



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SUALKUCHI BUDRAM MADHAB SATRADHIKAR 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

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Ms. Mamani Devi</b>
Phone no/Alternate Phone no.	<b>03612830080</b>
Mobile no.	<b>9435109206</b>
Registered Email	<b>collegesbms@gmail.com</b>
Alternate Email	<b>iqacsbms2017@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.sbmscollege.org/iqac/aqar-2018-2019.pdf">http://www.sbmscollege.org/iqac/aqar-2018-2019.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.sbmscollege.org/download/academic-calendar-2019-2020.pdf">http://www.sbmscollege.org/download/academic-calendar-2019-2020.pdf</a>

**5. Accrediation Details**

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>2</b>	<b>B</b>	<b>2.27</b>	<b>2015</b>	<b>15-Nov-2015</b>	<b>14-Nov-2020</b>

<b>6. Date of Establishment of IQAC</b>	<b>25-Jun-2005</b>
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**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
<b>Regular meeting of IQAC</b>	<b>10-Aug-2019</b>	<b>39</b>

is conducted to discuss the academic activities such as orientation programme for the beginners regarding CBCS, performance of the students in the university examination and action taking activities.	3	
General Meeting of IQAC with the staff confirmation of Composite Activity Plan for period August	14-Aug-2019 3	37
Meeting of IQAC regarding carrier advancement programme for students and teachers and MOU sign with ICT, KAVIKRISHNA Laboratory etc.	09-Sep-2019 2	17
Executive meeting of IQAC with all HOD related to discussion on student satisfaction survey report	16-Oct-2019 3	21
Academic Audit for Full Time Teachers conducted on regular basis and discussion with the authority after internal examination	26-Nov-2019 1	16
One month Carrier advancement programme(skill training )organized by IQAC and ICT for the final year students and for alumni	20-Feb-2020 4	80
Three days Faculty Development Programme on	26-Feb-2020 4	21
Five days Faculty Development Programme on	22-Feb-2020 4	23
Meeting with staff and students union body and IQAC to carry out the sensitization programme on COVID-19 in greater Sualkuchi Village.	15-Mar-2020 1	29
IQAC	14-Apr-2020 2	21

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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
SBMS COLLEGE	RUSAI	MHRD & Govt. of Assam	2018 730	5000000
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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 :**

6

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 take classes of science students of neighbouring educational institutions and provide them the practical knowledge of using laboratory equipments which are available in the college. IQAC arranged the platform for the Faculty Development Program and Carrier Development Program for students and alumni in the year 20192020 by signing MOU with ICT. A great initiative was taken by IQAC and the faculty members by arranging one month coaching classes for TET aspiring candidates for high school and higher secondary jobs. As a part of social responsibility, with the initiative of IQAC and entire institution closely extend its great support in publication of books and other related activities of Assam Sahitya Sabha in its 75th session held in Sualkuchi in February 2020. . ? Under the initiative of IQAC a few departments and the Central library of the institution organized National level Webinar having quality information about latest National and International events.

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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
Focusing on enhancement of academic excellence	For academic enhancement, the institution facilitates through the provision of well designed, flexible, inclusive relevant programmes and curricula which include knowledge, skills and confidence.
Enhancing infrastructural facilities	Under the State Government initiative a multipurpose hall was constructed.
Purchase of equipment to promote students projects and research activities of faculty members	The college has provided new equipments and tools under RUSA grants to carry out the research activities of students and faculties.
Orientation of Summer Training for students in the category of Kabadi and workshop in khol-badya playing	Both the training program and workshop were held in the month of July 2019 where 45 numbers of students were participated.
Enrichment of the library and research oriented books	The library is enrich with a number of research oriented books with college fund and RUSA grants
Publication of research oriented books contributed by faculty members	Three research oriented books and two journals were published from the institution and another four research oriented books were published by Axom Sahitya Sabha in its Sualkuchi session in collaboration of our faculty members having socio economic perspective of Assam as well as language, literature and culture of Assam
Installation of borewell to meet the growing demands within the campus	One borewell was installed within the campus with the initiative of government fund
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th>Name of Statutory Body</th> <th>Meeting Date</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>19-Feb-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	19-Feb-2021
Name of Statutory Body	Meeting Date				
Governing Body	19-Feb-2021				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2020				

Date of Submission	19-Feb-2020
<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>Yes, the institution has an effective and operational Management Information system, aided by Online College Management Information System, Version 1.4, developed by Kareng Technologies (<a href="http://www.kareng.in">www.kareng.in</a>). It includes information related to various parameters, viz., student list, castewise student list, gender wise student list, subject wise student list (both Honours and Elective subject), list with student identification number, religion wise student list, etc. Moreover, details pertaining to govt. transaction as well as payment to various farms, etc have been done through PFMS. Disbursement of salary, etc has been done through FINASSAM. The Integrated Library Management System entails the software Soul 2.0 version. The Management information system circulates important information and requirements through college official website, notice boards and holding meetings with Governing body, parents meet, alumni meetings, students union, and other academic and administrative bodies of the college.</p> <ul style="list-style-type: none"> <li>• Regarding purchase of academic and administrative infrastructures regular exercise of tendering information are uploaded in the college website and through newspaper advertisement.</li> <li>• New installation of office software (Online College Management Information System) made available for online admission form fill up and student related data.</li> <li>• Important official information are also sent through official Email.</li> <li>• College website and conventional notice boards are used to communicate the important information among the general public.</li> <li>• Information regarding faculty and students development programmes are highlighted in the college notice board, Emails and whats up groups of faculties and students.</li> <li>• The publication of college News Letter, college Prospectus and Academic calendar which conveys messages of activities and agenda of the College</li> </ul>

family and are available in college website. • The intercom facility is made available to communicate among the administrative staff, faculties and the authority.

## 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 new academic session starts with an orientation programme for the new comer students to introduce them about the course curriculum and the methodology of teaching learning process with infrastructure available in the college. The academic calendar prepares at the beginning of its academic session on the basis of circular and notices received from the affiliating university. Through the academic calendar, students are aware of the probable teaching days, internal examinations dates, holidays, vacations, activities, etc. • The IQAC of the college along with the Routine Committee prepares the central routine of the college and takes care of the distribution of classes as per course curriculum. • Each department gets the opportunity to discuss about their individual course curriculum in their respective department according to the time schedule mentioned in the central routine once in a month. • The Head of each department allocates the course-contents to each faculty at the departmental level. Each department gets the opportunity to take class tests, assignment, project works, and field studies according to their own convenient and then prepares the teaching -plan, lesson-plan and Academic-Audit Reports for the whole academic session. • 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. • The distribution of class timing is made according to the guideline of UGC. The remedial classes are also included in the class routine. • The evaluation of teacher by the students about the course curriculum are made at the end of each semester according to the students feedback forms which are analyse in the academic meeting between IQAC, Authority and faculties. This will results the strength and weaknesses of the faculties and accordingly strategies are proposed. • General meetings are held to discuss in details about all aspects of the curriculum. Multi- media and the smart- board make classes more innovative and interactive. The schedule for parent teacher meetings is conducted to ensure effective feedback for the proper curriculum delivery. • 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. • The institution analyses and ensures that the objectives of the curriculum are achieved in the course of its implementation. • To meet the smooth curriculum implementation both the central library and the departmental library are annually equipped with books and journals • .Departmental seminars and workshop are organized by each department by inviting Experts from outside in various departments. • The annual academic meeting of the institution highlights the strength and weaknesses of the effective implementation of curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
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0                      0                      Nil                      0                      0                      0

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NIL	Nil
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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
BA	Honours/ Non Honourss	01/08/2019
BSc	Honours/ Non Honourss	01/08/2019
BVoc	General	01/08/2019
BCA	General	01/08/2019

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

	Certificate	Diploma Course
Number of Students	0	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
0	Nil	0
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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
BA	Assamese	36
BA	Education	23
BSc	Zoology	15
BSc	Chemistry	21
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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
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Feedback is received from various stakeholders. It is prepared on the basis of a structured questionnaire framed and approved by the IQAC of this college. As far as the feedback from student is concerned, it covers three parameters : (a) Part-A (Assessment of the institution) (b) Part-B (Assessment of Course and Curriculum) (c) Part-C (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 feedback form in the feedback receiving boxes present in front of the Principal's Office. The received feedback is then analysed 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. Informal feedback received from various stakeholders even made the way towards overall development of the institution. 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. The college has maintained its affinity to local people, who, frequent the campus and lend their views and suggestions for the developmental aspects of the institution. Like the previous year, this year also feedbacks from alumni are collected. In the exercise alumni's' views are reviewed for further action. .

## 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 ( Honours )	40	103	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
2019	1187	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	37	14	10	4	14
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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes. The formal mentoring system is implemented in each department throughout the year. Moreover each faculty member has a close rapport with the students specially the Honours students regarding their academic carrier along with their personal issues. The rapport between students and teachers are enhanced through various activities, viz., the project works of the students, the practical works, the field studies , etc. The departmental activities, such as publication of wall magazine, college magazine, freshman social, teacher's day celebration, organization of seminars, workshops, makes a close bonding between students and the faculties.

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 special task committee constituted by IQAC. Details of 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 By following the guidelines provided in the mentoring format each mentors meet his assign group of students each in every month ,motivate and encourage the students ,contact parents when necessary, maintain the necessary information and advice the students regarding future career development study. As a rural based college some students come from poor back ground. In this case every student is brought into mentoring system .Each student is assigned to the personal guidance of a particular teacher who communicate with the student to raise his confidence level. The IQAC supervise the entire mentoring programme and discuss about the process in its meeting and accordingly carry out the necessary measures through discussion with the principal.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1187	45	1 : 26

## 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	36	0	3	17

### 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
2019	Mamani Devi	Vice Principal	Subject Expert G.U Nominee for CAS Promotion at Narengi Anchalik College

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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	Major/ General	VI	21/10/2020	05/12/2020
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#### 2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per as the guidelines provided by the parent university, the college initiates on Continuous Internal Evaluation, which, comprises of Internal or In Semester Assessment and External or End -Semester Assessment. The schedules of internal assessments are communicated to students in the beginning of the semester through academic calendar of the institution. The academic calendar of the institution is prepared on the basis of the parent university academic calendar. The internal examination time table is displayed on the notice board in advance. However the continuous internal evaluation system comprises of the class tests after the completion of unit, sessional examination, home assignments, seminar presentation etc. The external examination is of 80 marks per paper and internal examination carries 20 marks for Non-CBCS programmes. However, as per the recently introduced CBCS programmes , the continuous internal evaluation for 1st semester classes comprises of two parts: internal examination comprises of sessional examination of 30 marks which is converted to 10 marks (1/3 proportion) and 6 marks covering home assignment, seminar presentation, field trip , co -curricular activities , etc and 4 marks for attendance. Internal assessment tests are conducted fairly to assess the performance of students. Students are allowed to go through the evaluated answer-scripts of internal examination and accordingly doubts, if any, are cleared.

#### 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. On the basis of the affiliating university's academic calendar cum holiday list, the academic calendar of our college is prepared under the active supervision of IQAC. Regarding adherence for conduct of Examination and other related matters, the academic calendar incorporates the tentative schedule of sessional examinations, practical examinations, etc. 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 schedule provided by the college in the proposed academic calendar prepared at the beginning of each academic session 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)

<http://www.sbmscollege.org/download/programme-outcome-2018-19.pdf>

#### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage
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			appeared in the final year examination	in final year examination	
TDC	BA	Major	133	60	45.11
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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)

<http://www.sbmscollege.org/download/SSS-reports-2019-2020.pdf>

## 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)	Nil	Nil	0	0
International Projects	Nil	Nil	0	0
Students Research Projects (Other than compulsory by the University)	Nil	Nil	0	0
Projects sponsored by the University	Nil	Nil	0	0
Industry sponsored Projects	Nil	Nil	0	0
Interdisciplinary Projects	Nil	Nil	0	0
Minor Projects	Nil	Nil	0	0
Major Projects	Nil	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
Intellectual Property Rights Awareness Campaign	IQAC	08/06/2020
Discussion on Patent issues of Rural Industries	IQAC	18/10/2019

### 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
0	0	0	Nil	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
Recording Studio	Voice Modulation/ Videography	Animation Department	Recording	Self Income	07/10/2019
Fashion Show biz	Apparel	Fashion Technology Department	Business	Selling Product	22/08/2019
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### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	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)
National	English	2	Nil
International	English	1	4
International	Botany	1	Nil
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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	3
Zoology	1
Assamese	3
English	3
Physics	1
Education	1
Mathematics	1
History	1
Economics	3
Botany	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	Nil	0	NIL	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	Nil	0	0	Nil
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
<b>Attended/Seminars/Workshops</b>	4	8	3	6
<b>Presented papers</b>	1	7	0	0
<b>Resource persons</b>	0	0	2	2
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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
<b>Gandhi Jayanti celebration with Swachhata Abhijan</b>	NSS, NCC	2	29
<b>Programme on Swachhta Pakwada</b>	NSS	3	10
<b>World Aids Day celebration</b>	NSS	2	9
<b>• Tobacco awareness Programme</b>	NSS	5	66
<b>• Swachh Bharat Summer Intensive Programme in Rawanboi</b>	NSS	1	58
<b>Senitization programme on corona virus</b>	NSS/IQAC/ Teachers Unit	3	67

• Survey of 5 nos. of adopted villages under Unnat Bharat Abhiyaan	NSS	2	64
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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
0	0	0	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 activities	Number of students participated in such activities
Institutional Social Responsibility	Axom Sahitya Sabha	Students Volunteering Programme	6	300
Aids Awareness Programme	NSS	Sensitization Programme	3	38
Survey of 5 nos. of adopted villages under Unnat Bharat Abhiyaan	NSS	Awareness Programme	2	30
Swachh Bharat Summer Intensive Programme	NSS	Awareness Programme	1	58
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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
Faculty Exchange	12	College	7
Student Exchange	65	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	Rotoscopy, Motiongraphic Artist, 3D Modelling	Prime Focus World, Chandigarh	Null	Null	02
Internship	Rotoscopy, Motiongraphics Artist	Addiction GFX, Mohali	Null	Null	02
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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
• MOU with ICT Academy, Guwahati	09/12/2019	Academic Programme, Organising seminar, Conference etc.	310
• MOU with KAVIKRISHNA Laboratory, Guwahati Biotech Park and Incubation Centre	10/10/2019	Research related Issues, Faculty Exchange	150
• MOU with NDLI	27/05/2019	Digitalisation of Library Facility	1187
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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
50	44

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Class rooms	Newly Added
Others	Newly Added
<a href="#">View File</a>	

##### 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 partially)	Version	Year of automation
Soul2.0	Partially	2.0	2013



#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	<b>Text Books</b>	<b>20861</b>	<b>1318285</b>	<b>690</b>	<b>224166</b>	<b>21551</b>

[View File](#)

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
<b>NIL</b>	<b>NIL</b>	<b>NIL</b>	<b>Nil</b>

**No file uploaded.**

#### 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
<b>Existing</b>	<b>91</b>	<b>28</b>	<b>33</b>	<b>6</b>	<b>0</b>	<b>5</b>	<b>17</b>	<b>100</b>	<b>2</b>
<b>Added</b>	<b>29</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>	<b>16</b>
<b>Total</b>	<b>120</b>	<b>41</b>	<b>33</b>	<b>6</b>	<b>0</b>	<b>5</b>	<b>17</b>	<b>200</b>	<b>18</b>

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

<b>100 MBPS/ GBPS</b>
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##### 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
<b>Animation and Graphic Design Department with state of the art facility which encompass facilities of air conditioned classroom along with sophisticated lab in the field of Animation, Design and New Media, Visual Effects, Photography, Sound Design etc</b>	<b>Nil</b>

#### 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 incurred on maintenance of physical facilities
<b>8.2</b>	<b>8</b>	<b>8.3</b>	<b>8</b>

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)

<https://www.sbmscollege.org/library/college-publications/SBMS-College-Prospectus-2021-2022.pdf>

<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	Post Metric Scholarship for students belonging to Sc	84	462000
Financial Support from Other Sources			
a) National	Minority Scholarship	63	441000
b) International	0	0	0

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#### 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 implementation	Number of students enrolled	Agencies involved
Soft Skill and Personality Enrichment	16/12/2020	56	ICT Academy IQAC
Special Free Coaching for TET candidates by faculty members of the institution	20/09/2019	400	College Teachers Staff Council
Yoga and Meditation	01/09/2019	1000	Yoga and Meditation Cell, SBMS College with Patanjali Yoga Peeth Trust, Sualkuchi Branch

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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 passed in the comp. exam	Number of students placed
2019	TET Coaching aspirants	425	56	26	26

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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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
GVK-EMRI	135	20	Budram gas service	7	2
<a href="#">View File</a>					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	46	BA, Bsc, B.Voc BCA	Nil	Various institutes of State and outside of state including Gauhati University, Dibrugarh University, Tezpur University, K.K. Handique, IDOL etc.	Post Graduate, Diploma, PGDCA
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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	22
No file uploaded.	

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

Activity	Level	Number of Participants
• Khol Badya and Kabaddi Summer Training (07/07/2019---22/07/2019)	Institutional	32
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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
Nil	NIL	Nil	Nil	Nil	Nil	Nil

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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 plays a vital role towards the development of the institution. It is a body of students who are elected for a term of one year. The main function of the Students' Council is to represent the students and to endorse and safeguard the concern of the students. The body comprises of 11 no. of portfolios with the post of President, Vice President, General Secretary, Assistant General Secretary along with 7 nos. of Secretaries who operate under the teachers-in-charge. There is a provision of the representation of two students from each class who communicate the issues arising out in the classes concerned. The Vice-Principal of the college is in-charge 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 council headed by G.S takes their involvement in prevention of ragging in the college campus as well as offering suggestions to administrative machinery of the college regarding any dispute among the students community. 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) :

35000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Association of college organized four meetings in the session.

## 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)

In order to ensure a decentralized governance system the institution has a mechanism of providing operational autonomy to various functionaries. The Principal is the member secretary of the governing body and chairperson of the IQAC. So as to safeguard decentralization in academic management, the College administration as per the suggestion of GB has constituted an Academic Committee with the representative members from Teacher Unit along with IQAC in addition to the previously existing ? Admission Committee ? Examination Committee ? Routine Committee ? Library Committee ? Election Committee ? Internal disciplinary Committee ? Canteen Committee ? Publication Committee ? Career Counselling and Guidance Cell ? Planning Committee ? Purchasing Committee ? Construction Committee ? Grievance Redressal Cell ? Study Circle ? RUSA-PFMS Unit ((in accordance to government guidelines) ? Sexual Harassment Cell((in accordance to government guidelines) ? Anti Ragging Committee (in accordance to government guidelines) The resolutions of the Academic Committee, taken for the academic interest of the institution are communicated to the teaching staff for further deliberations. During the period of pandemic COVID -19 situation in the academic year 2019-20, both the administrative and academic structure of the college were involved in social responsibility by sensitizing the local people and distributing the sanitizers (prepared by the Deptt. Of Chemistry and Deptt.of Botany) as a part of the decision by participative arrangement. As due to pandemic, the institution was closed since 15th March, 2020 the institution decided that all the teachers should take the classes through online mode. Online teaching-learning process was initiated since 30.03.2020 during the Lockdown period so as to enable the students to complete their syllabi in due time. Online classes have been arranged for the UG and Higher Secondary level students of the college, using digital platform like Google Meet, Zoom etc. Almost all the department organize academic seminars through online mode. The decentralized mechanism is in vogue in the administration to a great extent by a delegation of responsibilities with Vice-Principal, Heads of Departments and Coordinators. There is an effective chain of authority in the institution. The Vice Principal, who, in absence of the Principal acts as Principal-in -Charge. The Vice Principal is in charge of especially the management of the classes along with other administrative responsibility assigned by the Principal. There is a provision of periodical meetings of the constituted committees which are held to plan, execute and monitor the proposed activities both for the current academic year and for the next year. The faculty members are involved in decision making at various levels. At the Department level, the Head of the Department holds the responsibility of motivating and mobilizing the opinion, suggestion and feedback from the departmental colleagues. Heads pass it on to the Principal facilitating the process of decision making. In addition to that, the staff members are encouraged to assist management in decision making both through individual suggestion/representation and / or through Staff Council. The staff council helps the management with their suggestions. Along with the teaching and non-teaching staff,

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	<p>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. Besides, teacher being a member of Academic Council contributes in the curriculum development process of the university.</p>
Teaching and Learning	<p>In order to foster quality in teaching-learning, various strategies have been adopted. In order to keep abreast of the emerging trend in the arena of teaching learning practice at higher education level, the procurement of new inputs in the form of innovative pedagogical tools has been made available. The Principal in consultation with the representatives of the faculty members purchase the new equipment. Corollary to that, hands-on-training is also arranged for the users so as to ensure better use of the equipment procured. Due to introduction of CBCS in the course curriculum, all the necessary arrangements were made so as to transact classes as per the choice base credit and instructions were also issued to all the departments to prepare course outcome and programme outcome of their syllabi . 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 teaching-learning, the college has developed facilities like smart-class, power-point presentation through projectors, portable and fixed mike-systems. 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.</p>
Examination and Evaluation	? 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 smooth conduct, 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 and 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: 2454-1168 ) HEXAGON (ISSN: 2454-3810) • 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 journals. • On duty attendance is given for teachers participating in seminars, conference etc. • Student seminar is also arranged.

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 E-courses and E-journals with the provision of N-LIST 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. • ICT facilities are now available in the college with the UGC grants to extend modern methods of teaching and learning. Virtual classroom with video-conferencing 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 are provided to different departments in order to assist teachers for classroom deliberations. • 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, purchasing 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 administrative head. 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. 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 HoDs of the respective departments distribute the responsibility of the department among the fellow colleagues keeping in view the timely and effective discharge of duty. Apart from delegated academic responsibility to the faculties of the teaching departments under the captainship of Head of the Departments (HoD), all faculty members have been engaged in different in-house bodies.

Industry Interaction / Collaboration

? 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 ICT Akademy (Guwahati) • MOU with KAVIKRISHNA Laboratory • MOU with National Digital Library of India

	(NDLI)
Admission of Students	<p>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 cut-off marks for the students vary according to the application forms of the meritorious students received .The</p> <p>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 in compliance to the reservation policy prescribed by the govt.</p>

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

E-governance area	Details
Planning and Development	<p>? Planning and Development : The institution implemented e-governance while in the following areas of planning and development: ? It has an operational and functional website which aids in various administrative and academic matters. ? All important official documents are uploaded in college website for the ease of accessibility by various stakeholders. ? Maintains e-governance regarding correspondence to various govt. agencies ? It is operational when sending utilization of govt. fund through PFMS to UGC RUSA ? 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.</p>
Administration	<p>? Administration: ? The college has a comprehensive and up-to-date database for information accessible to all in the college website for management, stake-holders 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</p>

the college website and communicate to different departments from the Principal. ? Various urgent notices and information have been circulated through IQAC WhatsApp Group which is meant for Head of the institution and all the permanent faculty members.

**Finance and Accounts**

? Finance and Accounts: 1) During the admission process, the financial transactions made by students were made in completely Cashless mode. 2) Salary of permanent faculty members and staff is transferred directly to the bank account through treasury office with the support of FINASSAM, Govt. of Assam. 3) E-tender 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 news-paper. 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

**Examination**

? Examination : As far as the official correspondence to the parent university regarding the e-governance in the aspect of examination is concerned, the marks obtained in the internal examination, in the practical and the project paper of the end semester examination are fed against the roll number of each individual student.

**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
2019	Rajib Lochan Dutta	Three Days Training of Teacher for	Assam Down Town University	Nil

**Student  
Induction**

No file uploaded.

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)
2019	Training Programme to handle Office Software	Three Days Training of Teachers for Student Induction	08/10/2019	11/10/2019	Nil	3
2019	FDP on 'Teaching techniques with Gamification'	Six days training	10/10/2019	17/10/2019	20	Nil
2020	FDP on 'Communication Skills'	Five days	22/06/2020	26/06/2020	32	Nil

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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 (Bandana Deka)	1	17/10/2019	31/10/2019	6

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> <li>• Loans from Financial Institutions</li> <li>• Provisions for Earn Leave, Maternity</li> </ul>	<ul style="list-style-type: none"> <li>• Loans from Financial Institutions</li> <li>• Provisions for Earn Leave, Maternity</li> </ul>	<ul style="list-style-type: none"> <li>• Admission to students at subsidised rate under Govt. Fee Waiver Scheme</li> </ul>

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 in-service .period if the same amount of leave is saved from the EL. • Gratuity benefit • Pensioner benefit • Study leave etc. • Group Insurance

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 in-service period if the same amount of leave is saved from the EL. • Gratuity benefit • Pensioner benefit • Study leave etc. • Group Insurance

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, it conducts external financial audits as per the government guidelines. Financial audit is done by Deptt. of Finance, Govt. of Assam. For internal audit is concerned, the institution does the financial audits regularly on annual basis at the end of each financial year. The audit has been done in various fund heads. The internal audit 2019-2020 has been entrusted to M/S Nath and Sharma Associates, a reputed Chartered Accountant Firm. After the completion of internal audit, it has been placed before the Governing Body for approval. Likewise, audit for RUSA grant has also been done separately.

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
Subhrendu Baishya Memorial Award'	5000	Best Student enrolled in Degree Course with highest percentage of marks in Higher Secondary Examinations
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

1066919

#### 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	Nil	Yes	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 far-fetched 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 parent-teacher 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 to handle office software • Training Programme to handle scholarship under Training under UGC regarding National Scholarship Portal (Ishan Uday) • Training Programme on how to access NDLI e-resources • One week training programme on e-learning in higher education

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

Based on the recommendations mentioned in Peer team report, following initiatives have been implemented: 1. More Physical facilities for learning are made available for students. In order to make students exposed towards ICT, a good number of ICT enabled classrooms, smart boards, etc have been installed in the classroom. 2. Library facilities have been enhanced for both teachers and students. A good number of books, reference books have been provided to students along with inculcating a good reading culture inside the library. In order to maintain a healthy atmosphere inside the library, library renovation process has been augmented and students' database regarding daily entry-exit has been computerised. Moreover, as a part of collaboration with NDLI, our own publications are enlisted with NDLI repository. The institutional library being a member of Assam Library Association has organised seminar in order to create awareness to access different types of E-resources both for teachers and students. 3. Our institution has arranged sensitization programmes to attract students to higher education especially in science stream. As a part of this programme, our institution has provided an utmost guidance to the science students of the locality and it has been included in the DBT sponsored scheme for the Students of Science Stream. DBT has launched this scheme to support and assist colleges offering undergraduate courses to improve science teaching. It encompasses to focus on enhancing qualitative skills of teachers by organising training, improved curriculum, and focussing on practical training to students

and to provide them to access various infrastructure facilities such as laboratory, library, teaching aids, and so on. The basic objectives of the programme are as the following: (a) To strengthen the physical infrastructure for achieving excellence in teaching-learning situation (b) To promote networking and strengthen ties with neighbouring institutions (c) To increase capabilities of core instrumentation resources by procuring new equipments and upgrading existing facilities It is hoped that with the provision of availing facilities for science students of the college under Star college scheme in respect of laboratories, libraries and other scientific equipments, more students will take up Science as a career which is very vital for the promotion of science education in rural areas like us. The scheme attributes a positive impact amongst the teaching-learning ambience of the institute. The teachers are enthusiastic and as a result, the students being motivated to equip themselves with qualitative learning.

#### 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
2019	Vigilance Awareness Week by United Indian Insurance Company in collaboration with IQAC	02/11/2019	Nil	Nil	39

[View File](#)

### 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
Training cum Workshop on Women Empowerment through Self-Reliance	28/09/2019	30/09/2019	30	15
Class Seminar on Women empowerment	12/02/2020	15/02/2020	9	6

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 along with plantation activities are taken up by N.S.S Unit on regular basis. • As a step towards environmental consciousness, the World Environment Day was observed by the institution on 5th June. • 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. • Majority of the students use bicycles. • LPG fuel is used in Chemistry laboratory.

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
2020	1	1	31/01/2020	40	Exhibition -cum- Sale of artefact by B.Voc students in Axom Sahitya Sabha held in Sualkuchi, 2020	• Promotion of artefact and apparels made by the B.Voc students both from i) Animation and Graphic	63



						Design ii) Fashion Technology • Providing expertise and knowledge to the local people	
2020	1	1	28/02/2020	4	Awareness programme on women empowerment in Rawanboi by Women Cell	<ul style="list-style-type: none"> <li>• Realisation of women's capacity of Rawanboi in matters of upbringing of children as well managing household activities and income</li> <li>• Importance of education so as to realise the rights of women even in domestic purview</li> </ul>	20
2020	1	1	17/03/2020	6	Organising Awareness programme on COVID-19	<ul style="list-style-type: none"> <li>• Distributing leaflet on COVID-19 to local people</li> <li>• Distributing sanitizers prepared by Deptt. of Chemistry and Deptt. Of Botany to</li> </ul>	77

local  
people

[View File](#)

### 7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Students Code of Conduct	22/11/2019	A handout leaflet was prepared for students to inform about the dos and dnts in Examination .
Leaflet for College Rules	02/08/2019	Newly admitted students are informed through leaflet about the college rules and regulations.

### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
International Yoga Day	21/06/2019	Nil	70
Teachers' Day	05/09/2019	Nil	340
World Literacy Day	08/09/2019	Nil	64
Celebration of Gandhi Jayanti	02/10/2019	Nil	70
Rashtriya Ekta Divas	31/10/2019	Nil	140
Death Anniversary of Dr. Bhupen Hazarika	05/11/2019	Nil	60
World Philosophy Day	21/11/2019	Nil	45
World AIDS Day	01/12/2019	Nil	47
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### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Cleanliness Drive has been organised under Swachhta Pakhwada by NSS unit from time to time. ? Tobacco awareness camp has been arranged by NSS Unit. ? Use of Rooftop Solar Power Plant in the campus ? The campus has been declared 'Plastic Free Zone'. ? Uses of Vermi Compost to prepare inside the college campus and uses it as organic fertilisers. ? 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 pan-masala and gutkais 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

- Implementation of online admission system for undergraduate programme
- Training Cum Workshop on Khol Badya for the Rural Youth.

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-2019-2020.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

**Institutional Distinctiveness** 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. (2019-2020) 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. The college is situated in rural area, hence, students avail the opportunity to contribute towards the society and improve their understanding through participation. On the other way round, the rural society is also benefitted from such participative activities. 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 far-fetched 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 local people. The College has adopted a village named Rawanboi, situated in Bongshar of Kamrup District. It is at distance of about 4 k.km from College. The population of this village is around 454 covering 64 households. Out of which are 278 males and 176 are females. More than 50 are involved either in farming or agriculture related activities. Through NSS Unit, our College organizes a number of academic and nonacademic activities for the benefit of the villagers. 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-2019-2020.pdf>

### 8.Future Plans of Actions for Next Academic Year

The future Plans of Actions for next academic year (2020-2021) are enumerated as the following:

- Completing the cycle III of NAAC Assessment and Accreditation process
- To enhance academic excellence, organizing of more seminars and e-discourse by various departments of the institution
- Signing of MOUs to various institutions and organizations so as to enhance academic excellence as well as holistic development
- Installing lift facilities both for teachers and students and especially to facilitate the movement of differently abled people within the college building
- Focusing on more teacher exchange programme for the benefit of students as well as to develop new pedagogy ideas for faculties
- Renovation of Girls Common room so as to facilitate our female students to relax, study and have informal discussion in free time or break period.
- Enhancing infrastructure facilities-i.e., construction of college welcome gate along with boundary wall,

urinals and lavatories for students, etc • Focusing on setting up a History Museum • Initiative to fill up vacant teaching and non-teaching post • To organise more outreach programmes by various extension cell • Focusing on publication of text books, reference books, etc. by faculties • To increase placement activities by Career Counselling and Guidance Cell