



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<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 its own campus?	Yes
• Phone no./Alternate phone no.	03612830030
• Mobile No:	9435103147
• Registered e-mail	collegesbms@gmail.com
• Alternate e-mail	dcbhagabati@gmail.com
• Address	Sualkuchi P.K.Road, P:O: Sualkuchi
• City/Town	Sualkuchi
• State/UT	Assam
• Pin Code	781103
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	Affiliated to Gauhati University
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	Gauhati University
• Name of the IQAC Coordinator	Dr. Nihar Ranjan Kalita
• Phone No.	03612830080
• Alternate phone No.	9864142748
• Mobile	9101239008
• IQAC e-mail address	iqacsbmscollege2017@gmail.com
• Alternate e-mail address	nrkdildar@gmail.com
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.sbmscollege.org/iqac/aqar-2019-2020.pdf">http://www.sbmscollege.org/iqac/aqar-2019-2020.pdf</a>
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.sbmscollege.org/download/academic-calendar-2020-2021.pdf">http://www.sbmscollege.org/download/academic-calendar-2020-2021.pdf</a>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.27	2015	15/11/2015	14/11/2020
Cycle 1	C+	63.50	2005	24/02/2005	23/02/2010

**6. Date of Establishment of IQAC**

25/06/2005

**7. Provide the list of funds by Central / State Government**

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Assam Government	Equipment Grant	State Govt	2020	240000
Assam Government	Fee Waiver Scheme	state Govt	2020	52,11,337

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9. No. of IQAC meetings held during the year</b>	<b>6</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
With the initiatives of IQAC, almost all the departments have organized webinars on various topics related to scholastic areas.	
Under the supervision of IQAC, the U.G classes both for honours and regular students were on the blended mode.	
IQAC took the pioneering step in sensitizing people of greater Sualkuchi area regarding Corona Virus, precautionary measures to take against COVID-19 Pandemic situation.	
IQAC took initiatives to create a bridge between institution and local community in respect to deal with the lock down situation.	
An online series of programme titled 'Yuva Shakti' organised with the help of District Administration to develop entrepreneurial skills amongst students.	
Submitted AQAR of 2019-2020 to NAAC.	
<b>12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>	

Plan of Action	Achievements/Outcomes
To increase use of ICT and e-learning resources by promoting online classes	During the pandemic period, online classes were conducted and online resources were shared with the students. The college has purchased the zoom platform for a period of one year to conduct webinars, meetings, conferences etc.
To create awareness on pandemic situation and issue of mental health emerged out of this situation by organising seminars	The college developed hand sanitizer in its own laboratory during Covid-19 pandemic period and sensitized the people of greater Sualkuchi area by distributing leaflets.
To organise FDP and other training programmes on blended mode of learning.	Due to Covid-19 pandemic situation, it was postponed.
To work on Infrastructure Development.	During this period, the institution has done earth filling to extend sports ground and facilitate parking facility with the financial assistance of Sualkuchi Development Block.
To attain the goal of green earth , installation of solar light was proposed in common area of college campus.	Due proposal was submitted to MD, ASEB through local MLA.
To meet the requirement of NEP 2020, college administration reiterated its demand of opening up commerce stream in Higher Education Department.	The State Government took initiative in this front and necessary information was provided as sought.
To create awareness to appear online mode examination at UG level .	Before final examination of all semesters, necessary advice and guidance were provided to candidates through zoom platform.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, SBMS College	17/06/2023

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	27/02/2022

#### 15. Multidisciplinary / interdisciplinary

- SBMS College being a premiere multidisciplinary institution, located in exclusively rural locality of Sualkuchi area, is impeccable enshrined on its vision of the institution, stating : ' To ensure quality of education, infrastructure and services for the holistic development of young minds, we are someone here at Sualkuchi'.

The institution at present is catering higher education in both Science and Arts stream along with promoting Vocational education for undergraduate students in the form of B.A, BSc and B.Voc Courses respectively under Gauhati University. The planning to transform itself into a holistic multidisciplinary institution will be materialised hopefully as it is in verge of opening B.Com Course from the session 2022-2023. The college is also going to have its commerce stream this year which would provide more options to students to choose different subjects of multi-disciplinary field. Similarly the institution is in process to initiate B. Ed programme in the campus from coming session as necessary inspection is over from affiliating university. As the college follows CBCS programme in undergraduate course students are allowed to opt subjects both from science and arts stream. The college has already enrolled many students who have multi-disciplinary subjects in their fold. However to keep pace with the vision of NEP 2020, the institution would try to incorporate different options in future.

To promote ideas of national integration, secularism and scientific outlook, and a cosmopolitan, humanistic and a holistic approach towards life along with promoting an awareness and understanding of the social needs of the hour is our mission . In our journey, we are striving for the appreciation, preservation and dissemination of art, culture and science education accessible to rural youths of the

region. Mayang Anchalik College continuously strives for expansion of quality in higher education among rural, poor and socio-economically disadvantaged group of students. Our college is prepared to face the change in education system. Importance will be given to liberal education, value based education and environmental education. The stress is given on project work, Field work and experimental learning. The college in 2020, introduced two vocational Bachelors Degree Courses namely Tourism and Travel Management and Food Processing and Quality Management; offered Certificate Courses like Jacquard Handloom, Tourism Management, Banking and Finance, Health Literacy, Fundamentals of Food and Nutrition; made Environmental Studies a compulsory subject and teaches traditional and ethical values and made skill subjects compulsory for the students who are free to select skill courses of any department.

#### **16. Academic bank of credits (ABC):**

The college has not registered under ABC but has plan to do so. As our institution has carried out the UG- CBCS programme from the year 2019 under the instruction of the parent university, the aspect of Credits earned by individual students are managed at the university level. The whole 'multiple entries' and 'multiple exits' points during the tenure of higher education period of an individual student through transfer mode are checked and recorded (at any given point in time) by the affiliating university. The aspect of credit accumulation, credit verification, credit transfer/ redemption of students are dealt with by the affiliating university.

#### **17. Skill development:**

The institution has incorporated different options which is already at per with the vision of NEP 2020. Computer department of our institution and Community College programme of Hardware and Networking have provided better opportunities both for humanities and science students to pursue their study with realistic approach.

- To mention about society's challenges and pressing issues, the institution must have a clear understanding of contemporary situation. It is to be noted that the feeder area of the college is facing lots of socio-economic challenges right from having to square meal to poverty, unemployment and inadequate infrastructure. Greater Sualkuchi which is known as traditional handloom silk industry is facing lots of hurdles for its existence in stiff competition. To strengthen the industry, the college introduced Fashion Technology in B.Voc programme since 2015. This programme is flag bearer to open a new door for the youth of Sualkuchi. The curriculum of the

B.Voc programme is based on NSQF and very suitable for the industry. Similarly the Animation and Graphics Design Department under B.Voc programme also tried to cater the demand of developing skills of the students. Computer department of our institution and Community College programme of Hardware and Networking have provided better opportunities both for humanities and science students to pursue their study with realistic approach. In case of science subjects faculties are sensitized to prepare courses that meet NEP 2020 vision.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The institution has carried out an MoU ( signed on 10/10/19) with Kavi Krishna Laboratory which is dealing with Indian knowledge system. The place where the institution is situated is known for traditional handloom cottage industry. To uplift the traditional knowledge in this front the college has opened Fashion Technology department in 2015. The IQAC of the college is working to open a Multilingual centre for expansion of community languages of Assam. Teachers of different community working currently in the college will be engaged initially for this purpose.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Since, our institution is an affiliating college under Gauhati University, it has adopted CBCS from 2019 onwards. From then, the institution has been trying on outcome based education by pre-defining educational goals for students and trying to map them throughout continuous assessments to improve students' learning outcomes. In this process, COs and POs of all subjects are defined.To meet the NEP, college has planned to implement interdisciplinary program and inter departmental program focusing on Outcome Based Education.

#### **20.Distance education/online education:**

At the time of Lock-down, students were imparted teaching through online mode, viz., google classroom, google meet, whatsapp video call, etc. Inintial hi-cups of the online system were solved amicably with proper co-operation from all the stake-holders. The college has added various technological tools like computers, LCD Projector, Interactive Display Panel, Wi-fi etc.

### **Extended Profile**

#### **1.Programme**

1.1	418
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	1208
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	340
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	311
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	43
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	39
Number of Sanctioned posts during the year	



File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	39
4.2 Total expenditure excluding salary during the year (INR in lakhs)	686.35
4.3 Total number of computers on campus for academic purposes	115

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- SBMS college following the objectives of curriculum of Gauhati University, has endeavored to ensure a proper planning and documentation in curriculum transaction. The curriculum for UG programmes is approved by the Academic Council of G U. Adhering to the guidelines laid down by Gauhati University, the college devises academic calendar at the beginning of its academic session. Through the academic calendar, students are aware of the probable teaching days, holidays, vacations, activities, etc. The detailed prospectus of the college provides all necessary information regarding the College, courses on offer, the fee structure, faculty, facility and infrastructure etc. to empower them to make their choices for admission.
- The Prospectus designed by the Prospectus Committee disseminates information regarding the programmes and courses
- 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 first three classes by 15 minutes.
- Class-room deliberations are made through the use of ICT, E-Learning resource (PPT, subject related video, audio

clips) smart board, multi-media etc. along with traditional methods. Physical education, sports, yoga-classes and camps, eco-camps, environmental field-trips, educational tour and work-out at the gymnasium are an integral part of the curriculum.

- . Each department then prepares the departmental class routine, the teaching -plan, lesson-plan and Academic-Audit Reports for the whole academic session.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Each academic year, the authority prepares the academic calendar following the guidelines of Gauhati University for undergraduate (UG) courses. The admission process of the undergraduate students completes by July and the odd semester classes commence from August. As our college observes its Foundation Day on 1st August, the classes strictly start from 2nd August.. As part of the CBCS programme undertaken by the parent university, we implement 80:20 pattern of examination system. The external examination bears 80 marks and the remaining 20 marks fall under internal assessment.

End semester examinations start usually from second half of November and continue till December. The even semester classes commence in January and the sessional examinations for even semester are conducted within the month of March. The departments of the institution class tests for the students and also organize frequent departmental seminars and group discussion among the students. The departments of the college organize regular field study trips for their students and encourage their students to create field based knowledge. Due to Covid-19 Pandemic situation since March 2020, regular functioning of the college was totally hampered. Since April 2021, the normal functioning of the college was again hampered due to Covid-19 pandemic situation.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year**

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

**for year: (As per Data Template)**

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

575

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

575

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**1.3 - Curriculum Enrichment****1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum**

The institution strives to cultivate awareness and sensitize the students to the aforesaid issues through various in-house programmes along with conducting field visits and projects. SBMS College is a co-educational institute with nearly 60% of female student enrolment. The institution itself is presenting a gender-friendly environment creating equal opportunities for the girl students to contest for the student body elections, participate in co-curricular activities, to enrol themselves in the NCC along with encouraging them to join NSS. To make the gender issues more visible, the department of Political Science in their CBCS (Hons) course included a detailed discussion on topics like feminism, rights of women, and justice for all to impart gender-based education among students. The 'World Wetland Day, World Environment Day, etc are observed with

great enthusiasm in order to sensitize the students to conserve biodiversity, etc. To create health awareness among students and local people, the department of Botany and Chemistry prepared hand sanitizer during the initial stage of COVID-19 pandemic (on 20-3-2020). The college also organises lecture and talks inviting speakers to deliver on such relevant topics and the students participate in various literary , art, craft, sports and cultural activities -fostering human values in them.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

704

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

605

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**340**

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## **2.2 - Catering to Student Diversity**

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students with heterogeneous knowledge base and capability converge in SBMS College. To optimize the learning outcome among the students the institution provides:

**A. Counselling to students at the time of admission**

**B. Orientation Classes** involves explaining the contents, course structure and the details of examinations. The students are also sensitised regarding the future prospects and the opportunities associated with the subjects of their choice.

The identification of students as slow and advanced learners is carried out by analysis of the following parameters-

i) Result of senior secondary level examination

ii) Performance in group discussion and questions answered on a topic delivered, sudden test.

iii) Regularity in attendance

**C. Follow-up measures**

a) Provision for Remedial classes in the daily class routine with special emphasis on bilingual explanation

b) Parent-Student-Teachers meets

c) Interaction with advanced learners at individual level are facilitated

d) Personal counseling in course of mentoring program has also helped in bridging the gap.

e) Department wise whatsapp group between teachers and students

f) Providing a topic of advanced study for literature survey and encouraging/acquainting them for various mode of presentation such as oral (through power point), poster presentation, write-up in wall magazine / college magazine etc.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1208	43

File Description	Documents
Any additional information	<a href="#">View File</a>

## 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

. In order to make teaching-learning process more students centric, the teachers encourage active participation of the students. As far as Experiential learning is concerned, there are some curriculum based reserach projects undertaken by students of all science departments , students of some arts departments and AGD and Fashion



Technology. Students actively participate in visit to place of historical significance, museums, field trips, survey, institutional visits, industrial visit, zoological parks, biodiversity, aqua resort and tourism hotspot etc. for enhancing their learning experience. Students of AGD are exposed to screening of short documentary related to indigenous culture , literature , place etc. The students are exposed to hands-on training, laboratory experiments and library survey.

As far as Participative Learning experience is concerned, all the departments bring out the annual issue of wall magazine as a collaborative effort. Students participate in all co-curricular activities such as literary competitions and debates, sports and cultural activities, group discussion, poster/ oral presentation, exhibitions organized by various Departments, Cells and Committees of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sbmscollege.org/laboratory/">https://sbmscollege.org/laboratory/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Along with the traditional chalk and talk method most of the faculty members use ICT tools to improvise delivery of course material.

- There is a smart/Virtual class equipped with high resolution Wi-Fi connected multicolor LCD projector (contrast ratio of 15000:1) and has a HDMI port.
- The college has 12 number of ICT enabled classrooms equipped with 120 number of computers with internet facility and 15 number of LCD projectors, 6 number of smart boards; 14 number digital classrooms are available.
- The digital library of the college has access to about 6000 e-journals and e-books available in N-list
- During COVID Crisis, faculties made extensive use of WebEx, Zoom, and Google Meet, Teachmint applications to conduct online classes/seminars/webinars during lockdown period of Covid crisis. Facebook live streaming of meeting especially

organised for sensitising the students for various online examination of GU was also done.

- All departments have created WhatsApp groups for students of their respective classes to share informations and notifications. Students also share their difficulties and querrieswith their classmates and teachers through these groups. It has resulted in an effective mechanism of off-campus interactions among students and teachers.
- A number of faculties prepare lecture videos on particular topics and circulate them through WhattsApp groups. Every Department possesses video lectures, e-Books, and e-journals in their Departmental Facilities. For evaluation purposes during Covid crisis a number of faculty members used IT enabled learning tools like Google classroom

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://sbmscollege.org/ict-in-teaching-and-learning/">https://sbmscollege.org/ict-in-teaching-and-learning/</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

16

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

39

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**Mechanism of Internal Assessment:**

The Examination Board of the college takes decisions in its meetings with the authority and HODs to prepare the examination programmes of the internal and sessional examinations. The programmes are informed to the students through college notice board and WhatsApp group of each department.

A time schedule framed to all the departments to prepare the course covered question papers and other examination- related matters and to submit those to the examination board.

Evaluation process is made student centric by incorporation of flexibility if any student failing to appear in sessional examination on medical ground and granted another opportunity for appearing the exam. Each department shortlists such students and held lateral examination in the department on a notified date.

**Frequency and Variety of Internal Examination:**

Class test, home assignment and seminar presentation are conducted by every department periodically. Transparency and accountability of the internal examination are maintained by the fact that answer scripts are shown to the students for further improvements.

Internal Examination marks are recorded and sent to the university online mode.

The college authority and examination board keep strict vigilance over conduct of examinations. CCTV cameras are installed and strict vigilance by the invigilators are conducted during examination hours.

The online examination which is a recent practice in the college due to the pandemic are also carried out by the institution by following the guidelines of the university maintaining transparency of the examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The examination committee of the institution follows a strict and careful mechanism to solve and deal with examination- related grievances and anomalies which are transparent and time-bound for the interest of the students.

All examination- related information are notified clearly on the college notice board and college website

It is found that examination- related grievances and arisen both from the university as well from the college level. In case of grievances related to Internal Assessment, a student can approach the examination board through his/her HOD. Those grievances are addressed properly and solved immediately.

In case of anomalies from the university level, the examination board solves the matter through the principal of the college with his forwarding letter to the Controller of Examination of the affiliated university.

The students' dissatisfaction regarding Internal Assessment such as class attendance, home assignment and project work are addressed in time. Timely meetings are convened by the Principal with examination board and HODs to take every possible step regarding examination- related grievances.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The general undergraduate programmes and the vocational programmes provided by the college allow students to explore their interests, and with the constant guidance of the teachers, enable them to understand the learning outcomes that the course of their choice can provide. Regarding the general undergraduate programme, CO, PO and PSOs are lucidly enumerated in the syllabus of each paper of each subject designed by the affiliating university, i.e. the GU. It is displayed in its websites. Every department takes the responsibility

to explicitly state the purpose and scope of the programme they offer and the knowledge and skills the learner is expected to possess after the completion of a particular programme. The outcomes for all programmes and courses are emphasized and foregrounded on the notice boards of all the departments for easy accessibility. These are transpired to the students at the beginning of each session in the orientation programme before the commencement of routine classes and are re-iterated in various departmental talks and programme. Apart from the department notice boards, awareness of COs and POs are promoted in the classrooms, parent-teacher meetings etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

POs, POs and COs are attained through measurement, assessment and evaluation of students' performance at regular intervals. Assessment of student learning, which is used to measure the attainment of course outcomes, is made an integral and regular part of instruction; the performance and progress of the students are regularly monitored through various assessment tools and methods.

- The results of the final year students show the outcomes of the program. The attainment of programme outcomes is evaluated through students' progression.
- The learning outcomes are monitored through the performance and the results of students in internal and university examinations. Each department analyses the performance of their students in its Departmental Meeting. The Principal also takes its review in the Staff Meeting and directs the faculty to concentrate on increasing the quantum of their Course Outcomes.
- The activities and performance of the teachers are monitored regularly by the Principal and the Vice principal of the College. The Principal on a regular basis visits the departments to take stock of the progress of the course with the faculty members and offers his suggestions. He convenes regular meetings with the teachers and discusses about the

teaching- learning effectiveness achieved and helps them to adopt strategies according to the needs of the students, in order to optimize the student learning experience.

- IQAC conducts annual students' feedback on teaching-learning process which helps the teachers in improving their teaching quality.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

230

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://docs.google.com/forms/d/e/1FAIpQLSesq4zCYMzgD3cCiS8OyR3DTzHDXbD-YiEaGM5GZ9ZGd7YpQ/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSesq4zCYMzgD3cCiS8OyR3DTzHDXbD-YiEaGM5GZ9ZGd7YpQ/viewform?usp=pp_url)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards



### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

#### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

#### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

41

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During this period, the institution carried out extension programmes under the auspices of NSS, NCC in the adopted village Rawanboi and at other places of greater Sualkuchi area. Various sensitization programmes on various social issues like environment, health & fitness, menace of tobacco etc. & has contributed immensely to their holistic development at the community level. On 24th December, 2020, there organised a health awareness camp in Rawanboi. Fit India Freedom Run 2.0 was carried out on 14th August, 2021. NSS Day on 24/9/2020 was observed in the Primary School of Rawanboi in collaboration with Kavi Krishna Telemedicine Care where people were sensitized regarding health care, etc. On 15th August, 2020 plantation activities were undertaken and cleanliness drive was conducted in the locality. Tobacco awareness programme with a

'Pledge For Life' was carried out amongst school students. On 2nd October, 2020, the NSS wing of the college sensitized on the issue 'Ban on single Use Plastic' through a rally in the locality and 'PLOGGING'- an activity of picking up garbage while in the rally was carried out by the NSS cadets as a part of the Swachh Bharat Abhiyan programme. Moreover, NSS offered a helping hand in the Corona Vaccination drive in the college and sensitization drive at community level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

188

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college with a total area of 42491.99 sq metre and a built up area of 26136.6 sq metre has managed to establish adequate infrastucture and physical facilities for teaching learning environment. The college has spacious classrooms for conducting regular classes in the four different building blocks. They are utilised for conducting regular classes and various examinations of Science, Arts, B.Voc and Community College. There are 37 classrooms and 1 seminar cum conference hall.The large classrooms are equipped with microphone and sound system. In addition, portable LCD projectors and screens are available in some of the departments. 8 classrooms have the ICT facilities with interactive white board.Laboratory rooms are available with the departments having practical based departments which are being equipped under DBT STAR COLLEGE Scheme.There is a 2D Animation Laboratory with LIGHT BOX available along with a Sound Design & Production Studio equipped with latest Recording and Mixing Console. The College has a total of 115 functional computers for day to day use of the faculty members, students and various office staffs. For smooth functioning of academic and administrative works, the Office of the Principal is equipped with 5 desktop computers, 4 printing cum scanning machines and 2 xerox machines. The central Library is a spacious and have a large collection of text books, reference books and a variety of other print and web resources. THE library has membership of N-LIST for e- books and e-journals.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has managed to provide sports and games facilities to the students for the holistic development of young minds. Students are regularly encouraged to participate in sports and cultural activities. There is a Basketball court of 37.2 m x 18 m size (established in 2019) and a Lawn Tennis court of 23.7 m x 11 m size. Table tennis facilities are available in both boys and girls common room measuring 2.74 m x 1.52 m and 2.04 m x 1.37 m respectively. The support of the college to its students for participating in sports is well reflected in the achievement of our students. The Gymnasium Hub of the institution houses a good stock of modern gym equipment purchased through Govt. Sports funds. The facility is open to students, staff and for neighbourhood community at affordable fees. A demarcated space has been recently provided for yoga. Approximately 60 numbers of participants can be comfortably accommodated at any given time within this arena. A wide range of cultural activities like dance, drama and music are performed in the college campus on various occasions. Musical instruments like harmonium, Tabla, Dhol, Flutes, Guitar etc. are made available for the students during cultural programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1195281/-

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central library is a well equipped library which plays a very important role in supporting the academic programmes of the college. It was initially inaugurated in a small room and later on shifted to the present location. Our Library was renovated with RUSA fund in the year 2019. The library collection has a good number of bilingual and subject dictionaries, thesaurus, Encyclopaedia Britannica, Britannica Book of the year 1999, Britannica Book of the year 2000, and Britannica Book of the year 2001 and different subject encyclopaedia. Central Library of our college received Soul 2.0 software from INFLIBNET Centre, Gujarat University free of cost. It was installed on 27/05/2013.

- Name of ILMS Software: Soul 2.0
- Nature of automation: Partially

- Version: 2.0
- Year of Automation: 2013

The library subscribes to N-List facility (INFLIBNET) for teachers and students. The college authority has signed a MoU with National Digital Library of India on 11th May, 2019. So the E-resources available in our digital library can also be accessed from NDLI website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://library.sbmscollege.org">https://library.sbmscollege.org</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.20404

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

37

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has upgraded its IT facilities frequently as per the needs and requirements which includes increase in the number of computers, internet connectivity, new institutional portal, setting up of smart classrooms and ICT-enabled classrooms, digital seminar halls, online admission, library digitization, etc.

The college has 115 computers. In addition there are 5 computers with BSNL Broadband internet connection for administrative works. Each department is equipped with one computer, one laptop and few departments' has printers also UPS provision for power back-up has also been provided in library, office and in computer science laboratory.

The college campus is facilitated with WI-FI.The number of computers has been gradually increasing in the last five yearswith the setting up of additional computer labs. Partial Wi-Fi and LAN arrangements have been done. Internet connection bandwidth has been upgraded to more than 50 MBPS at present, which has been necessitated due to the increasing number of computers, smart classrooms, interactive LCD projectors, online admission process, dynamic website, library digitization and various supporting softwares. The college has



subscription to institutional digital repository N-LIST e-resource software programme, which is maintained by INFLIBNET. The library software is updated to SOUL. Maintenance and minor repairs of computers and other electronic instruments are done by hiring external agency.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

115

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1214659/-

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Principal constitutes various committees for maintenance of infrastructure facilities in the campus. All requirements including purchase of equipment, instruments and their maintenance are discussed in the governing body meetings for their necessary approval. The requirements received from library, office, staff and support services are analyzed and sorted as per their necessities and priorities. The principal in consultation with the building construction committee provides the required funds for maintenance with the approval by the governing body. Equipments and computers procured under different schemes are maintained by part of the funds of the schemes. For maintenance of facilities such as water supply and power the principal of the college allocates funds from the general fund keeping in view the optimal use of the available resources. College maintains dead stock register of equipment, instrument etc. Library infrastructures are monitored by library staff under the supervision of the librarian. Daily and timely cleaning of stacks and racks is done with sweeping, wiping and removing dust by vacuum cleaner. Library committee looks after the issues of library fees, late fee on delayed return of books, deposits, disposal of newspapers and dragged books.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

#### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1138

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

**A. All of the above**

File Description	Documents
Link to institutional website	<a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6IjRHTnJ5ZTdTZU1FYmxHTWRsYUg2dmc9PSIsInZhbHVlIjoibG5mTlVnOkFTNm9HQ0Q2QUF4MUZMUER2NXFVb3ppMnVieFphaktlSzZtYnpZSmtmNWdHaXBuSW9ROXNlV09GbSIsIm1hYyI6ImNlMGUwMWVhY2ZjNTQ0OTFjM2Q4ZmI4MUYzNDM3ZmRiNmM3ZjZmYzg0MzcwZmI1Njg4NjI2NjQyYzRhNDg1MDAiLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6IjRHTnJ5ZTdTZU1FYmxHTWRsYUg2dmc9PSIsInZhbHVlIjoibG5mTlVnOkFTNm9HQ0Q2QUF4MUZMUER2NXFVb3ppMnVieFphaktlSzZtYnpZSmtmNWdHaXBuSW9ROXNlV09GbSIsIm1hYyI6ImNlMGUwMWVhY2ZjNTQ0OTFjM2Q4ZmI4MUYzNDM3ZmRiNmM3ZjZmYzg0MzcwZmI1Njg4NjI2NjQyYzRhNDg1MDAiLCJ0YWciOiIifQ==</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

814

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

814

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

54

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

43

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

**examinations) during the year**

5

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

5

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students' Union is a body of students, elected for a term of one year. Students' Council comprises of 11 no. of portfolios who operate under the teachers-in-charge. There is a provision of the representation of two students from each class. The Vice-Principal is in-charge of the students' union body. Student Council organises various programmes during college week 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 college campus.

The General Secretary and the President are the members of the RUSA and put forward their views on 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 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.

NB: During Corona Preiod, normal functions of students union are restricted.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association was constituted in 2005 which has been providing support to the institution. It contributed to the

successful completion of Golden Jubilee Celebration, College Foundation Day, Plantation Drive etc. The members of the association gave its feedback on various academic and infrastructural issues. It donated books to the Central Library of the College. Though due to Covid 19 Pandemic situation outbreak, the Alumni Association of SBMS College could not undertake any notable work as such during 2020-2021, still the association lended its support to the IQAC to sensitization programme regarding CORONA Virus and the precautionary measures to be taken in different areas of greater Sualkuchi area.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the college has been reflected in the governance and the decentralised mechanism. The very establishment of the college was driven by a holistic mission to provide higher education to the marginal student community who could not access the normal livelihood of the rural area. Majority of the students' parent livelihood are dependent on weaving and our institution seeks to develop students' pedagogic as well as social values in terms of making them employable and eligible for independent and positive role in the society. Keeping in mind the vision and mission, the college introduced two skill based job oriented vocational courses: i) Animation and Graphic Design ii) Fashion Technology. With these courses they are not just learning but also earning at the same time. To ensure quality education, infrastructure and Services for the holistic development of young minds, the decentralization of powers and functions in the hierarchical system of different bodies along



with the involvement of the stakeholders has been instrumental in achieving and fulfilling them. The Governing Body being the apex body, entrusts the responsibility of formulating and operating action plans to the Principal of the college in consultation with faculty members & others. The Principal further delegates the authority through the Vice-Principal, The IQAC, the HoDs, different Committees and other stakeholders.

File Description	Documents
Paste link for additional information	<a href="https://www.sbmscollege.org/download/sbmsc-prospectus-2020-2021-90mb.pdf">https://www.sbmscollege.org/download/sbmsc-prospectus-2020-2021-90mb.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has a mechanism of providing operational autonomy to various functionaries to ensure a decentralization governance system and involves the entire college fraternity for various academic activities. The Governing body is the apex body for policy making and is well represented at all levels comprising of the teaching, non-teaching, guardian members and two nominees from affiliating University to provide guidance on policy matters. The Principal is the Executive Head of the institution and is vested with powers to ensure the proper conduct of the academic programmes, research and extension activities. The principal in consultation with the teachers' council nominated different committees for planning and implementation of different academic, administration and student related policies. All academic and operational mechanism is based on the unanimous decisions of the governing body, IQAC and teachers' council. The Vice-Principal assists the principal in administration. Bottom-up approach is followed in the decision making in all departments guided by the Heads. Different sub-committees/cells have been made operational from various levels like faculty level, student level, non-teaching staff level.

The General Secretary (G.S) and the President are members of the RUSA .. The G.S. and the Girls' Common Secretary are members of Grievance-Redressal Cell and Sexual Harassment Cell respectively.

File Description	Documents
Paste link for additional information	<a href="https://sbmscollege.org/organogram/">https://sbmscollege.org/organogram/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution adopted quality improvement strategies for various aspects like curriculum development, Teaching and Learning, Examination and Evaluation, Research, Library, ICT and Physical Infrastructure, Admission of students, extension cum institutional social responsibility etc. considering its vision & mission statement, recommendations of the NAAC Peer Team, and Feedback Report from Stakeholders. In B.Voc. Programmes, the faculty members frame the curriculum with the SSC requirement and alignment of NSQF which is approved by Gauhati University and UGC. The college has adopted CBCS courses and accordingly the gamut of teaching learning is envisaged with the application of smart class, power point presentation, seminars, group discussion, field trips, etc -providing exposure to the student community. 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. 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. Fully online admission system from application to the counselling process has ensured a transparent process.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The college has two-tier system of governance. The GB is an apex body and the Principal is at the apex of the internal administration being the Secretary of the GB. The Principal is assisted in all administrative and academic matters by the Vice Principal, HoDs, support staff, IQAC and other bodies.

All recruitments against sanctioned post are made in a transparent manner by the way of Newspapers advertisement and college website. Promotion of the non-teaching staff is accorded as per vacancy and seniority. In both cases, college recommends promotion of the employee to the Director of Higher Education, Assam. As per the Rules and Regulations of UGC and DHE, Govt. of Assam, the college authority takes care of the appointment procedure of the vacancies/appointment by following the reservation policies of GOI. The college follows transparent and impartial policy for promotion. Promotions are made according to the UGC rules/ Government of Assam, through DPCs and then API scores of teachers are verified. Under CAS, the college helps the teachers in obtaining promotion. The service conditions of the permanent teachers (appointment & promotion) are regulated as per rules & procedures stipulated by UGC and Govt. of Assam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://sbmscollege.org/organogram/">https://sbmscollege.org/organogram/</a>
Upload any additional information	No File Uploaded

### 6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- Various types of leaves to employees [Study Leave (for Ph.D. research work/ FIP/ FDP etc. to permanent teachers), Maternity Leave (for all ladies staff), Paternity Leave, Child Care Leave (for all ladies only), Medical Leave (for all staff), leave with pay for participation in academic courses/ examination works/ govt matters and to attend conferences of Professional Bodie , Casual Leave, Earned Leave
- Emergency first aid facility (for all staff)
- Group Insurance and Provident Fund (for all permanent staff).
- Periodical pay revision (For contractual teachers of self-sustained courses).
- Pension & New Pension Scheme:
- Gymnasium facility at free of cost.
- Collection of donations (in monetary form) to address certain problems of the employees as and when need arises.
- Promotion under Career Advancement Scheme. Provision of representation in various bodies/Cells of the college
- Separate seating arrangement for teachers in the college canteen
- Provision of safe drinking water facility
- Adequate parking space for all employees within the campus
- Provision of institutional e-mail IDs to all faculty members/ administrative heads for making all official communications.
- Central library facility to all faculty members for borrowing books .
- Facility of a spacious Teachers' Common Room, with attached washroom facilities is being provided.
- Security Measures (through CCTV surveillance)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a performance appraisal system for teaching staff in the mode of Individual Data Capturing Form. The faculties have to submit the filled up form on given parameters to IQAC. The college conducts its Academic Audit( for daily academic transaction of individual teacher) which is periodically monitored by the college authorities. Therefore each task is completed with quality

performance and documentation. The Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvement of the standards of the teaching and non-teaching. Performance Appraisal formats prescribed by the govt. for promotional matters are certified by the Principal, as and when required for individual permanent faculty members. These formats are required to be sent to the Office of the Director of Higher Education by the college.. Thus, the Principal maintains Annual Confidential Report of all Teaching & Non-Teaching staff ,which is then forwarded to the Director of Higher Education along with Departmental Promotion Committee Report ( for teachers).Feedback system exists for assessing the efficiency and potentialities of teaching and non-teaching staff; such feedback is collected annually from the students. The results of the feedback are confidentially communicated to the teachers concerned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- All financial matters of the institution are included in the audit process. The Principal with the capacity of Drawing & Disbursing Office (DDO) of the college makes financial transaction as per financial rules of Govt. of Assam. The college has a two-tier audit system. Both internal and external financial audits are carried out depending the sources of fund. The internal audit is conducted on an annual basis by a registered Chartered Accountant firm appointed by the college authority. The CA Firm prepares the audit report bringing both receipt and expenditure sides under consideration along with Utilization Certificate & Income & Expenditure Statement. Finally, the report is submitted to the GB and then audit report for the corresponding financial year is approved. The task of conducting internal audit of the college has been presently assigned to the firm M/s N.N.Das & CO , a reputed Chartered Accountant firm based in Guwahati and Nalbari.
- Government Audit: The government audit is carried out by the

Directorate of Audit (Local Fund) Govt. of Assam, by the authorized Government Auditor as and when deputed by the department concern.

- The financial transactions that come under the purview of RUSA funding are audited separately.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

5,000/

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Usually the institution follows the traditional ways of internal resource management by channalising necessary financial requirement from demarked accounts. However, the year 2020-2021, being the exceptional for Covid-19 pandemic situation, no proposal could be sent to the Govt. At the institutional level, financial resources are mobilized through surplus funds from different accounts. These are namely:

- Surplus fund from different university examination centre fees
- Centre fees of different govt. and non-govt. departmental and recruitment examinations
- Donations from individuals
- Interest accrued from fixed deposits at banks
- Interests accrued from bank deposits



- Other miscellaneous grants from individuals/ bodies

To meet the various requirements of funds under various heads of expenses like construction of new buildings, renovation and development of existing structures, the institution submits proposals to the UGC, RUSA and the State Government. The received funds are collected and used through the Cheque, PFMS, RTGS or NEFT mode. Financial resources are utilized for infrastructure development and human resource development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Various quality parameters that are mandatory for the NAAC Accreditation & Assessment process are being initiated through IQAC. As a result of all relentless efforts, several quality practices and culture have come to be formally institutionalized through active involvement of IQAC, which actively coordinates with the college administration, including the Governing Body and the Office of the Principal.

- Collection of various institutional data/ statistics pertaining to staff members, alumni, guardians, institutional infrastructure, etc. on periodical and need basis and then getting it published through the institutional portal.
- Academic calendar is published annually by the IQAC and displayed in the college website
- Digital initiatives have been undertaken regarding online student admission, cashless transaction, development of a new institutional portal, institutional e-mail IDs to all faculty members and administrative heads, paperless communication through official WhatsApp Groups/ e-mails.
- A motivated effort of IQAC through involvement of all stakeholders of the college also awaring the students with the lines "No Helmet No Entry".
- A session started from 2015 to till present date to encourage

all those who have passed out with brilliant results and also to initiate a competitive spirit both amongst the departments as well as the students.

- Initiatives have been undertaken for academic audit and green audits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has made improvements in various domains, during the period subsequent to the second cycle of accreditation. The IQAC has always been focused on learner-centric teaching learning process

During this year there has been interruption in normal classroom activities from time to time due the COVID-19 pandemic. Keeping this in mind the IQAC has adopted various measures so that regular classes and other activities may continue without any disruption. These measures included keeping in constant touch with the students through departmental WhatsApp groups, opening WhatsApp groups with the students for nurturing their creative activities, taking regular classes through various virtual platforms, conducting online tests etc. All these measures have helped in keeping the overall academic environment stress-free and uninterrupted even during the pandemic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state,**

**B. Any 3 of the above**

**national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sbmscollege.org/wp-content/uploads/2023/07/FINAL-SBMS-COLLEGE-Annual-Report-2020-21.pdf">https://sbmscollege.org/wp-content/uploads/2023/07/FINAL-SBMS-COLLEGE-Annual-Report-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution always exhibits its concern towards gender equity and tries to promote gender-neutrality in the campus and in the societal level too through various activities like awareness programs, seminars, popular talks, counseling, etc.

The enrolment report of the year reveals that the girl students exceeded the boy students. In the co-curricular activities like NCC, NSS and sports, the participation of girl students is increasing day by day.

The college tries its best to provide facilities to ensure the safety and security of girl students like - CCTV surveillance, well-equipped Girls Common Room containing sanitary pad vending machine and sanitary pad dispensing machine. The women cell of the college has constituted an Anti-Sexual Harassment Cell to provide a healthy and gender-neutral environment for students and staff members.

The International Women's Day of the year 2021 was observed grandly by the Women Cell of SBMS College on the theme "Women Leadership: Achieving an Equal Future in a COVID-19" where as resource persons two dignitaries: Ms. Gitimoni Phukan, the Director of Higher Education, Assam and Ms. Chinmoyee Talukdar, Deputy Director, DHE graced the programme with their soulful and highly motivating

speeches on women empowerment and gender-equality. The Women Cell of the college published an ISBN book on 8th March, 2021 entitled "Nari Xusama" (Women Loveliness) comprising theoretically loaded articles on feminism and gender-sensitivity.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sbmscollege.org/wp-content/uploads/2023/05/Annual-gender-sensitization-action-plan-doc-final.pdf">https://sbmscollege.org/wp-content/uploads/2023/05/Annual-gender-sensitization-action-plan-doc-final.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sbmscollege.org/wp-content/uploads/2023/05/Girls-Common-Room.pdf">https://sbmscollege.org/wp-content/uploads/2023/05/Girls-Common-Room.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management**

**Solid waste:** Our institution sells the solid wastes (Waste papers, old newspapers etc.) to local vendors from time to time. Moreover from time to time and after the end of different collage events, the NSS unit of college had undertaken cleaning drives of wastes, both within and outside the campus. For the collection of regular solid waste products, garbage bins are kept at different place in the campus and various departments. The solid wastes viz. dry leaves, twigs, paper, etc. were collected by the cleaners on daily basis and stored them for the compost preparation by proper methods. Segregation of the wastes into wet and dry waste and disposal separate, different coloured marked bins. The non-bio degradable

wastes are disposed in the landfill sides of within the campus. Liquid waste: A major source of liquid waste is the canteen, laboratories and toilets. The internal drainage system is connected to Panchayat drain. A proper drainage facility is available in order to avoid stagnation. Sweepers are engaged on a regular basis to maintain the drainage system to avoid stagnation of liquid wastes in the drains of the college campus. E-Waste: The E-wastes are the big Challenges for every organization. The E-wastes such as non Working computers, printers, monitors, hard disc, ink cartridge etc are stored in separate E- wastes stored rooms are repaired for further use and are given for exchange.

Hazardous chemicals and radioactive waste management: There are no significant hazardous chemicals and radioactive waste generated in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://sbmscollege.org/wp-content/uploads/2023/05/management-of-degradable-and-non-degradable-waste.pdf">https://sbmscollege.org/wp-content/uploads/2023/05/management-of-degradable-and-non-degradable-waste.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

#### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

SBMS College has taken untiring efforts and healthy initiatives in ensuring an inclusive environment of tolerance and harmony among its students. The students here belong to diverse cultural, regional, communal and socio-economic groups. The institution organises cultural rallies every year during the weeklong college youth festival in which there are exhibitions of such values like national integration, communal harmony, cultural bonding and crucial socio economic issues. The students' union election held every year also provides equal opportunities to young students irrespective of caste, gender or religion. The college strictly adheres to its principle of all inclusiveness among its students during all the competitions whether academic or non-academic programmes are organised to celebrate important cultural, regional, linguistic, communal etc events like the celebration of the birth anniversary of Dr. Bhupen Hazarika, Lakshminath Bezbaroah, Sardar Patel and so on. The institution has solemnly pledged to end all types of meetings with the singing of "Axom Jatiya Sangeet". In addition, every year students are encouraged to participate and compete in various youth festival events like traditional dance competition, traditional dress competition, etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution undertakes various measures to inculcate moral values, fundamental rights and duties for being responsible citizens among students as well as employees. The institution celebrates days of national importance with enthusiasm and zeal to infuse patriotism among students and employees.

The NSS and NCC Units of the college play a very active role in conducting social welfare and awareness program within the campus and societal level. On 3 May, 2020, NSS Unit organized an online campaign on "Spit Free India". To create health awareness, the NSS Unit conducted a "Health Awareness Camp" on 24 December, 2020 in the adopted village Rawanboi to inculcate discipline, moral duty and responsibilities towards society.

Another significant mission of the college is to promote environmental consciousness. On 5th June, 2021, during the COVID 19 pandemic, Department of Botany celebrated World Environment Day in the agenda of Sapling plantation programme at the own residence of students. A national webinar on the topic "COVID-19 and Global Environment" was organized by the Department of Botany and Chemistry with the objective of creating awareness on the global environment during COVID-19 where as resource persons- Dr. Arup Kr. Mishra, Director, ASTEC and Dr. Abani Kr. Bhagabati, GU were invited.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** 4. Annual awareness programmes on Code of Conduct are organized



File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The institution celebrates different days of national importance like Independence Day and Republic day with fervor and festivity. Death and birth anniversaries of great personalities as well as days of national and international significance like Mahatma Gandhi (Gandhi Jayanti), Birth anniversary of Dr. Bhupen Hazarika, Sardar Vallabhbhai Patel (National Unity Day), Sarvepalli Radhakrishnan (Teachers' Day), Bishnu Prasad Rabha, Lokpriya Gopinath Bordoloi, birth anniversary of Mamoni Raisom Goswami, etc. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building the nation. Speech programmes are arranged on various occasions to inspire and motivate the young minds. Celebration of National Festivals and important occasions such as International Women Day, World Wet land Day, Mother Tongue Day, World Environment Day, Yoga Day etc. provide for an inclusive environment for all with diverse background. . Students are acquainted with different culture of our nation through such programs that helps developing tolerance and harmony towards different cultural, regional, linguistic diversities. The college also pays respect to its founders Saint Budram and Madhab satradhikar every year on 1st August, the Foundation Day of the college is celebrated with fond remembrance to its founders. The College organizes a special talk by invited speaker on the occasion of the college foundation day every year with fond remembrance to great souls: Late Budram Mahanta and late Madhab Mahanta.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

### Best Practice: 1

**Title of the Practice: Participatory Programme for Social Responsibility**

In order to extend our service to the social benefit of the locality during Covid'19 pandemic situation, the institution came forward to sensitize the people and distributed hand sanitizer prepared by the department of Chemistry and Botany. By maintaining safe distance, wearing mask, sanitizing places, following hygiene with a motto "NEVER GIVE UP" we also worked harder on our part to keep the local people safe. Everyone came out with helping hands, by donation, by imparting knowledge through the distribution of leaflets, by giving our own resources in some or the other way.

### Best Practice: 2

**Title of the Practice: Initiative for Ensuring Online Education to Underprivileged Students with Paucity of Device**

The prolonged closure of educational institutions has mandated a shift from classroom teaching to online learning. Since our college being located in an exclusively rural area, the socio-economic condition of most of the parents is not sound enough to cater the need of purchasing smart phones. So most of our students failed to have access to smartphones or laptops to attend online classes hindering teaching-learning situation. In order to realize our mission for ensuring online education to underprivileged students, our institution has pondered over providing digital resources to our students during this time of crisis. The teachers unit has come forward to distribute 15 no of mobile handsets to underprivileged students.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Situated in a rural backdrop, the College has been maintaining its level for preparing a platform for students through entrepreneurial skill development programme. With a very limited exposure in and around the village, the institution is providing BVocCourses with multiple exits in undergraduate level incorporating specific job roles along with broad general education. The college has introduced the course - Animation & Graphic Design, a three-Year Bachelor course of Vocational Degree in 2015 sponsored by University Grants Commission (UGC) and affiliated to Gauhati University. The vocational programme in Animation and Graphic Design is a judicious mix of skills, professional education related to Animation and Graphic Design along with appropriate content of general education. It is designed in such a way that the student can be able to cope up with the emerging trends and challenges in the field of Animation and Graphic Design.

Audio recording and post production is a very productive career option. Apart from film industry, a person trained in audiography and sound post production can earn meaningful livelihood in the domain of Animation, Television Commercial, Video Journalism, Live events, Music industry etc. Audio recording and mixing is an integral part of Animation filmmaking.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

- SBMS college following the objectives of curriculum of Gauhati University, has endeavored to ensure a proper planning and documentation in curriculum transaction. The curriculum for UG programmes is approved by the Academic Council of G U. Adhering to the guidelines laid down by Gauhati University, the college devises academic calendar at the beginning of its academic session. Through the academic calendar, students are aware of the probable teaching days, holidays, vacations, activities, etc. The detailed prospectus of the college provides all necessary information regarding the College, courses on offer, the fee structure, faculty, facility and infrastructure etc. to empower them to make their choices for admission.
- The Prospectus designed by the Prospectus Committee disseminates information regarding the programmes and courses
- 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 first three classes by 15 minutes.
- Class-room deliberations are made through the use of ICT, E-Learning resource (PPT, subject related video, audio clips) smart board, multi-media etc. along with traditional methods. Physical education, sports, yoga-classes and camps, eco-camps, environmental field-trips, educational tour and work-out at the gymnasium are an integral part of the curriculum.
- Each department then prepares the departmental class routine, the teaching -plan, lesson-plan and Academic-Audit Reports for the whole academic session.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

### 1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Each academic year, the authority prepares the academic calendar following the guidelines of Gauhati University for undergraduate (UG) courses. The admission process of the undergraduate students completes by July and the odd semester classes commence from August. As our college observes its Foundation Day on 1st August, the classes strictly start from 2nd August.. As part of the CBCS programme undertaken by the parent university, we implement 80:20 pattern of examination system. The external examination bears 80 marks and the remaining 20 marks fall under internal assessment.

End semester examinations start usually from second half of November and continue till December. The even semester classes commence in January and the sessional examinations for even semester are conducted within the month of March. The departments of the institution class tests for the students and also organize frequent departmental seminars and group discussion among the students. The departments of the college organize regular field study trips for their students and encourage their students to create field based knowledge. Due to Covid-19 Pandemic situation since March 2020, regular functioning of the college was totally hampered. Since April 2021, the normal functioning of the college was again hampered due to Covid-19 pandemic situation.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

### 1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

#### 1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

575

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

575	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>
<b>1.3 - Curriculum Enrichment</b>	
1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	
<p>The institution strives to cultivate awareness and sensitize the students to the aforesaid issues through various in-house programmes along with conducting field visits and projects. SBMS College is a co-educational institute with nearly 60% of female student enrolment. The institution itself is presenting a gender-friendly environment creating equal opportunities for the girl students to contest for the student body elections, participate in co-curricular activities, to enrol themselves in the NCC along with encouraging them to join NSS. To make the gender issues more visible, the department of Political Science in their CBCS (Hons) course included a detailed discussion on topics like feminism, rights of women, and justice for all to impart gender-based education among students. The 'World Wetland Day, World Environment Day, etc are observed with great enthusiasm in order to sensitize the students to conserve biodiversity, etc. To create health awareness among students and local people, the department of Botany and Chemistry prepared hand sanitizer during the initial stage of COVID-19 pandemic (on 20-3-2020). The college also organises lecture and talks inviting speakers to deliver on such relevant topics and the students participate in various literary , art, craft, sports and cultural activities -fostering human values in them.</p>	
File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

**1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year****14**

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

**1.3.3 - Number of students undertaking project work/field work/ internships****704**

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**



File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	Nil

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

605

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

340

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students with heterogeneous knowledge base and capability converge in SBMS College. To optimize the learning outcome among the students the institution provides:

A. Counselling to students at the time of admission

B. Orientation Classes involves explaining the contents, course structure and the details of examinations. The students are also sensitised regarding the future prospects and the opportunities associated with the subjects of their choice.

The identification of students as slow and advanced learners is carried out by analysis of the following parameters-

i) Result of senior secondary level examination

ii) Performance in group discussion and questions answered on a topic delivered, sudden test.

iii) Regularity in attendance

C. Follow-up measures

a) Provision for Remedial classes in the daily class routine with special emphasis on bilingual explanation

b) Parent-Student-Teachers meets

c) Interaction with advanced learners at individual level are facilitated

d) Personal counseling in course of mentoring program has also helped in bridging the gap.

e) Department wise whatsapp group between teachers and students

f) Providing a topic of advanced study for literature survey and encouraging/acquainting them for various mode of presentation such as oral (through power point), poster presentation, write-up in wall magazine / college magazine etc.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1208	43

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

. In order to make teaching-learning process more students centric, the teachers encourage active participation of the students. As far as Experiential learning is concerned, there are some curriculum based reserach projects undertaken by students of all science departments , students of some arts departments and AGD and Fashion Technology. Students actively participate in visit to place of historical significance, museums, field trips, survey, institutional visits, industrial visit, zoological parks, biodiversity, aqua resort and tourism hotspot etc. for enhancing their learning experience. Students of AGD are exposed to screening of short documentary related to indigenous culture , literature , place etc. The students are exposed to hands-on training, laboratory experiments and library survey.

As far as Participative Learning experience is concerned, all the departments bring out the annual issue of wall magazine as a collaborative effort. Students participate in all co-curricular activities such as literary competitions and debats, sports and

cultural activities, group discussion, poster/ oral presentation, exhibitions organized by various Departments, Cells and Committees of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sbmscollege.org/laboratory/">https://sbmscollege.org/laboratory/</a>

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Along with the traditional chalk and talk method most of the faculty members use ICT tools to improvise delivery of course material.

- There is a smart/Virtual class equipped with high resolution Wi-Fi connected multicolor LCD projector (contrast ratio of 15000:1) and has a HDMI port.
- The college has 12 number of ICT enabled classrooms equipped with 120number of computers with internet facility and 15 number of LCD projectors, 6 number of smart boards; 14number digital classrooms are available.
- The digital library of the college has access to about 6000 e-journals and e-books available in N-list
- During COVID Crisis, faculties made extensive use of WebEx, Zoom, and Google Meet, Teachmint applications to conduct online classes/seminars/webinars during lockdown period of Covid crisis. Facebook live streaming of meeting especially organised for sensitising the students for various online examination of GU was also done.
- All departments have created WhatsApp groups for students of their respective classes to share informations and notifications. Students also share their difficulties and querrieswith their classmates and teachers through these groups. It has resulted in an effective mechanism of off-campus interactions among students and teachers.
- A number of faculties prepare lecture videos on particular topics and circulate them through WhattsApp groups. Every

Department possesses video lectures, e-Books, and e-journals in their Departmental Facilities. For evaluation purposes during Covid crisis a number of faculty members used IT enabled learning tools like Google classroom

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://sbmscollege.org/ict-in-teaching-and-learning/">https://sbmscollege.org/ict-in-teaching-and-learning/</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

35

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

16

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)****2.4.3.1 - Total experience of full-time teachers**

39

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

**Mechanism of Internal Assessment:**

The Examination Board of the college takes decisions in its meetings with the authority and HODs to prepare the examination programmes of the internal and sessional examinations. The programmes are informed to the students through college notice board and WhatsApp group of each department.

A time schedule framed to all the departments to prepare the course covered question papers and other examination- related matters and to submit those to the examination board.

Evaluation process is made student centric by incorporation of flexibility if any student failing to appear in sessional examination on medical ground and granted another opportunity for appearing the exam. Each departments shortlists such students and held lateral examination in the department on a notified date.

**Frequency and Variety of Internal Examination:**

Class test, home assignment and seminar presentation are conducted by every department periodically. Transparency and accountability of the internal examination are maintained by the fact that answer scripts are shown to the students for further improvements.

Internal Examination marks are recorded and sent to the university online mode.

The college authority and examination board keep strict vigilance over conduct of examinations. CCTV cameras are installed and strict vigilance by the invigilators are conducted during examination hours.

The online examination which is a recent practice in the college due to the pandemic are also carried out by the institution by following the guidelines of the university maintaining transparency of the examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

The examination committee of the institution follows a strict and careful mechanism to solve and deal with examination- related grievances and anomalies which are transparent and time-bound for the interest of the students.

All examination- related information are notified clearly on the

college notice board and college website

It is found that examination- related grievances and arisen both from the university as well from the college level. In case of grievances related to Internal Assessment, a student can approach the examination board through his/her HOD. Those grievances are addressed properly and solved immediately.

In case of anomalies from the university level, the examination board solves the matter through the principal of the college with his forwarding letter to the Controller of Examination of the affiliated university.

The students' dissatisfaction regarding Internal Assessment such as class attendance, home assignment and project work are addressed in time. Timely meetings are convened by the Principal with examination board and HODs to take every possible step regarding examination- related grievances.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The general undergraduate programmes and the vocational programmes provided by the college allow students to explore their interests, and with the constant guidance of the teachers, enable them to understand the learning outcomes that the course of their choice can provide. Regarding the general undergraduate programme, CO, PO and PSOs are lucidly enumerated in the syllabus of each paper of each subject designed by the affiliating university, i.e. the GU. It is displayed in its websites. Every department takes the responsibility to explicitly state the purpose and scope of the programme they offer and the knowledge and skills the learner is expected to possess after the completion of a particular programme. The outcomes for all programmes and courses are emphasized and foregrounded on the notice boards of all the departments for easy accessibility. These are transpired to the students at the beginning of each session in the orientation programme before the commencement of



routine classes and are re-iterated in various departmental talks and programme. Apart from the department notice boards, awareness of COs and POs are promoted in the classrooms, parent-teacher meetings etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

POs, POs and COs are attained through measurement, assessment and evaluation of students' performance at regular intervals. Assessment of student learning, which is used to measure the attainment of course outcomes, is made an integral and regular part of instruction; the performance and progress of the students are regularly monitored through various assessment tools and methods.

- The results of the final year students show the outcomes of the program. The attainment of programme outcomes is evaluated through students' progression.
- The learning outcomes are monitored through the performance and the results of students in internal and university examinations. Each department analyses the performance of their students in its Departmental Meeting. The Principal also takes its review in the Staff Meeting and directs the faculty to concentrate on increasing the quantum of their Course Outcomes.
- The activities and performance of the teachers are monitored regularly by the Principal and the Vice principal of the College. The Principal on a regular basis visits the departments to take stock of the progress of the course with the faculty members and offers his suggestions. He convenes regular meetings with the teachers and discusses about the teaching- learning effectiveness achieved and helps them to adopt strategies according to the needs of the students, in order to optimize the student learning experience.
- IQAC conducts annual students' feedback on teaching-learning process which helps the teachers in improving

their teaching quality.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

230

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[https://docs.google.com/forms/d/e/1FAIpQLSesoq4zCYMzgD3cCiS8OyR3DTzHDXbd-YiEaGM5GZ9ZGd7YpQ/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSesoq4zCYMzgD3cCiS8OyR3DTzHDXbd-YiEaGM5GZ9ZGd7YpQ/viewform?usp=pp_url)

### RESEARCH, INNOVATIONS AND EXTENSION

#### 3.1 - Resource Mobilization for Research

##### 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

###### 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

### 3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

#### 3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

10

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year****3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

41

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

During this period, the institution carried out extension programmes under the auspices of NSS, NCC in the adopted village Rawanboi and at other places of greater Sualkuchi area. Various sensitization programmes on various social issues like environment, health & fitness, menace of tobacco etc. & has contributed immensely to their holistic development at the community level. On 24th December, 2020, there organised a health awareness camp in Rawanboi. Fit India Freedom Run 2.0 was carried out on 14th August, 2021. NSS Day on 24/9/2020 was observed in the Primary School of Rawanboi in collaboration with Kavi Krishna Telemedicine Care where people were sensitized regarding health care, etc. On 15th August, 2020 plantation activities were

undertaken and cleanliness drive was conducted in the locality. Tobacco awareness programme with a 'Pledge For Life' was carried out amongst school students. On 2nd October, 2020, the NSS wing of the college sensitized on the issue 'Ban on single Use Plastic' through a rally in the locality and 'PLOGGING'- an activity of picking up garbage while in the rally was carried out by the NSS cadets as a part of the Swachh Bharat Abhiyan programme. Moreover, NSS offered a helping hand in the Corona Vaccination drive in the college and sensitization drive at community level.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

7

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

188

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

01

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

**INFRASTRUCTURE AND LEARNING RESOURCES****4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college with a total area of 42491.99 sq metre and a built up area of 26136.6 sq metre has managed to establish adequate infrastructure and physical facilities for teaching learning environment. The college has spacious classrooms for conducting regular classes in the four different building blocks. They are utilised for conducting regular classes and various examinations of Science, Arts, B.Voc and Community College. There are 37 classrooms and 1 seminar cum conference hall. The large classrooms are equipped with microphone and sound system. In addition, portable LCD projectors and screens are available in some of the departments. 8 classrooms have the ICT facilities with interactive white board. Laboratory rooms are available with the departments having practical based departments which are being equipped under DBT STAR COLLEGE Scheme. There is a 2D Animation Laboratory with LIGHT BOX available along with a Sound Design & Production Studio equipped with latest Recording and Mixing Console. The College has a total of 115 functional computers for day to day use of the faculty members, students and various office staffs. For smooth functioning of academic and administrative works, the Office of the Principal is equipped with 5 desktop computers, 4 printing cum scanning machines and 2 xerox machines. The central Library is a spacious and have a large collection of text books, reference books and a variety of other print and web resources. THE library has membership of N-

**LIST for e- books and e-journals.**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has managed to provide sports and games facilities to the students for the holistic development of young minds. Students are regularly encouraged to participate in sports and cultural activities. There is a Basketball court of 37.2 m x 18 m size ( established in 2019) and a Lawn Tennis court of 23.7 m x 11 m size. Table tennis facilities are available in both boys and girls common room measuring 2.74 m x 1.52 m and 2.04 m x 1.37 m respectively. The support of the college to its students for participating in sports is well reflected in the achievement of our students. The Gymnasium Hub of the institution houses a good stock of modern gym equipment purchased through Govt. Sports funds. The facility is open to students, staff and for neighbourhood community at affordable fees. A demarcated space has been recently provided for yoga. Approximately 60 numbers of participants can be comfortably accommodated at any given time within this arena. A wide range of cultural activities like dance, drama and music are performed in the college campus on various occasions. Musical instruments like harmonium, Tabla, Dhol, Flutes, Guitar etc. are made available for the students during cultural programmes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

13

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

13



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

1195281/-

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

##### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Central library is a well equipped library which plays a very important role in supporting the academic programmes of the college. It was initially inaugurated in a small room and later on shifted to the present location. Our Library was renovated with RUSA fund in the year 2019. The library collection has a good number of bilingual and subject dictionaries, thesaurus, Encyclopaedia Britannica, Britannica Book of the year 1999, Britannica Book of the year 2000, and Britannica Book of the year 2001 and different subject encyclopaedia. Central Library of our college received Soul 2.0 software from INFLIBNET Centre, Gujarat University free of cost. It was installed on 27/05/2013.

- Name of ILMS Software: Soul 2.0

- Nature of automation: Partially
- Version: 2.0
- Year of Automation: 2013

The library subscribes to N-List facility (INFLIBNET) for teachers and students. The college authority has signed a MoU with National Digital Library of India on 11th May, 2019. So the E-resources available in our digital library can also be accessed from NDLI website.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://library.sbmscollege.org">https://library.sbmscollege.org</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

0.20404

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

37

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

##### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college has upgraded its IT facilities frequently as per the needs and requirements which includes increase in the number of computers, internet connectivity, new institutional portal, setting up of smart classrooms and ICT-enabled classrooms, digital seminar halls, online admission, library digitization, etc.

The college has 115 computers. In addition there are 5 computers with BSNL Broadband internet connection for administrative works. Each department is equipped with one computer, one laptop and few departments' has printers also UPS provision for power back-up has also been provided in library, office and in computer science laboratory.

The college campus is facilitated with WI-FI.The number of computers has been gradually increasing in the last five yearswith the setting up of additional computer labs. Partial Wi-Fi and LAN arrangements have been done. Internet connection bandwidth has been upgraded to more than 50 MBPS at present, which has been necessitated due to the increasing number of computers, smart classrooms, interactive LCD projectors, online

admission process, dynamic website, library digitization and various supporting softwares. The college has subscription to institutional digital repository N-LIST e-resource software programme, which is maintained by INFLIBNET. The library software is updated to SOUL. Maintenance and minor repairs of computers and other electronic instruments are done by hiring external agency.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

115

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

1214659/-

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities. The Principal constitutes various committees for maintenance of infrastructure facilities in the campus. All requirements including purchase of equipment, instruments and their maintenance are discussed in the governing body meetings for their necessary approval. The requirements received from library, office, staff and support services are analyzed and sorted as per their necessities and priorities. The principal in consultation with the building construction committee provides the required funds for maintenance with the approval by the governing body. Equipments and computers procured under different schemes are maintained by part of the funds of the schemes. For maintenance of facilities such as water supply and power the principal of the college allocates funds from the general fund keeping in view the optimal use of the available resources. College maintains dead stock register of equipment, instrument etc. Library infrastructures are monitored by library staff under the supervision of the librarian. Daily and timely cleaning of stacks and racks is done with sweeping, wiping and removing dust by vacuum cleaner. Library committee looks after the issues of library fees, late fee on delayed return of books, deposits, disposal of newspapers and dragged books.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1138

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

A. All of the above

File Description	Documents
Link to institutional website	<a href="https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpd iI6IjRHTnJ5ZTdTZUlFYmxHTWRsYUg2dmc9PSIsInZ hbHVlIjoibG5mTlVnOkFTNm9HQ0Q2OUF4MUZMUER2N XFVb3ppMnVIEFphaktlSzZtYnpZSmtmNWdHaXBuSW9 ROXNlV09GbSIsIm1hYyI6ImNlMGUwMWVhY2ZjNTQ0O TFjM2Q4ZmI4MWYzNDM3ZmRiNmM3ZjZmYzg0MzcwZmI 1Njg4NjI2NjQyYzRhNDg1MDAiLCJ0YWciOiIifQ==">https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpd iI6IjRHTnJ5ZTdTZUlFYmxHTWRsYUg2dmc9PSIsInZ hbHVlIjoibG5mTlVnOkFTNm9HQ0Q2OUF4MUZMUER2N XFVb3ppMnVIEFphaktlSzZtYnpZSmtmNWdHaXBuSW9 ROXNlV09GbSIsIm1hYyI6ImNlMGUwMWVhY2ZjNTQ0O TFjM2Q4ZmI4MWYzNDM3ZmRiNmM3ZjZmYzg0MzcwZmI 1Njg4NjI2NjQyYzRhNDg1MDAiLCJ0YWciOiIifQ==</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

814

#### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

814

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

54

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

43

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State



**government examinations) during the year**

5

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

5

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

Students' Union is a body of students, elected for a term of one year. Students' Council comprises of 11 no. of portfolios who operate under the teachers-in-charge. There is a provision of the representation of two students from each class. The Vice-Principal is in-charge of the students' union body. Student Council organises various programmes during college week 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 college campus.

The General Secretary and the President are the members of the RUSA and put forward their views on 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 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.

NB: During Corona Preiod, normal functions of students union are restricted.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

6

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association was constituted in 2005 which has been

providing support to the institution. It contributed to the successful completion of Golden Jubilee Celebration, College Foundation Day, Plantation Drive etc. The members of the association gave its feedback on various academic and infrastructural issues. It donated books to the Central Library of the College. Though due to Covid 19 Pandemic situation outbreak, the Alumni Association of SBMS College could not undertake any notable work as such during 2020-2021, still the association lended its support to the IQAC to sensitization programme regarding CORONA Virus and the precautionary measures to be taken in different areas of greater Sualkuchi area.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision and mission of the college has been reflected in the governance and the decentralised mechanism. The very establishment of the college was driven by a holistic mission to provide higher education to the marginal student community who could not access the normal livelihood of the rural area. Majority of the students' parent livelihood are dependent on weaving and our institution seeks to develop students' pedagogic as well as social values in terms of making them employable and eligible for independent and positive role in the society. Keeping in mind the vision and mission, the college introduced two skill based job oriented vocational courses: i) Animation and Graphic Design ii) Fashion Technology. With these courses they are not just learning but also earning at the same time. To ensure quality education, infrastructure and Services for the holistic

development of young minds, the decentralization of powers and functions in the hierarchical system of different bodies along with the involvement of the stakeholders has been instrumental in achieving and fulfilling them. The Governing Body being the apex body, entrusts the responsibility of formulating and operating action plans to the Principal of the college in consultation with faculty members & others. The Principal further delegates the authority through the Vice-Principal, The IQAC, the HoDs, different Committees and other stakeholders.

File Description	Documents
Paste link for additional information	<a href="https://www.sbmscollege.org/download/sbmsc-prospectus-2020-2021-90mb.pdf">https://www.sbmscollege.org/download/sbmsc-prospectus-2020-2021-90mb.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The institution has a mechanism of providing operational autonomy to various functionaries to ensure a decentralization governance system and involves the entire college fraternity for various academic activities. The Governing body is the apex body for policy making and is well represented at all levels comprising of the teaching, non-teaching, guardian members and two nominees from affiliating University to provide guidance on policy matters. The Principal is the Executive Head of the institution and is vested with powers to ensure the proper conduct of the academic programmes, research and extension activities. The principal in consultation with the teachers' council nominated different committees for planning and implementation of different academic, administration and student related policies. All academic and operational mechanism is based on the unanimous decisions of the governing body, IQAC and teachers' council. The Vice-Principal assists the principal in administration. Bottom-up approach is followed in the decision making in all departments guided by the Heads. Different sub-committees/cells have been made operational from various levels like faculty level, student level, non-teaching staff level.

The General Secretary (G.S) and the President are members of the RUSA .. The G.S. and the Girls' Common Secretary are members of Grievance-Redressal Cell and Sexual Harassment Cell respectively.

File Description	Documents
Paste link for additional information	<a href="https://sbmscollege.org/organogram/">https://sbmscollege.org/organogram/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution adopted quality improvement strategies for various aspects like curriculum development, Teaching and Learning, Examination and Evaluation, Research, Library, ICT and Physical Infrastructure, Admission of students, extension cum institutional social responsibility etc. considering its vision & mission statement, recommendations of the NAAC Peer Team, and Feedback Report from Stakeholders. In B.Voc. Programmes, the faculty members frame the curriculum with the SSC requirement and alignment of NSQF which is approved by Gauhati University and UGC. The college has adopted CBCS courses and accordingly the gamut of teaching learning is envisaged with the application of smart class, power point presentation, seminars, group discussion, field trips, etc -providing exposure to the student community. 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. 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. Fully online admission system from application to the counselling process has ensured a transparent process.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The college has two-tier system of governance. The GB is an apex body and the Principal is at the apex of the internal administration being the Secretary of the GB. The Principal is assisted in all administrative and academic matters by the Vice Principal, HoDs, support staff, IQAC and other bodies.

All recruitments against sanctioned post are made in a transparent manner by the way of Newspapers advertisement and college website. Promotion of the non-teaching staff is accorded as per vacancy and seniority. In both cases, college recommends promotion of the employee to the Director of Higher Education, Assam. As per the Rules and Regulations of UGC and DHE, Govt. of Assam, the college authority takes care of the appointment procedure of the vacancies/appointment by following the reservation policies of GOI. The college follows transparent and impartial policy for promotion. Promotions are made according to the UGC rules/ Government of Assam, through DPCs and then API scores of teachers are verified. Under CAS, the college helps the teachers in obtaining promotion. The service conditions of the permanent teachers (appointment & promotion) are regulated as per rules & procedures stipulated by UGC and Govt. of Assam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://sbmscollege.org/organogram/">https://sbmscollege.org/organogram/</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

#### 6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

- Various types of leaves to employees [Study Leave (for Ph.D. research work/ FIP/ FDP etc. to permanent teachers), Maternity Leave (for all ladies staff), Paternity Leave, Child Care Leave (for all ladies only), Medical Leave (for all staff), leave with pay for participation in academic courses/ examination works/ govt matters and to attend conferences of Professional Bodie , Casual Leave, Earned Leave
- Emergency first aid facility (for all staff)
- Group Insurance and Provident Fund (for all permanent staff).
- Periodical pay revision (For contractual teachers of self-sustained courses).
- Pension & New Pension Scheme:
- Gymnasium facility at free of cost.
- Collection of donations (in monetary form) to address certain problems of the employees as and when need arises.
- Promotion under Career Advancement Scheme. Provision of representation in various bodies/Cells of the college
- Separate seating arrangement for teachers in the college canteen
- Provision of safe drinking water facility
- Adequate parking space for all employees within the campus
- Provision of institutional e-mail IDs to all faculty members/ administrative heads for making all official communications.
- Central library facility to all faculty members for borrowing books .

- Facility of a spacious Teachers' Common Room, with attached washroom facilities is being provided.
- Security Measures (through CCTV surveillance)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

11

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution has a performance appraisal system for teaching staff in the mode of Individual Data Capturing Form. The faculties have to submit the filled up form on given parameters to IQAC. The college conducts its Academic Audit( for daily

academic transaction of individual teacher) which is periodically monitored by the college authorities. Therefore each task is completed with quality performance and documentation. The Institution has Performance Appraisal System for teaching and non-teaching staff which aids in improvement of the standards of the teaching and non-teaching. Performance Appraisal formats prescribed by the govt. for promotional matters are certified by the Principal, as and when required for individual permanent faculty members. These formats are required to be sent to the Office of the Director of Higher Education by the college.. Thus, the Principal maintains Annual Confidential Report of all Teaching & Non-Teaching staff ,which is then forwarded to the Director of Higher Education along with Departmental Promotion Committee Report ( for teachers).Feedback system exists for assessing the efficiency and potentialities of teaching and non-teaching staff; such feedback is collected annually from the students. The results of the feedback are confidentially communicated to the teachers concerned.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- All financial matters of the institution are included in the audit process. The Principal with the capacity of Drawing & Disbursing Office (DDO) of the college makes financial transaction as per financial rules of Govt. of Assam. The college has a two-tier audit system. Both internal and external financial audits are carried out depending the sources of fund. The internal audit is conducted on an annual basis by a registered Chartered Accountant firm appointed by the college authority. The CA Firm prepares the audit report bringing both receipt and expenditure sides under consideration along with Utilization Certificate & Income & Expenditure Statement. Finally, the report is submitted to the GB and then audit report for the corresponding financial year is approved. The task of conducting internal audit of the college has been presently

assigned to the firm M/s N.N.Das& CO , a reputed Chartered Accountant firm based in Guwahati and Nalbari.

- Government Audit: The government audit is carried out by the Directorate of Audit (Local Fund) Govt. of Assam, by the authorized Government Auditor as and when deputed by the department concern.
- The financial transactions that come under the purview of RUSA funding are audited separately.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

5,000/

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Usually the institution follows the traditional ways of internal resource management by channalising necessary financial requirement from demarked accounts. However, the year 2020-2021, being the exceptional for Covid-19 pandemic situation, no proposal could be sent to the Govt. At the institutional level, financial resources are mobilized through surplus funds from different accounts. These are namely:

- Surplus fund from different university examination centre fees
- Centre fees of different govt. and non-govt. departmental

and recruitment examinations

- Donations from individuals
- Interest accrued from fixed deposits at banks
- Interests accrued from bank deposits
- Other miscellaneous grants from individuals/ bodies

To meet the various requirements of funds under various heads of expenses like construction of new buildings, renovation and development of existing structures, the institution submits proposals to the UGC, RUSA and the State Government. The received funds are collected and used through the Cheque, PFMS, RTGS or NEFT mode. Financial resources are utilized for infrastructure development and human resource development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Various quality parameters that are mandatory for the NAAC Accreditation & Assessment process are being initiated through IQAC. As a result of all relentless efforts, several quality practices and culture have come to be formally institutionalized through active involvement of IQAC, which actively coordinates with the college administration, including the Governing Body and the Office of the Principal.

- Collection of various institutional data/ statistics pertaining to staff members, alumni, guardians, institutional infrastructure, etc. on periodical and need basis and then getting it published through the institutional portal.
- Academic calendar is published annually by the IQAC and displayed in the college website
- Digital initiatives have been undertaken regarding fully online student admission, cashless transaction, development of a new institutional portal, institutional e-mail IDs to all faculty members and administrative heads, paperless

communication through official WhatsApp Groups/ e-mails.

- A motivated effort of IQAC through involvement of all stakeholders of the college also awaring the students with the lines "No Helmet No Entry".
- A session started from 2015 to till present date to encourage all those who have passed out with brilliant results and also to initiate a competitive spirit both amongst the departments as well as the students.
- Initiatives have been undertaken for academic audit and green audits.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution has made improvements in various domains, during the period subsequent to the second cycle of accreditation. The IQAC has always been focused on learner-centric teaching learning process

During this year there has been interruption in normal classroom activities from time to time due the COVID-19 pandemic. Keeping this in mind the IQAC has adopted various measures so that regular classes and other activities may continue without any disruption. These measures included keeping in constant touch with the students through departmental WhatsApp groups, opening WhatsApp groups with the students for nurturing their creative activities, taking regular classes through various virtual platforms, conducting online tests etc. All these measures have helped in keeping the overall academic environment stress-free and uninterrupted even during the pandemic.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sbmscollege.org/wp-content/uploads/2023/07/FINAL-SBMS-COLLEGE-Annual-Report-2020-21.pdf">https://sbmscollege.org/wp-content/uploads/2023/07/FINAL-SBMS-COLLEGE-Annual-Report-2020-21.pdf</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The institution always exhibits its concern towards gender equity and tries to promote gender-neutrality in the campus and in the societal level too through various activities like awareness programs, seminars, popular talks, counseling, etc.

The enrolment report of the year reveals that the girl students exceeded the boy students. In the co-curricular activities like NCC, NSS and sports, the participation of girl students is increasing day by day.

The college tries its best to provide facilities to ensure the safety and security of girl students like - CCTV surveillance, well-equipped Girls Common Room containing sanitary pad vending machine and sanitary pad dispensing machine. The women cell of the college has constituted an Anti-Sexual Harassment Cell to

provide a healthy and gender-neutral environment for students and staff members.

The International Women's Day of the year 2021 was observed grandly by the Women Cell of SBMS College on the theme "Women Leadership: Achieving an Equal Future in a COVID-19" where as resource persons two dignitaries: Ms. Gitimoni Phukan, the Director of Higher Education, Assam and Ms. Chinmoyee Talukdar, Deputy Director, DHE graced the programme with their soulful and highly motivating speeches on women empowerment and gender-equality. The Women Cell of the college published an ISBN book on 8th March, 2021 entitled "Nari Xusama" (Women Loveliness) comprising theoretically loaded articles on feminism and gender-sensitivity.

File Description	Documents
Annual gender sensitization action plan	<a href="https://sbmscollege.org/wp-content/uploads/2023/05/Annual-gender-sensitization-action-plan-doc-final.pdf">https://sbmscollege.org/wp-content/uploads/2023/05/Annual-gender-sensitization-action-plan-doc-final.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sbmscollege.org/wp-content/uploads/2023/05/Girls-Common-Room.pdf">https://sbmscollege.org/wp-content/uploads/2023/05/Girls-Common-Room.pdf</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

**Solid waste: Our institution sells the solid wastes (Waste**

papers, old newspapers etc.) to local vendors from time to time. Moreover from time to time and after the end of different collage events, the NSS unit of college had undertaken cleaning drives of wastes, both within and outside the campus. For the collection of regular solid waste products, garbage bins are kept at different place in the campus and various departments. The solid wastes viz. dry leaves, twigs, paper, etc. were collected by the cleaners on daily basis and stored them for the compost preparation by proper methods. Segregation of the wastes into wet and dry waste and disposal separate, different coloured marked bins. The non-bio degradable wastes are disposed in the landfill sides of within the campus. Liquid waste: A major source of liquid waste is the canteen, laboratories and toilets. The internal drainage system is connected to Panchayat drain. A proper drainage facility is available in order to avoid stagnation. Sweepers are engaged on a regular basis to maintain the drainage system to avoid stagnation of liquid wastes in the drains of the college campus. E-Waste: The E-wastes are the big Challenges for every organization. The E-wastes such as non Working computers, printers, monitors, hard disc, ink cartridge etc are stored in separate E- wastes stored rooms are repaired for further use and are given for exchange.

**Hazardous chemicals and radioactive waste management:** There are no significant hazardous chemicals and radioactive waste generated in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	<a href="https://sbmscollege.org/wp-content/uploads/2023/05/management-of-degradable-and-non-degradable-waste.pdf">https://sbmscollege.org/wp-content/uploads/2023/05/management-of-degradable-and-non-degradable-waste.pdf</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

B. Any 3 of the above



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

#### 7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

#### 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

#### 7.1.7 - The Institution has disabled-friendly,

D. Any 1 of the above

**barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

**5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

SBMS College has taken untiring efforts and healthy initiatives in ensuring an inclusive environment of tolerance and harmony among its students. The students here belong to diverse cultural, regional, communal and socio-economic groups. The institution organises cultural rallies every year during the weeklong college youth festival in which there are exhibitions of such values like national integration, communal harmony, cultural bonding and crucial socio economic issues. The students' union election held every year also provides equal opportunities to young students irrespective of caste, gender or religion. zthe college strictly adheres to its principle of all inclusiveness among its students during all the competitions whether academic or non-academic programmes are organised to celebrate important cultural, regional, linguistic, communal etc events like the celebration of the birth anniversary of Dr. Bhupen Hazarika, Laksminath Bezbarooah, Sardar Patel and so on. The institution has solemnly pledged to end all types of meetings with the singing of " Axom Jatiya Sangeet". In addition, every year students are encouraged

to participate and compete in various youth festival events like traditional dance competition, traditional dress competition, etc.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The institution undertakes various measures to inculcate moral values, fundamental rights and duties for being responsible citizens among students as well as employees. The institution celebrates days of national importance with enthusiasm and zeal to infuse patriotism among students and employees.

The NSS and NCC Units of the college play a very active role in conducting social welfare and awareness program within the campus and societal level. On 3 May, 2020, NSS Unit organized an online campaign on "Spit Free India". To create health awareness, the NSS Unit conducted a "Health Awareness Camp" on 24 December, 2020 in the adopted village Rawanboi to inculcate discipline, moral duty and responsibilities towards society.

Another significant mission of the college is to promote environmental consciousness. On 5th June, 2021, during the COVID 19 pandemic, Department of Botany celebrated World Environment Day in the agenda of Sapling plantation programme at the own residence of students. A national webinar on the topic "COVID-19 and Global Environment" was organized by the Department of Botany and Chemistry with the objective of creating awareness on the global environment during COVID-19 where as resource persons- Dr. Arup Kr. Mishra, Director, ASTEC and Dr. Abani Kr. Bhagabati, GU were invited.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

<b>7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized</b>	D. Any 1 of the above
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File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals
The institution celebrates different days of national importance like Independence Day and Republic day with fervor and festivity. Death and birth anniversaries of great personalities as well as days of national and international significance like Mahatma Gandhi (Gandhi Jayanti), Birth anniversary of Dr. Bhupen Hazarika, Sardar Vallabhbhai Patel (National Unity Day), Sarvepalli Radhakrishnan (Teachers' Day), Bishnu Prasad Rabha, Lokpriya Gopinath Bordoloi, birth anniversary of Mamoni Raisom Goswami, etc. The institution celebrates these days of national importance to recall the events or contribution of our leaders in building

the nation. Speech programmes are arranged on various occasions to inspire and motivate the young minds. Celebration of National Festivals and important occasions such as International Women Day, World Wet land Day, Mother Tongue Day, World Environment Day, Yoga Day etc. provide for an inclusive environment for all with diverse background. . Students are acquainted with different culture of our nation through such programs that helps developing tolerance and harmony towards different cultural, regional, linguistic diversities. The college also pays respect to its founders Saint Budram and Madhab satradhikar every year on 1st August, the Foundation Day of the college is celebrated with fond remembrance to its founders. The College organizes a special talk by invited speaker on the occasion of the college foundation day every year with fond remembrance to great souls: Late Budram Mahanta and late Madhab Mahanta.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Best Practice: 1**

**Title of the Practice: Participatory Programme for Social Responsibility**

In order to extend our service to the social benefit of the locality during Covid'19 pandemic situation, the institution came forward to sensitize the people and distributed hand sanitizer prepared by the department of Chemistry and Botany. By maintaining safe distance, wearing mask, sanitizing places, following hygiene with a motto "NEVER GIVE UP '' we also worked harder on our part to keep the local people safe. Everyone came out with helping hands, by donation, by imparting knowledge through the distribution of leaflets, by giving our own resources in some or the other way.

**Best Practice: 2****Title of the Practice: Initiative for Ensuring Online Education to Underprivileged Students with Paucity of Device**

The prolonged closure of educational institutions has mandated a shift from classroom teaching to online learning. Since our college being located in an exclusively rural area, the socio-economic condition of most of the parents is not sound enough to cater the need of purchasing smart phones. So most of our students failed to have access to smartphones or laptops to attend online classes hindering teaching-learning situation. In order to realize our mission for ensuring online education to underprivileged students, our institution has pondered over providing digital resources to our students during this time of crisis. The teachers unit has come forward to distribute 15 no of mobile handsets to underprivileged students.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.3 - Institutional Distinctiveness**

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Situated in a rural backdrop, the College has been maintaining its level for preparing a platform for students through entrepreneurial skill development programme. With a very limited exposure in and around the village, the institution is providing BVoc Courses with multiple exits in undergraduate level incorporating specific job roles along with broad general education. The college has introduced the course - Animation & Graphic Design, a three-Year Bachelor course of Vocational Degree in 2015 sponsored by University Grants Commission (UGC) and affiliated to Gauhati University. The vocational programme in Animation and Graphic Design is a judicious mix of skills, professional education related to Animation and Graphic Design along with appropriate content of general education. It is

designed in such a way that the student can be able to cope up with the emerging trends and challenges in the field of Animation and Graphic Design.

Audio recording and post production is a very productive career option. Apart from film industry, a person trained in audiography and sound post production can earn meaningful livelihood in the domain of Animation, Television Commercial, Video Journalism, Live events, Music industry etc. Audio recording and mixing is an integral part of Animation filmmaking.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

#### Plan of action for the next academic year:

- Focus on Multi-disciplinary aspect as per NEP.
- To construct boundary wall around the campus.
- To organize more extension and community related programmes
- Timely submission of AQAR and other assessment related work by NAAC