teachers council and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations regarding admission, examination, discipline, grievance, support services, finance etc. related matters. ? Implementation level: The Principal communicates with the government, various external agencies, DHE affiliating university so as to implement the planned policies taken at the planning level.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	As far as Curriculum designing and development is concerned, it is decided by the affiliating university. 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. However, in B.Voc. programmes, the faculty members frame the curriculum with the SSC requirement and alignment of NSQF which is approved by Gauhati University.
Teaching and Learning	The GB of the college tries to keep abreast of the emerging trend in the arena of teaching learning practice at higher education level. Accordingly, it approves for procurement of new inputs. The Principal in consultation with the representatives of the faculty members purchase the new equipment. Corollary to that handson training is also arranged for the users so as to ensure better use of the equipment procured. Thus the quality improvement strategy is carried out as a multiphased activity, viz: Identification of the need ? Procurement of the inputs ? Training for users ? Monitoring utilization In addition to that the institution inspires the teachers for their continuous growth in professional front by allowing them to take part in academic events, to organise such programme within the campus etc. Apart from the traditional system of teachinglearning, the college has developed facilities like smartclass, powerpoint presentation through projectors, portable and fixed

	mikesystems. Besides, departmental seminars, group discussions, home assignments, field trips (excursions), study trips, remedial teaching, visit to cities of excellence, etc., are frequently organised to provide exposure to the student community.
Examination and Evaluation	The institution has its limitation on examination and evaluation reform in end semester examination, as semester examinations are conducted by the affiliating university. College conducts internal assessment of students according to the university guidelines. Class tests, practical examinations for the end semester examination, project paper etc are conducted by departments to evaluate the students. The college maintains rigor and transparency in publishing departmental examination results and supplying answer scripts to the students. The entire assessment process of final examination is planned by the parent university but we have a pivotal role to play in smoothly conduction, evaluation and even in declaration of the result in time, such as: • Internal examinations are conducted as per University norms • Class tests are held under the guidance of Head of each department • 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: ? We are adopting continuous evaluation system, Our timely respond to University notices requesting name of teachers for recruitment of examination duties. ? Teachers are engaged by University for evaluation duty. ? All teachers assigned with evaluation of answer scripts of the sessional tests. ? Timely completion of assigned duties is strictly monitored. ? It is matter of proud to become a reliable partner of the affiliating university in the conduction of Semester End examination. The university authority is pleased to assign us an evaluation zone in every session of examination. ? A good number of senior teachers are also assigned to set question papers for the Semester End examination under the affiliating

	university.
Research and Development	The IQAC facilitates required support to the faculty members towards the promotion and carrying out research activities in various departments. The institute is focussing on capacity building in respect of imbibing research culture amongst the teachers and through teachers percolating to the student community. The faculty members are inspired by the Research Committee to present their research findings in different Conferences and Seminars. Moreover, IQAC also takes initiative to inform and helps the faculties regarding publication of research articles in national and international journals, publication of research journals, to carry out research project etc. The Principal of the College constantly inspires the faculty to publish the findings of the individual research works in journals, magazines, etc. • Regular publication of two research journals namely CONFLUENCE(ISSN: 24541168) HEXAGON (ISSN: 24543810) • The IQAC notified different funding agencies for submission of project proposals. • The IQAC also encourages the staff to publish their research papers in UGC listed and impact factored journals. • Arrangements are made by the authority through granting of leaves to faculties for attending seminars and workshops. • Initiatives to increase journal subscriptions in the central library from the RUSA fund.
Library, ICT and Physical Infrastructure / Instrumentation	• The college has adopted certain strategies in order to develop and update facilities in the Library, ICT, and infrastructure. The central library is in digitised form with a host of Ecourses and Ejournals with the provision of NLIST through INFLIBNET. The library is automated, well stocked with the smooth functioning of issuing and keeping records of books. Internet facilities are made available to the library users with WiFi connection. Each department maintains its own departmental library where budgetary allocation is made available for purchasing text books and reference books etc. • Campus is WiFi. ICT facilities are now available in the college with the UGC grants to extend

	modern methods of teaching and learning. Virtual classroom with videoconferencing facilities have been very helpful in bringing knowledge session from across the country. Similarly smart boards have been overhauled in 8 numbers of classrooms. Apart from the desktop in the departments, laptops have been allotted to different departments from the RUSA fund. • The physical infrastructure has remarkably improved to fulfil the demands of the faculty and students. It has received sincere attention from the college authority. Renovation and upgradation of laboratories, subscribing books and journals, almirahs and computer in the central library, installing CCTV in the classrooms, purchase of new equipment, installation of 28 KWP Grid Connected Rooftop Solar Power Plant have been made available in the current academic year.
Human Resource Management	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 VicePrincipal, who is the senior most among the faculty members, is entrusted to look after the smooth running of the daytoday 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. ? Faculty members are encouraged to participate in trainings, workshops and faculty development programmes. ? The

	departments of the College organized workshops and lecture so as to enrich students and teachers in the academic year 20182019. IQAC organized the FDP on 'Use of ICT Tools in Classroom Teaching' and MTT programme on 'Soft Skill'
Industry Interaction / Collaboration	Many industries are associated with the institute to cater the needs of the students relating to industry base and self employment. The component of learning in industry training focuses on the application of theory in the context of industry base. Industry partners play a vital role in making the students benefitted by improvement of their skills through training. Following are some of the continuing and newly added collaborations under the venture of SBMS College: • MOU of SBMS college with Media and Entertainment Skill Council (New Delhi) • MOU with Digboi College • MOU with National Digital Library of India (NDLI) • MOU with Shashank Associates (Franchisee of ARENA Multi Media)
Admission of Students	The College follows a transparent admission process. The details of the admission process with fee structure are published through the College Prospectus, in the admission forms and in the college website. The cutoff marks for the students vary according to the application forms of the meritorious students received .The College follows the norms of reservation of seats for the students belonging to SC, ST and OBC. Students are allowed to choose their own combination of subjects. Fully online admission system from application to the counselling process has ensured a transparent process and students have been admitted on the basis of merit and incompliance to the reservation policy prescribed by the govt.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	The institution implemented egovernance while in the following areas of planning and development: ? Regarding admission of the students to various programmes. ? Maintains egovernance regarding correspondence to various govt. agencies ? It is operational when sending utilization of

	govt. fund through PFMS to UGC RUSA ? It has an operational and functional website. ? Library automation has been initiated by the use of SOUL 2.0 software. The central library of the college is digitized and our library is also a member of Assam Library Association. It is worth mentioning that we have signed a MOU with National Digital Library of India.
Administration	? The college has a comprehensive and uptodate database for information accessible to all in the college website for management, stakeholders etc. ? Anyone can apply for information of any kind to the Principal, or can send email to: collegesbms@gmail.com. The college provides academic information through Newsletters and the college Prospectus. ? Notices and circulars are uploaded in the college website and communicate to different departments from the Principal. ? Each and every IQAC notice is circulated through IQAC WhatsAp Group.
Finance and Accounts	1) Receipt of admission fees is completely online. 2) Salary of faculty members and staff is transferred directly to the bank account through treasury office with the support of FINASSAM, Govt. of Assam. 3) Etender is notified as per the government guidelines for purchase of items/ construction purposes and it is uploaded in the college website as well as published in the newspaper. 4) Payment for the work orders is done through PFMS (RUSA) according to government guidelines.
Student Admission and Support	? Online application received and admission done on a subsidised rate in the Govt. Fee Waiver Scheme ? Prospectus available online ? Notice upload in the website regarding examination related matters ? Bulk message facility provided to the students ? Scholarship related information provided in the website ? Online Examination Form Submission and Fees payment ? Registration of the students ? Revaluation for the end semester examination
Examination	As far as the official correspondence to the parent university regarding the egovernance in the aspect of examination is concerned, the marks

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Dr. Pulin Ch. Sarma, Dr. Kamal Choudhury	India International Science Festival, Luckhnow	India International Science Festival	40600
2018	Dr. D.C.Bhagabati	Winner's Edge (Motivational Talk by Mr. Shiv Khera)	Mr. Shiv Khera	20892
2019	Dr. Pulin Ch. Sarma Dr. Bhabesh Deka	Fifth Annual Task Force cum Coordinators' Meet, Pondicherry	DBT	50780
2019	Dr. D. C. Bhagabati	Scheme for Higher Education Youth for Apprenticeship and Skills	Scheme for Higher Education Youth for Apprenticeship and Skills	19369
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	MTT Programme on 'Soft Skill'	Training Programme to handle Office Software (6/7/2018)	27/08/2018	02/09/2018	35	5
2018	'Use of ICT tools for Classroom Teaching'	Training Programme on Maintenance of Official	01/10/2018	07/10/2018	33	8

		Discipline and Development of Interpersonal Relationship				
2019	UGCBCS'	Training Programme on UG_CBCS	06/05/2018	06/05/2018	42	1

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Environment Studies (ID)	2	24/09/2018	14/10/2018	7
Refresher course in Library Information Science on SWAYAM (Annual Refresher programme in Teaching)	1	05/11/2018	28/02/2019	7
Refresher Course in 'Programme on IT'(ID)	3	14/01/2019	19/01/2019	7
Refresher Course in 'Bio Resources of North East India'	1	30/01/2019	19/02/2019	7
Short Term Course on 'Human Rights'	1	12/11/2018	18/11/2018	7
Short Term course on 'MOOCS'	1	22/11/2018	02/12/2018	7
FDP on 'Use of ICT Tools in Classroom Teaching'	19	01/10/2018	07/10/2018	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching	Non-teaching

Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Loans from Financial Institutions • Provisions for Earn Leave, Maternity Paternity Leave • Child Care Leave(CCL) • On Duty Leave is sanctioned for participating in various conferences, seminars, workshops, Faculty Development Programmes examination duties such as S.O • Faculty members are allowed to avail Summer Winter Vacation of ong duration. • Leave for participating in conference of professional organisation • All leaves are admissible under Leave Rule, Government of Assam in force. • Leave encashment facility for maximum period of 150 days during inservice period if the same amount of leave is saved from the EL. • Gratuity benefit • Pensioner benefit • Study leave etc. • Group Insurance	• Loans from Financial Institutions • Provisions for Earn Leave, Maternity Paternity Leave • Saturday Leave • All leaves are admissible under Leave Rule, Government of Assam in force. • Leave encashment facility for maximum period of 150 days during inservice period if the same amount of leave is saved from the EL. • Gratuity benefit • Pensioner benefit • Study leave etc. • Group Insurance	• Admission to students at subsidised rate under Govt. Fee Waiver Scheme whose parental annual income is less than one lakh. • On time scholarship for Best Student in H.S Examination, who, has enrolled in Degree First Semester. • One time scholarship for Best Library User

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Being a government institution, the institution conducts external financial audits as per the government guidelines. Financial audit is done by Deptt. Of Finance, Govt. of Assam. As far as the internal audit is concerned, the institution

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
M/S Budram Gas Service	5000	SB Memorial Award
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6.4.3 – Total corpus fund generated

1022475

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	No	Self
Administrative	Yes	Department of Higher Education, Govt. of Assam	Yes	Governing Body

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

* As the college is hailed as the only higher education institution in the locality and the institution has been established arising out of the colossal undertaking of some farfetched locals along with the timely philanthropic actions of two spiritual icons, the local people, who are more or less the parents of our students, contribute to the qualitative augmentation process of the institution. • From the inception, SBMS College has been trying to build up a rapport with the parents of the students. Though it is yet to form a registered parentteacher association, various departments organise Parent Teacher meeting in order to seek suggestions from the parents regarding overall development of the students. • IQAC conducts Parent Teacher Meet annually and seeks feedback from the parents regarding their satisfaction level in sending their wards to gain academic inputs as well as to come up with new suggestions. • At individual level also, the authority in consultation with IQAC, informs the parents of the students, if the attendance record of the students found poor. Accordingly, parents provide care and support in order to ensure proper attendance of their ward.

6.5.3 – Development programmes for support staff (at least three)

* Training of the office staff so as to enable them to handle the online admission and registration of students. • Development Programme for Accounts Operating System under XIMIT • Training Programme to handle PFMS account under RUSA • Training under UGC regarding National Scholarship Portal • State Level Workshop on Role of College Librarians of Assam in the changing Environment • National Workshop on Research methodology

6.5.4 – Post Accreditation initiative(s) (mention at least three)

Post accreditation initiatives based on the recommendations mentioned in the Peer team report: 1. Vigorous attempts for financial resource mobilization be made Post Accreditation Initiative: The institution has made vigorous attempts for mobilizing financial resources after the II cycle NAAC accreditation. • Under the scheme of receiving grant from MHRD Govt. of Assam, the institution received RUSA I for Rs. 2 crores and more grant under RUSAII is in the process. • Under DBT sponsored Star College Programme an amount of Rs. 75 lacs has been received. • Second instalment for expansion of Womens' Hostel amount of Rs. 50,000/ is received from UGC. • An approval of 8 lacs received from UGC for construction of Basket Ball Court and Tennis Court. • Approval of Rs. 20 lacs is received from the Directorate of Sport Development and Youth Fare under Govt. of Assam. • Rs. 12.7 lacs is received from Govt. of Assam under ACA scheme for infrastructure development of the college. • Received three times Excursion Grant for students an amount of Rs. 1 lac for each financial year during the period 20162017, 20172018 and 20182019. • Rs. 1.5 lacs received from Govt. of Assam for purchasing of lab equipment for the Science Department. • Rs. 50,000/ is received from Govt. of Assam for installation of WiFi on the campus. 2. More infrastructures for the college is to be developed. Post Accreditation Initiative: • Vertical expansion of New RCC building up t second

floor covering an area of 8,000 sq ft. • Extension of the Assam Type Science building under RUSA grant. • Renovation of the Canteen. • Renovation of the existing library building. • The overall electrical connection is overhauled and rest of the classroom and corridors brought under CCTV coverage. • 8 pairs of resting shades with roofs facilitating the sitting capacity of 100 students at a time have been made available for our students to ensure comfortable stay during the leisurely hours. • Completed the front boundary wall of the Girls' Hostel. • Second DG set installed with a capacity of 20 KV • Purified water with cooler facility has been installed. • Two sets of Sanitary Napkin Vending Machines along with Sanitary Napkin Incinerators have been installed in order to provide the easy access facility of pads to girl students along with having the controlled atmosphere so that the harmful gases released do not harm the environment. • A concrete connecting footpath has been constructed for conducive and comfortable walking in the campus. 3. More ad on vocational courses can be started. Post Accreditation Initiative: Though the institution introduced three years Bachelor of Vocational Degree Programme in Animation and Graphic Design and Fashion Technology in 2015, both the trades flourished after the accreditation period. Animation and Graphic Design with airconditioned classroom and Lab aims to disseminate high quality practice based education in the field of Animation, Design and New Media, Visual

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Meeting of IQAC to organise an FDP on 'Use of ICT Tools in Classroom Teaching'	01/10/2018	01/10/2018	07/10/2018	33

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Equity: Balance for Better	08/03/2019	08/03/2019	83	47
Vogue Nation- Haute Couture : Mismatch (Alcheringa IIT)	01/02/2019	03/02/2019	18	1

Fashion Show through Design showcase for Gender Equity	08/03/2019	08/03/2019	19	2

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- **Environmental awareness programmes are taken by N.S.S Unit on regular basis.**
- **Save energy measures are taken up in the college premises by the power saving LED lights and students are encouraged by making them aware by switching off lights and fans before leaving the classroom. • Students engage themselves in field based project on 'Environmental Science' as a part of their course curriculum on various environmental issues. • Eco friendly energy is provided by the installation of Solar Rooftop Project by Ministry of New and Renewable Energy (MNRE).The percentage of power requirement of the college met by the renewable energy sources is 5.**

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	07/08/2018	1	Celebration of National Handloom Day	Providing expertise,knowledge to the local people for the growth of silk Industry	27

2018	1	1	10/10/2018	3	Silk Expo and Workshop on Silk Samagua	Showcasing Products designed and development by using traditional Eri Silk	30
2019	1	1	22/03/2019	2	Organising Awareness programme	Articulated new designs and patterns to suit the need of the time	104
2019	1	1	09/05/2019	2	Sualkuchi Vastra Prodorsini	• Participating in the exhibition cum sale • Participating in Fashion show	15
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nil	Nill	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teachers' Day	05/09/2018	05/09/2018	600
Celebration of Gandhi Jayanti	02/10/2018	02/10/2018	240
Rashtriya Ekta Divas	31/10/2018	31/10/2018	140
Death Anniversary of Dr. Bhupen Hazarika	05/11/2018	05/11/2018	210
Human Rights Day	10/12/2018	10/12/2018	70
International Yoga Day	21/06/2019	21/06/2019	70
International Mother tongue Day	21/02/2019	21/02/2019	80
International Womens' Day	08/03/2019	08/03/2019	130
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)
Tree plantations are organized by NSS unit and Social Service Section of Students' Union of the college
Botanical Garden is maintained by Deptt.of Botany.
The campus has been declared 'Plastic Free Zone'.
The Deptt. Of Botany has identified and preserved the trees and labelling them with their scientific names present in the college campus.
Tobacco, smoking, chewing of panmasala and gutka is prohibited in the college campus.
Green Audit of the campus is carried and maintained by Green Audit Team.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice—1 Implementation of Yoga and Meditation for Holistic Development of Students: SBMS College, Sualkuchi initiated this programme as one of the best practices from the session 20182019. Yoga is an ancient physical and spiritual discipline and branch of philosophy that originated in India about 5000 years ago. The supreme aim of Yoga is to achieve ultimate emancipation. Objectives: • To harness spiritual -physical development of students • To bolster concentration and focus of learners • To foster an ambience of cooperation and harmony among students for sustained learning experience • To make the students aware of emotional, mental and physical health Context: Yoga has recently gained immense momentum globally owing to Central Government's drive to make it a wellbeing programme. Globally it has received much attention as an alternative approach for integration of body and soul. Such an overwhelming positivity has propelled SBMS College to introduce a programme for training of students under the guidance of seasoned Yoga Gurus. Practice: The Yoga classes are held every Saturday in two batches from 910 a.m and 1011 a.m. After that the regular classes start for the batch concerned. Mr. Manab Nath, who is a Certified Yoga Trainer from Patanjali Yoga Peeth Trust comes to the college as a reular trainer. The programme is coordinated by two faculty members, namely, Mr. Kusumbar Baishya and Mr. Ranjit Taku. As Yoga and Meditation contribute directly to improved mental focus and concentration among students, we are focusing on breathing techniques, asanas (poses), etc. as Yoga and Meditation involve long deep, slow breaths as well as the coordination of mental concentration. Best Practice—2 Installation of 28 KWP Grid Connected Rooftop Solar Power Plant at the college premises We are an institution of Higher Education located in a rural area suffering from acute power crisis. WE are a beneficiary of Grid Connected Solar Rooftop Project (with 70 govt. subsidy) under 14 MWP Solar Rooftop Project sanctioned to Assam Energy Development Agency (AEDA) by Ministry of New and Renewable Energy (MNRE). Objectives: Solar Photovoltaic (SPV) Power Plant is urgently required by the college in order • To maintain reliable and sustainable source of electricity for the purpose of higher education in the institution. • To substitute and reduce gradually the use of DG Power and to save diesel consumption. • To meet up the electrical power demand that has been growing with the growth of its infrastructure and increased number of advanced and strategic research works. Context: The current power demand has been exceeding contractual demand from the grid. The existing DG sets also become insufficient. In addition the college suffers 45 hrs. power cut during the working hours every day. Practice: From its inception, 20 KWP SPV Power Plant provides uninterrupted power source for the college which reduces dependency on the grid power as well as it provides reliability of the system. Its operation is carried out by college own manpower. The maintenance is carried out for contractual basis. Operational

data from inverter is carried manually for 4 hrs interval and a log sheet is maintained. The operational data from inverter is sent to cloud database via modem for remote monitoring. Under the monitoring mechanism, the power generation data is compiled and aggregated daily, monthly and yearly basis and is shared with MNRE. The percentage of demand met from this plant is 5. Best practice1 Batchwise Implementation of YOGA MEDITATION for the holistic development of students.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.sbmscollege.org/download/best-practice-2018-2019.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution is located in and surrounded by exclusively rural areas as such it is focusing on holistic development of rural youths. In order to ensure endeavour success to the maximum possible extent, the institution is pioneering in making higher education accessible to all sections of rural population irrespective of caste, creed and sex. Out of the total enrolment, we have 16.12 SC students, 51.75 girl students, 15.35 OBC students and 1.54 are ST students. (20182019) As the only seat of higher education of the north part of Kamrup district (rural) , this institution aims to impart quality education to learners and to enable them to meet the needs and challenges of the time. To cope up with the changing scenario of higher education, the college has been maintaining its level for preparing a platform for our students through entrepreneurial skill development programme. To impart quality education and to inculcate among them the spirit of self -reliance, we have made accessible skill based vocational programmes in Animation and Graphic Design and Fashion Technology, the products of which programmes are by and large either getting placement or selfemployed within the first year of completion of the programme. We are running the programme so as to impart skill based education to the above mentioned trades along with appropriate content of general education, to ensure that the students can work at each exit point of the programme, to promote entrepreneurship among the students and above all provide them vertical mobility. The students of Animation and Graphic Design made an extensive participation in the 2nd Guwahati International Documentary Short and Animation Film Festival. The students of the department produced four documentaries on the subjects: a) Religious Harmony in Greater Sualkuchi Area. b) Life and Time of Late. Prof. Ranjit Kr. Choudhury c) The Legacy of Ashwaklanta Devalaya. d) Short Film on Sualkuchi Institute of Fashion Technology The first batch students of Fashion Technology Department have secured cent percent placements and working in the Handloom Textile Industry while a few others have started their own venture. The Final Year students (20162019) have already got placement in Textile Industry in various parts of the country including some renowned Design and Export Houses, some are doing internship in different organisations while some others have preferred to start their own entrepreneurship venture. We are the only institution offering undergraduate courses in science stream in greater Sualkuchi area so as to get the students motivated to equip themselves with qualitative learning and to take up Science as a career which is very vital for the promotion of science education in rural areas like us. It is a great opportunity for us that with availing the DBT sponsored Star College Scheme, we are trying to strengthen the physical infrastructure for achieving excellence in teaching -learning as well as to increase capabilities of core instrumentation resources by procuring new equipment and upgrading existing facilities.

Provide the weblink of the institution
http://www.sbmscollege.org/download/institutional-distinctiveness-2018-2019.pdf

8.Future Plans of Actions for Next Academic Year

1. Focusing on enhancement of academic excellence 2. Enhancing infrastructural facilities 3. Implementation of Learning Management System (LMS) 4. Purchase of equipment to promote students' projects and research activities of faculty members. 5. Organisation of Summer Training for students in the category of Kabaddi and workshop in 'Khol Playing'. 6. Enrichment of the library with research oriented books. 7. Publication of research oriented books contributed by faculty members encompassing the areas of SocioEconomic Perspectives of Assam as well as Language, Literature and Culture of Assam. 8. Installation of new software for office automation in order to ensure an updated management system in the college. Office automation has been planned to include online archiving of database relating to students' admission, scholarship, results, fees payments, marks and certificate generation, time table, students' attendance, HR, Leave management, Accounts and Inventory, Courses, Bulk SMS, user management, report generation, etc. 9. Installation of one more borewell to meet the growing demands within the campus.