



## YEARLY STATUS REPORT - 2022-2023

### Part A

#### Data of the Institution

##### 1. Name of the Institution

SUALKUCHI BUDRAM MADHAB  
SATRADHIKAR COLLEGE

- Name of the Head of the institution **Dr. Nihar Ranjan Kalita**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**

- Phone no./Alternate phone no. **03612830030**
- Mobile No: **9101239008, 8135007742**
- Registered e-mail **collegesbms@gmail.com**
- Alternate e-mail **nrkdildar@gmail.com**
- Address **P.K. Road, Sualkuchi**
- City/Town **Sualkuchi**
- State/UT **Assam**
- Pin Code **781103**

##### 2. Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- 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. Anima Baishya**
- Phone No. **03612830080**
- Alternate phone No.
- Mobile **9864142748**
- IQAC e-mail address **iqacsbmscollege2017@gmail.com**
- Alternate e-mail address **animabaishya@yahoo.co.in**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://sbmscollege.org/wp-content/uploads/2024/05/AQAR\\_21-22.pdf](https://sbmscollege.org/wp-content/uploads/2024/05/AQAR_21-22.pdf)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sbmscollege.org/academic-calendar/>

**5. Accreditation Details**

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

**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	Fee Waiver Scheme	State Govt	2022	70,98,658
Assam Government	Micro-Grant for Science Development	State Govt	2022	3,60,000
DBT	DBT Advanced Level State Biotech Hub (ALSBT Hub)	State Govt	2022	7,15,000

**8. Whether composition of IQAC as per latest NAAC guidelines** **Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9. No. of IQAC meetings held during the year** **7**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

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

\*Seminar on National Education Policy 2020 on 31/3/2023

\* Academic Audit

\* Green Audit

\* Energy Audit

\* Celebration of 400th Birth Anniversary of Lachit Borphukan and held a series of programmes for the students

**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**

Plan of Action	Achievements/Outcomes
AQARs (2020- 2021 ) & (2021-22)	Submitted
Preparation of Academic calendar	IQAC prepares a calendar of academic and quality-improving activities at the start of each academic year
Green Audit & Energy Audit	Successfully done
Faculty Development Program ( 7/2/2023-11/2/2023 )	Successfully done

**13. Whether the AQAR was placed before statutory body?** Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, SBMS College	01/04/2024

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

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	SUALKUCHI BUDRAM MADHAB SATRADHIKAR COLLEGE
• Name of the Head of the institution	Dr. Nihar Ranjan Kalita
• Designation	Principal
• Does the institution function from its own campus?	Yes
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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes
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<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	
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<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body, SBMS College	01/04/2024
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021-2022	28/02/2023
<b>15.Multidisciplinary / interdisciplinary</b>	
<p>SBMS College being a premiere multidisciplinary institution, located in exclusively rural locality of Sualkuchi area. Multidisciplinary is a key feature of the CBCS curriculum that was implemented in 2019 by Gauhati University and is in place since then. As per the CBCS Structure, students choose General Elective Courses (GE) as well as SEC (Skill Enhancement Courses). The institution at present is catering higher education in Science and Arts stream along with promoting Vocational education and computer application for undergraduate students in the form of B.A, BSc, B.Voc and BCA Courses respectively under Gauhati University. The integration of B.Voc courses along with Community College programme with mainstream academic curriculum ensures practical skills development alongside theoretical knowledge. Similarly, incorporating practical experiences, internships and hands on projects across disciplines are helping students apply theoretical knowledge in real life scenarios. The planning to</p>	



transform itself into a holistic multidisciplinary institution has been materialised from August with the opening Commerce stream at undergraduate level from 2023 August. It would definitely provide more options to students to choose different subjects of multi-disciplinary field. Students are allowed to opt subjects from science, arts, computer application and vocational courses till now. The college has already enrolled many students who have multi-disciplinary subjects in their fold enabling students to explore diverse fields. However, to keep pace with the vision of NEP 2020, the institution is trying to incorporate different options in future with the inclusion of NEP 2020 in the curriculum. The various departments of our institution have planned to introduce various Certificate Courses for skill development as well.

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

The concept of an Academic Bank of Credits has been proposed by the NEP and is designed to digitally store academic credits earned by students for the courses. However, 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. SBMS College follows all the instructions issued by the affiliating university, i.e. Gauhati University in regard to the Academic Bank of Credits (ABC), which is the affiliating University.

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

The NEP focuses on holistic education with special emphasis on skill development to improve the employability rate. The institution has incorporated different options which is already at per with the vision of NEP 2020. The incorporation of Skill Enhancement Courses (SEC) into the syllabus, the existing B.Voc courses, Computer department 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- aiming at hands-on-training and improving competencies; and taking up of internships/apprenticeships etc. 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. In case of science subjects, faculties are sensitized to prepare courses that meet NEP 2020 vision. For Skill enhancement, the various departments of our institution have introduced various Certificate Courses.

#### **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 by engaging with local communities, the college has opened Fashion Technology department. In this regard, the college has opened an Indigenous and Tribal Study Centre in alignment with NEP 2020 for expansion Indian Knowledge System. Teachers of different communities working currently in the college are engaged initially for this purpose. Moreover, the college offers B.A. (Hons.) in Assamese. Students can choose Generic Elective (GE)/ Skill Enhancement courses (SEC) in Assamese. Yoga workshops which are based on Indian Knowledge System are held for students and staff.

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

Outcome based education is an approach under CBCS system implemented by Gauhati University since 2019-20. The college, being an affiliated college to GU, has adapted to plan and implement its teaching in line with the spirit of OBE. 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. Moreover, incorporating practical experiences, internships and hands on projects across disciplines are helping students apply theoretical knowledge in real life scenarios. The integration of B.Voc courses along with Community College programme with mainstream academic curriculum ensures practical skills development alongside theoretical knowledge.

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

Distance education and online education have become increasingly prevalent in HEI now-a-days, especially after Pandemic period. On account of shifting to the online mode as necessitated due to pandemic situation, our college acquired necessary ICT

infrastructure. The college conducted training programme for its faculty members to shift to online classes after the lockdown was imposed in March 2020. During the pandemic period, SBMS College was among the pioneer colleges to hold online classes, online seminars etc. Students were imparted teaching through online mode, viz., google classroom, google meet, WhatsApp video call, etc. Initial 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. In order to meet the expectations of NEP aiming to promote distance and online education to increase students' enrolment, the college is planning to have sufficient exposure to virtual/blended modes in the coming years. However, effective implementation requires robust technology infrastructure, well-designed online courses and support mechanisms for our students.

### 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>

#### 2.Student

2.1	1167
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	498
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	249
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	53
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	48
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	39
Total number of Classrooms and Seminar halls	
4.2	93.14
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	91
Total number of computers on campus for academic purposes	
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<ul style="list-style-type: none"> <li>◦ SBMS college following the objectives of curriculum of</li> </ul>	

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, ELearning 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.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sbmscollege.org/wp-content/uploads/2024/05/Academic_Calendar_2022-23.pdf">https://sbmscollege.org/wp-content/uploads/2024/05/Academic_Calendar_2022-23.pdf</a>

**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**

C. Any 2 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	No File Uploaded

## 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**

27

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)**

11

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

260

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

260

File Description	Documents
Any additional information	No File Uploaded
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 enroll 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 to sensitise the students to conserve biodiversity. 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

12



File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
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

865

File Description	Documents
Any additional information	No File Uploaded
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
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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)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

**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	<a href="https://sbmscollege.org/wp-content/uploads/2024/06/Feedback-2022-23.pdf">https://sbmscollege.org/wp-content/uploads/2024/06/Feedback-2022-23.pdf</a>

## 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

825

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

122

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

A comprehensive approach has been adapted to optimizing learning outcomes among students with varying academic backgrounds and capabilities.

- Providing personalised counseling session to students at the time of admission to understand their academic background, interests and goals that help in identifying potential challenges and providing early support.
- Conducting orientation classes for each department, covering course content, structure, examination details and future prospects associated with chosen subjects

At this stage students are identified and categorized as slow and advanced learners taking into account the following parameters

1. Result of senior secondary level examination to assess their baseline knowledge and capabilities.
2. Performance in group discussion and departmental seminar on a topic delivered regarding communication skills, critical thinking abilities or sudden test etc.
3. Percentage of attendance in classes so as to monitor their engagement, commitment and seriousness to learning

Following are the follow-up measures and customized support:

- a) Provision for Remedial classes in the daily class routine with special emphasis on bilingual explanation so as to bridge the gap.
- b) The slow learners are made aware about the resources available in the library and encouraged them to avail it.
- c) Parent-Student-Teachers meet
- d) Mentoring of students is done for slow learners as well as for advanced learners which helped in bridging the gap.

e) Department wise whatsapp groups are created to share e resources like e-books, research article, audio visual etc.

f) Students are encouraged to make presentation using PPT, 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
1167	52

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 create a student friendly and proactive learning environment, students are motivated to connect the academic knowledge with their day-today experiences.

As far as experiential learning is concerned, there are some curriculum based research projects undertaken by students of all science departments, students of some arts departments and AGD and Fashion Technology. Students are taken to visit historical place of significance, museums, institutional visits, industrial visit, zoological parks, biodiversity, aqua, tourism hotspot, expert talks, webinars, workshops, 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 debat, 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/experiential-learning-2/">https://sbmscollege.org/experiential-learning-2/</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 ejournals 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 information and notifications. Students also share their difficulties and querries with 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 Whatts App groups. Every Department possesses video lectures, e-Books, and e-journals in their Departmental. 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

40

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

48

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

24

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

632

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:** There is a provision of 20 marks in each paper for continuous internal assessment as per the guidelines of Gauhati University. 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 and also followed the revised guidelines post the reopening of the University. The students are assessed on a continuous basis, keeping these broad guidelines in mind.

File Description	Documents
Any additional information	<a href="#">View File</a>
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 provided by the college allow students to explore their interests with the constant guidance of the teachers that enable them to understand the learning outcomes that the course of their choice can provide.
- Regarding the general undergraduate programme, CO and POs 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 our websites from where the students get the necessary information about the POs and COs offered by the institute.
- Every department takes the responsibility to explicitly state the purpose and scope of the programme they offer. These are transpired to the students at the beginning of each session in the orientation programme before the commencement of routine classes and the knowledge and skills the learner is expected to possess after the completion of a particular programme.
- The teaching plans of respective departments reflect the COs of different papers of respective programmes.
- The outcomes for respective programmes and courses are emphasized and foregrounded on the notice boards of the department concerned for easy accessibility. Apart from the department notice boards, awareness of COs and POs are promoted in the classrooms.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sbmscollege.org/wp-content/uploads/2024/06/Departmental-COs.pdf">https://sbmscollege.org/wp-content/uploads/2024/06/Departmental-COs.pdf</a>
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.

- **Attainment of Cos:** At the outset of each session, Course Outcomes for our students are elucidated and outlined. The classes are meticulously structured, with detailed teaching plans crafted for every course, adhering to predetermined timeframes aligned with the academic schedule of our affiliating university. The performance and progress of the

students are regularly monitored through various assessment tools and methods. IQAC conducts annual students' feedback on teaching-learning process which helps the teachers in improving their teaching quality. Participation of students in group discussions and departmental seminars, Assignments, Class-Tests, Project and Field Works are also good indicators in the attainment process of COs. Teachers can analyse how well the students incorporate their understanding of the Courses and Outcomes in writing answers.

- **Attainment of Pos:** 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 effectiveness of our Programme Outcomes is gauged by the pathways that students choose after graduation, including pursuing higher education, securing positions in government or private sectors, or venturing into entrepreneurship and self-employment. These milestones serve as crucial benchmarks for evaluating the success and impact of our educational objectives.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sbmscollege.org/wp-content/uploads/2024/06/Attainment-of-COs-and-POs.pdf">https://sbmscollege.org/wp-content/uploads/2024/06/Attainment-of-COs-and-POs.pdf</a>

### 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

245

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	<a href="https://sbmscollege.org/annual-report/">https://sbmscollege.org/annual-report/</a>

## 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://sbmscollege.org/wp-content/uploads/2024/06/Student-satisfaction-Survey-22-23.pdf>

## 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)**

7,15,000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
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**

1

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	<a href="#">View File</a>
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

16

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

16

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**

7

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

\* N.S.S Volunteers of SBMS College Unit visited the adopted village Rawanboi, Bongshor on 8th August, 2022 to disseminate awareness about the Har Ghar Tiranga Programme as a part of Azadi Ka Amrit Mahotsav.

\* N.S.S Volunteers and NCC Cadets of SBMS College made an awareness rally of Har Ghar Tiranga Programme at Sualkuchi areas as a part of Azadi Ka Amrit Mahotsav on 10/8/2022.

\* On 31/10/2022, a 'Run For Unity' campaign was conducted in Sualkuchi for bringing people together and promoting a sense of unity by educating participants about unity and Sardar Patel's contributions.

\* Swachta Abhiyan or Cleanliness Drive has been organised on 20/11/2022 on the occasion of 400th Birth anniversary of Lachit Borphukan for arranging waste disposal and encourage sustainable practices.

\* On 10th December, 2022, NSS and Political Science Department has celebrated International Human Rights Day on adopted village, Rawanboi and conducted a lecture on " Dignity, Freedom and Justice for All' , aiming to raise awareness about human rights issues and promote efforts to ensure the protection and fulfillment of these rights for all individuals.

\* NSS Unit of SBMS College conducted a special camp at Jagnya Ram Medhi L.P. School from 5/4/2023 to 12/4/2023.

\* On 21/6/2023, 9th International Yoga day celebrated at Gandhi

**Mandap , Sualkuchi**

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**

2

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	<a href="#">View File</a>

**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**

5

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**

351

File Description	Documents
Report of the event	<a href="#">View File</a>
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**

8

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
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**

9

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	<a href="#">View File</a>

## 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.

SBMS College provides adequate infrastructure facilities to carry out the teaching and learning environment and other facilities. To ensure it, the college has a total area of 42491.99 sq metres and a built-up area of 26136.6 sq metres.

- **Classroom:** The college has 38 spacious no. of classrooms in four different building blocks for conducting regular classes. They are utilised for conducting regular classes and various examinations of Science, Arts, B.Voc and Community College. Further, one seminar cum conference hall facilitates is used in making the classes interactive. The large classrooms are equipped with a microphone and sound system. In addition, portable LCD projectors and screens are available in some of the departments. In total, 13classrooms have ICT facilities with interactive boards.
- **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 91computers for day-to-day use of the faculty members, students and various office staff. 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.

- **Cultural activities:** A wide range of cultural activities like dance, drama and music are performed in the college campus during cultural festivals and special events. Though the construction of world class auditorium is on the pipeline, at present cultural and other co-curricular activities are performed in temporary arrangements. The administration is involved in ensuring that temporary venues for cultural activities are well-equipped and conducive to artistic expression where students, faculty come together to organise competitions and performances, fostering a sense of unity and cultural appreciation. Musical instruments like harmonium, Tabla, Dhol, Flutes, Guitar etc. are made available for the students during cultural programmes.
- **Yoga centre:** 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
- **Gymnasium:**The facility is open to students, staff and for neighbourhood community at affordable fees
- **Health Unit:** There is a health unit in the college
- **Sports facilities:** The institution has managed to provide sports and games facilities to the students for the holistic development of young minds. 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.
- **Canteen:** The college canteen, run by a third party, provides food items at a subsidized rate. Separate sitting areas are available for students and staff.

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	<a href="https://sbmscollege.org/ict-in-teaching-and-learning/">https://sbmscollege.org/ict-in-teaching-and-learning/</a>
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)

21.79

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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. Now Soul 2.0 is upgraded to Soul 3.0 on 15th July, 2023.

Name of ILMS Software: Soul 3.0 Nature of automation: Partially

Version: 3.0 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	<a href="#">View File</a>
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)

164372

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

24

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 include 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 91 computers. The college has the connectivity of Bharat Fibre BB. Each department is equipped with one computer, one laptop and few departments' has printers along with UPS. The 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 years with the setting up of additional computer labs. Partial Wi-Fi and LAN arrangements have been done. Internet connection bandwidth has been upgraded from 50 Mbps to 100 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 software. 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.

Based on recommendations by the concerned committee, the college authority regularly updates the various IT facilities including computers, software, etc. The process of updating also covers purchasing of latest IT equipment and software at regular intervals.

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

#### 4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

15.83

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
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 as per recommendations of G.B has constituted various committees for the maintenance of infrastructure facilities on the campus and reporting it to the principal. The teachers are also given a free hand to suggest and report about infrastructure facilities, specifically for the concerned departments and laboratories. 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 the library, office, staff and support services are analysed and sorted as per their necessities and priorities. The principal in consultation with the construction committee provides the required funds for maintenance with the approval of the governing body.

Equipment and computers procured under different schemes are

maintained by a 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 so as to ensure optimal use of the available resources.

The college maintains a stock register of equipment, instruments etc. Library infrastructures are monitored by library staff under the supervision of the librarian. Daily and timely cleaning of stacks and racks is done by sweeping, wiping and removing dust with the vacuum cleaner. The library committee looks after the issues of library fees, late fees on delayed return of books, deposits, and disposal of newspapers and ragged books.

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

968

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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**

2

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://sbmscollege.org/wp-content/uploads/2024/06/REPORT-ON-CAPACILTY-BUILDING-2022-23.pdf">https://sbmscollege.org/wp-content/uploads/2024/06/REPORT-ON-CAPACILTY-BUILDING-2022-23.pdf</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**

80

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

80



File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited 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	<b>No File Uploaded</b>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<b>No File Uploaded</b>

## **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**

**50**

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
16	
<b>File Description</b>	<b>Documents</b>
Upload supporting data for student/alumni	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>
<b>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)</b>	
<b>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</b>	
33	
<b>File Description</b>	<b>Documents</b>
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded
<b>5.3 - Student Participation and Activities</b>	
<b>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</b>	
<b>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.</b>	
15	

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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 that 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 Internal Complaint Committee.. Problems encountered by students in many a time are communicated to the authority through General Secretary of the Students' Union Body.

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**

39

File Description	Documents
Report of the event	<a href="#">View File</a>
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

There is an Alumni Association which has been constituted with some ex-students. The association is associated with providing support services physically and financially. The association strives to inculcate fellow feeling among students, shares knowledge and information and participates in various programmes of the institution. The members offered their service towards successful completion of events like Golden Jubilee celebration, College Foundation day, Community Programmes, plantation Drives etc. The college is dedicated department level alumni meets, providing a platform for alumni to revisit their almatmater and offer invaluable insights and suggestions for ongoing improvements. These interactions foster a strong bond between the college and its alumni, contributing to continupus growth and enhancement.

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

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
<b>GOVERNANCE, LEADERSHIP AND MANAGEMENT</b>	
<b>6.1 - Institutional Vision and Leadership</b>	
6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution	
<p>The vision and mission of the college have been reflected in the governance and the decentralised mechanism. The college has been recognised under 12f and 2B by UGC. 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. The majority of the students' parents' livelihoods 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 roles in society. Keeping in mind the vision and mission, the college introduced two skill-based job-oriented vocational courses: i) Animation and Graphic Design and ii) Fashion Technology. With this course, they are learning and earning at the same time. To ensure quality education, infrastructure and Services for the holistic development of young minds, the decentralisation 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 &amp; others. The Principal further delegates the authority through the Vice-Principal, The IQAC, the HoDs, different Committees other stakeholders. The vision and mission of the college are achieved by the Academic committee comprising of the Principal Heads of the departments and the Internal Quality Assurance Cell.</p>	

File Description	Documents
Paste link for additional information	<a href="https://sbmscollege.org/about/">https://sbmscollege.org/about/</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 so to ensure a decentralization governance system and involves the entire college fraternity in 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 Universities to guide 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 the planning and implementation of different academic, administrative 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. The bottom-up approach is followed in the decision-making in all departments guided by the Heads. Different subcommittees/cells have been made operational from various levels like faculty level, student level, and 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 the Grievance Redressal Cell and Internal Complaint Committee respectively.

File Description	Documents
Paste link for additional information	<a href="https://sbmscollege.org/organogram/">https://sbmscollege.org/organogram/</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Strategic Plans for 2022-2023 are prepared by the college. 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 classes, PowerPoint presentations, seminars, group discussions, field trips, etc -providing exposure to the student community. The college has adopted certain strategies 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 classrooms with videoconferencing facilities have been very helpful in bringing knowledge sessions from across the country. A 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	<a href="#">View File</a>
Paste link for additional information	<a href="https://sbmscollege.org/wp-content/uploads/2024/04/Strategic-Plan.pdf">https://sbmscollege.org/wp-content/uploads/2024/04/Strategic-Plan.pdf</a>
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 a 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. The Vice Principal is the Academic Head of the institution. The IQAC is in charge of ensuring quality parameters of the institution and institutionalize the best practices. The Principal is the Chairman of the IQAC and a faculty member of the College is its Co-ordinator. All recruitments against sanctioned posts are made

transparently by way of newspaper advertisements and the college website. Promotion of the non-teaching staff is accorded as per vacancy and seniority. In both cases, the college recommends the 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/appointments by following the reservation policies of GOI. The college follows a 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 promotions. The service conditions of the permanent teachers (appointment and promotion) are regulated as per rules and 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	<a href="#">View File</a>

### 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, for example, Study Leave



(for Ph.D. research work/ FIP etc. to permanent teachers), Maternity Leave (for female staff), Paternity Leave, Child Care Leave, Medical Leave (for all staff), leave with pay for participation in academic courses, FDP, RC, OC, Short term courses / examination works/ govt matters and to attend conferences of Professional Bodies, 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 (OPS & NPS)
- Gymnasium facility at free of cost.
- Collection of donations (in monetary form) to address certain problems of the employees as and when need arises.
- SBMS College Teachers' Unit provide financial assistance to fellow needy members in serious cases.
- 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.
- Central library facility to all faculty members for borrowing books.
- Facility of a spacious Teachers' Common Room, with attached washroom facilities 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

32 ( towards membership fee of professional body by the institution)

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

1

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

43

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). Feed-back 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)**

**7,800/**

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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**

The sources of financial funds for the college are UGC, Government of Assam and RUSA, Government of India, students' fees (admission, students' Union, examination) and course fees for self-financed programs including B.Voc and B.CA and PGDCA programmes. At the institutional level, financial resources are mobilized through surplus funds from different accounts. These are namely:

- Surplus funds from different university examination
- 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. The funds received from the sources are utilized as per the plan and budget of the college for the construction of new buildings, purchase of materials, Books and Journals and in various academic activities like Seminar/webinars Guest lectures, Field trips, etc. The concerned committee of the college looks after the optimum utilization of these resources for the all-round development of the institution.

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 cultures have come to be formally institutionalized through the active involvement of IQAC, which actively coordinates with the college administration, including the Governing Body and the Office of the Principal.
- Central to this approach was the establishment of feedback mechanism, engaging students, teachers and guardians. The feedback was diligently analysed, leading to actionable insights and continuous improvements.
- Academic calendar is published annually by the IQAC and displayed in the college website
- IQAC, SBMS College actively engaged in conducting FDP, seminars workshops and certificate courses across departments, all geared towards enriching students' intellectual acumen.

- Complementing these efforts, the institution has institutionalised practices such as annual academic audits, rigorous preparation of lesson and teaching plans by faculty members, and the integration of sustainable green practices across all college wings, gender audit etc, underscoring a holistic approach to quality assurance and sustainable development.
- IQAC conducted regular internal audits to assess compliance with quality standards and identify areas for improvement. Initiatives have been undertaken for academic audit, green audits, financial audit, gender audit etc.

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

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 IQAC collaborates with departments to ensure alignment between teaching practices and the institution's educational goals. The IQAC has institutionalised the feedback mechanism. The feedbacks are collected from various stakeholders. The feedbacks system's design ensures a comprehensive understanding of not only teaching -learning processes but also the effectiveness of various facilities and support services provided by the college. Feedback analysis include identifying areas of strength and areas needing improvement, facilitating targeted interventions for enhancing the overall TL system and procedure. All departments maintain the record of class activities through keeping individual teachers' diary, lesson plan, teaching plan, etc., facilitating transparent assessment and continuous improvement. Through regular reviews, IQAC identifies areas for pedagogical enhancement. The integration of Pos, PSOs, Cos into teaching methodologies enhances clarity and focus on desired learning outcomes. By focusing on learning outcomes and utilizing various assessment tools like sessional examinations, home assignments, projects, field report, performance tracking

post- graduation or entrepreneurship, the students' progress are gauged comprehensively. The systematic tabulation and analysis of students' performance departmentally, along with maintaining evaluation reports provide valuable insights for ongoing enhancements. The holistic approach to evaluation, including internal and external academic audits, reflects the college's commitment to continuous quality enhancement across all activities.

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

**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/annual-report/">https://sbmscollege.org/annual-report/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

To promote gender-neutrality in the campus and Society, college has undertaken various activities like awareness programs,



seminars, popular talks, counselling, etc. In order to maintain the safety and security, the entire college campus is made secured by building concrete wall. There are two entry gates and one exit gate and CCTV cameras are arranged there to ensure the safety and security of students. Apart from the gates, the institution provides CCTV surveillance in specific places like classrooms, administrative building, office, library etc. for the purpose of safety and security. No outsider can enter into the college campus without having prior permission from the principal and the outsiders are checked by the gatekeepers in the college entry. Students should wear student ID cards compulsory in the college campus. Female faculty members always help the girl students in every matter and escort them in excursions and academic visits. The women cell of the college has constituted an Anti-Sexual Harassment Cell to provide healthy and congenial environment for students and staff members.

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**

**A. 4 or All 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**

The sources of solid wastes in the college are canteen, office, library, laboratories, staff rooms, classrooms, toilets and grounds and these wastes are maintained by cleaner men of the college regularly. For the collection of regular solid waste products, garbage bins are kept at different place in the campus. 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 are disposed separately. The non-bio degradable wastes are disposed in the landfill sides of within the campus. Single use plastics are discouraged inside the campus. Paper waste is reduced by using the digital medium for circulation of notice, etc.

A major source of liquid waste is the canteen, laboratories and toilets. 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.

The E-wastes are the big Challenges for every organization. The E-wastes such as non-working computers, printers, monitors, hard disc, etc are stored in separate E-wastes stored rooms are repaired for further use.

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**

**B. Any 3 of the above**

system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b>  <ol style="list-style-type: none"> <li>1. Restricted entry of automobiles</li> <li>2. Use of Bicycles/ Battery powered vehicles</li> <li>3. Pedestrian Friendly pathways</li> <li>4. Ban on use of Plastic</li> <li>5. Landscaping with trees and plants</li> </ol>	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p><b>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</b></p> <p><b>5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p><b>B. Any 3 of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="86 689 539 757">File Description</th> <th data-bbox="539 689 1445 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 757 539 857">Geo tagged photographs / videos of the facilities</td> <td data-bbox="539 757 1445 857" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 857 539 1003">Policy documents and information brochures on the support to be provided</td> <td data-bbox="539 857 1445 1003" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1003 539 1104">Details of the Software procured for providing the assistance</td> <td data-bbox="539 1003 1445 1104" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1104 539 1171">Any other relevant information</td> <td data-bbox="539 1104 1445 1171" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	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	<a href="#">View File</a>	Details of the Software procured for providing the assistance	<b>No File Uploaded</b>	Any other relevant information	<b>No File Uploaded</b>	
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Geo tagged photographs / videos of the facilities	<a href="#">View File</a>										
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Details of the Software procured for providing the assistance	<b>No File Uploaded</b>										
Any other relevant information	<b>No File Uploaded</b>										
<p>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).</p>											
<p>The College, being populated with ethnic, cultural and linguistic diversity with different tribes such as Assamese, Rajbonshi, Bodo, Rabha; communities like Hindu and Muslim, inculcates a sense of respect among its stakeholders show respect to each other in terms of linguistics and as such a kind of tolerance and communal harmony is prevailing in the campus. SBMS College sensitizes its students and employees in respect of constitutional obligations such as value, right, duties and responsibilities of citizens. These initiatives are cited below:</p> <p>Organization of events such as College foundation day, College week, Freshman social, college election; competitions among the students such as debate, quiz, speech etc.; Observation of different international and national days such as Republic Day, Wetland Day, International Women's Day, World Environment Day, Independence Day, Science Day, Mathematics Day, Mother Language Day, Teachers Day, Gandhi Jayanti, Rabha Divas, Silpi Divas, World</p>											

**Aids Day, NSS Day 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

College has observed and actively celebrated different international and national days such as Republic Day, Wetland Day, International women day, World Environment Day, Independence Day, Science Day, Mathematics Day, Mother Language Day, Teachers Day, Gandhi Jayanti, Rabha Divas, Silpi Divas, World Aids Day, NSS Day etc to enhance the enthusiasm and zeal of patriotism among students and employees. 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. On 1st August, 2022 the college celebrates Foundation day. On that very day, realising our institution's social responsibility during pandemic period, we felicitated the staff of Sualkuchi Police Station and doctors of Mahatma Gandhi 30 bedded Rural Hospital (FRU) as a part of expression of our gratitude to the Frontline Workers. The NSS and NCC Units of the college also play a very active role in conducting social welfare and awareness program within the campus and societal level. To promote environmental consciousness on 5th June, 2022, Department of Botany celebrated World Environment Day in the agenda of Sapling plantation programme and a popular talk with the theme: " Only One Earth".

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	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code**

**B. Any 3 of the above**

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 various national and international days of importance, events and festivals throughout the academic year like Independence Day, Republic Day with flag hoisting, patriotic activities, parades, etc. 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, 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's 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 like 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: Gender Equity**

Gender equity is a crucial aspect of our institution's best practice. It ensures fair and equal opportunities for both male and female students and staffs in terms of education, employment, promotion and participation in various programmes and activities regardless of their gender.

**Objective of the Practice:** The institution seeks to promote gender-neutrality in the campus and society through activities like awareness programs, seminars, popular talks, counselling, etc. In order to maintain the safety and security of the girls and women, the Gender Sensitization Cell has been constituted for reprisal of grievances which ensures equality and protection for women against all forms of harassment and problems faced.

### BEST PRACTICE --2

**Title of the Practice: Eco-friendly Environment and Practice of Green Initiative**

**Objective of the Practice:**

The institution excels in promoting environment sustainability as a distinctive priority. Environmental consciousness is enshrined in the main objective of the institution and plantation of tree is one of the major concerns carried out by the authority to maintain eco-friendly atmosphere in the campus.

As the only higher educational institution of Sualkuchi, one of the world's largest weaving village that produce the best silk in the state and is often referred as the Manchester of east, it has prime motto to maintain a sylvan scene with tranquil atmosphere.

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

The College has always given priority on skill development of the students and it is reflected in the strategic planning of our college. The skill development programmes emphasize the aspect of employability and entrepreneurial quality of students.

Situated in a rural backdrop, the College has been maintaining its level for preparing a platform for our students through entrepreneurial skill development programme. With a very limited exposure in and around the village, the institution is providing Bachelor of Vocational Courses with multiple exits in undergraduate level incorporating specific job roles along with broad general education. SBMS College is unique in Assam as the only provincialized college providing bachelor's programme in Animation and graphic design trade ensuring accessibility and affordability as cornerstone of its educational approach

The main objective of the Animation and Graphic Design course is to disseminate high quality practice based education in the field of Animation, Design, and New Media, Visual Effects, Photography, Sound Design, Audio Production in the remote parts and successfully bridge the skill-gap. The Department is equipped the with latest Animation Productions, Software Packages, High End Desktop Workstations, Apple Computers for Editing, Sound Recording



and Mastering Studio, Chroma, Digital SLR cameras for Photography and Motion Picture Production to name a few.

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

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

- To focus on strengthening newly opened Commerce Stream
- To open more skill- based courses
- To approach Government for infrastructure development
- To hold more programmes for holistic development of students
- Gender Audit, Green Audit and Energy Audit to be done by External Agency
- To focus more on inclusivity in the institution
- To expand Canteen/ Refreshment Facility in the College Campus