

ANNUAL ACTION PLAN

Session: 2018-2019



SBMS COLLEGE, SUALKUCHI

P.O. Sualkuchi, Kamrup (Assam)-781103

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Sl.No	Activities/ Events	Tentative Date / Date
1	Commencement of B.A, B.Sc and B.Voc 3 rd Semester classes	1 st week of June, 2018
2	Celebration of World Environment Day	June 5, 2018
3	Issue of Admission Form into H.S 1 st year, H.S 2 nd Year, B.A 1 st Sem, B,Sc 1 st Sem and B.Voc 1 st sem	June 5, 2018
4	Issue of Admission Form into B.A 3 rd Sem, B,Sc 3 rd Sem& B.A 5 th Sem, B.Sc 5 th sem	June 7, 2018
5	Issue of Admission Form into B. Voc 3 rd Sem, B.Voc 5 th sem	June 12, 2018
6	Issue of Admission Form into B.C. A 1 st , 3 rd & 5 th sem	June 7, 2018
7	Issue of Admission Form into B.C. A 1 st Sem	July 7, 2018
8	Completion of Admission Process except B.Voc, BCA & PGDCA	June 19-30, 2018
9	Admission into Community College Programme	July 2, 2018 onwards
10	Completion of Admission Process of BCA	Continue till July 27, 2018
11	Completion of Admission Process of B.Voc	July 30, 2018
12	Semester Break (Summer Vacation)	July 1-31, 2018
13	Training Programme for Office staff	First week of July, 2018
14	Celebration of College Foundation Day	August 1, 2018



15	Commencement of Regular Classes of all programmes	August 2, 2018
16	Celebration of Independence Day	August 15, 2018
17	Programme on Soft Skill for Faculty	Last week of August, 2018
18	Celebration of Teachers' Day	September 5, 2018
19	Fresher's Social	2 nd Week of September, 2018
20	Celebration of World Literacy Day	September 8, 2018
21	Sessional Exam of odd semester	September 16-22, 2018
22	Conduction pf Students' Union Election	Last week of September, 2018
23	Conduct of FDP for Faculty	1 st week of October, 2018
24	Celebration of Gandhi Jayanti	October 2, 2018
25	Notification of sessional examination marks in departmental notice board	October 6-10, 2018
26	Examination Form-fill-up for odd semester examination	October 6-10, 2018
27	Field Trip by various departments	October 8-31, 2018
28	Review on progress of courses, performance of students on sessional examination and feedback on completion of Project work, Practical, Group discussion for odd semester students	October 15-25, 2018
29	Celebration of World Savings Day	October 31, 2018
30	Celebration of Rashtriya Ekta Diwas	October 31, 2018
31	Examination Form Fill-up of H.S 2 nd year students	1 st Week of November, 2018
32	Celebration of Death Anniversary of Dr. Bhupen Hazarika	November 5, 2018



33	1 st /3 rd / 5 th /semester end Practical examination	November 6-20, 2018
34	Pre-Examination test for H.S 2 nd year students	November 10-15, 2018
35	Odd Semester Theory Examination	November 21-December 15, 2018
36	Celebration of Human Rights Day	December 10, 2018
37	Commencement of Even Semester classes	December 17, 2018
38	Winter Vacation	December 23, 2018 to January 16, 2019
39	Celebration of Silpi Diwas	January 17, 2019
40	College Week (Youth Festival)	Last Week of January- 1 st Week of February, 2019
41	Celebration of National Science Day by Assam Science Society, Sualkuchi Unit	February 28, 2019
42	Conduct of Sessional Examination for even semester sessional examination	March 20-26, 2019
43	Celebration of World Poetry Day	March 21, 2019
44	Late Ranjit Choudhury Memorial Inter College Debate Competition	2 nd Week of April, 2019
45	Celebration of World Heritage Day	April 18, 2019
46	Even Semester end Practical Examination	April 20-25, 2019
47	Declaration of H.S 1 st year Final Examination Result	April 30, 2019
48	Even Semester Theory Examinations	May 7-31, 2019
49	Commencement of HS 2 nd year classes	May 15, 2019
50	Admission process for HS 2 nd year	May 16, 2019
51	Issue of Prospectus & Admission Form for all classes	May 28, 2019



INFRASTRUCTURE DEVELOPMENT: The plans that were chalked out for 2018-2019 under construction and renovation during the period of 2017-2018, are proposed to be completed by 2018-2019 and are listed below:

Sl. No	Description
1	Completion of the remaining portion of the multi-storied building under RUSA grants Phase I
2	Extension of the Assam Type Science building under RUSA grants
3	Renovation of the existing Library
4	Renovation of the Canteen
5	Preparation of DPR for RUSA Phase II
6	Submission of new solar plan proposal to AASTEC

ACADEMIC AND EXTENSION: The plans that were chalked out for 2018-2019 under Academic and Extension during the period of 2017-2018, are proposed to be carried out by 2018-2019 and are listed below:

Sl. No	Description
1	Focus on ICT tools in classroom transaction
2	Implementation of Soft Skill Programme for students at departmental level
3	Research Incubation center for promotion of research ambience in the college
4	Emphasizing more on Institutional Social Responsibility (ISR), Community Development Programme, Extension and Collaborative work
5	More focus on strengthening career and placement cell of the college



6	Emphasis on quantitative as well as qualitative enrichment of Central Library
7	Continuation of Skill based Programme
8	To make technically more equipped with procuring intercom and printing machinery

Dr. Dipesh Ch. Bhagabati

Principal

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Ms. Mamani Devi

Coordinator, IQAC

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1	Commencement of B.A, B.Sc and B.Voc 3 rd & 5 th Semester classes	1 st week of June, 2019
2	Last date of submission of Admission Form of B.A 3 rd Sem	June 3, 2019
3	Last date of submission of Admission Form of H.S 2 nd year (Arts & Science) & B.Sc 3 rd sem	June 4, 2019
4	Celebration of World Environment Day	June 5, 2019
5	Last date of submission of Admission Form of H.S 1 st year Arts & Science	June 7, 2019
6	Last date of submission of Admission Form of BA 1 st sem	June 8, 2019
7	Last date of submission of Admission Form of BA 5 th sem	June 19, 2019
8	Last date of submission of Admission Form of BSc 5 th Sem	June 12, 2019
9	Last date of submission of Admission Form of B.Sc 1 st Sem	June 15, 2019
10	Completion of Admission Process except B.Voc, BCA & PGDCA	June 6-30, 2019
11	Admission Process of BCA will start from	June 20,2019 onwards
12	Admission Process of B.Voc	July 30, 2019
13	Semester Break (Summer Vacation)	July 1-31, 2019
14	Summer Training Programme	2 nd week of July, 2019
15	Last date of submission of Admission Form of B.Voc 1 st , 3 rd , & 5 th sem	July 25, 2019
16	Celebration of College Foundation Day	August 1, 2019



17	Admission into Community College Programme	August 2, 2019 onwards
18	Commencement of Regular Classes of all programmes	August 2, 2019
19	Celebration of Freshers' Social	August 8-14, 2019 (any one day)
20	Celebration of Quit India Day	August 9, 2019
21	Celebration of Independence Day	August 15, 2019
22	Celebration of World Photography Day	August 19, 2019
23	Election of Students' Union	August 26-31, 2019
24	Programme on Yoga and Meditation	September 1, 2019
25	Celebration of Teachers' Day	September 5, 2019
26	Celebration of World Literacy Day	September 8, 2019
27	Sessional Exam of odd semester	September 16-21, 2019
28	Special Free Coaching for TET Candidates	3 rd week of September 2019 onwards
29	Celebration of Gandhi Jayanti	October 2, 2019
30	Notification of sessional examination marks in departmental notice board	October 6-10, 2019
31	Examination Form-fill-up for odd semester examination	October 6-10, 2019
32	Field Trip by various departments	October 1-31, 2019
33	Faculty Development for Teachers	October 2 nd week, 2019
34	Celebration of Birth Day of Dr. APJ Abdul Kalam	October 15, 2019
35	Review on progress of courses, performance of students on sessional	October 16-20, 2019



	examination and feedback on completion of Project work, Practical, Group discussion for odd semester students	
36	Celebration of World Savings Day	October 31, 2019
37	Examination Form Fill-up of H.S 2 nd year students	November 1 to 7, 2019
38	1 st /3 rd / 5 th /semester end Practical examination	November 6-20, 2019
39	Pre-Examination test for H.S 2 nd year students	November 10-15, 2019
40	Celebration of World Philosophy Day	November 21, 2019
41	Odd Semester Theory Examination	November 21-December 15, 2019
42	Celebration of Computer Literacy Day	December 2, 2019
43	Examination Form Fill up of HS 1 st year students	December 11-19, 2019
44	Commencement of Even Semester classes	December 16, 2019
45	Pre examination Test for HS 1 st year students	December 17-23, 2019
46	Winter Vacation	December 23, 2019 to January 16, 2020
47	Celebration of Silpi Diwas	January 17, 2020
48	Celebration of Republic Day	January 26, 2020
49	College Week (Youth Festival)	January 27-February 7, 2020
50	Celebration of World Wetland Day	February 2, 2020
51	Distribution of Admit Card to H.S 2 nd year students	February 10-15, 2020
52	Soft Skill Programme for students	3 rd week of February, 2020
53	HS 2 nd year Final Examination	February 16, 2020 onwards



54	Celebration of International Mother-Tongue Day	February 21, 2020
55	Celebration of National Science Day by Assam Science Society, Sualkuchi Unit	February 28, 2020
56	Celebration of International Womens' Day	March 8, 2020
57	Conduct of Sessional Examination for even semester	March 16-21, 2020
58	Celebration of World Poetry Day	March 21, 2020
59	Celebration of World Heritage Day	April 18, 2020
60	Celebration of World Creativity and Innovation Day	April 21, 2020
61	Even Semester end Practical Examination	April 21- May 6, 2020
62	Declaration of H.S 1 st year Final Examination Result	April 30, 2020
63	Even Semester Theory Examinations	May 7-31, 2020
64	Commencement of HS 2 nd year classes	May 15, 2020
65	Admission process for HS 2 nd year	May 20, 2020

Dr. Dipesh Ch. Bhagabati
Principal

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Mamami Devi

Ms. Mamani Devi
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Sl. No	Activities/ Events	Tentative Date / Date
1	Commencement of B.A, B.Sc and B.Voc 3 rd & 5 th Semester classes	<ul style="list-style-type: none"> • All academic activities will be conducted as per Govt of Assam, SOP of GU & SOP of SBMS College • Teaching, examination and other academic activities will be carried out through online mode if the situation of COVID 19 will not resume soon • Webinars on pertinent issues will be conducted to meet up the gap during COVID-19.
2	Last date of submission of Admission Form of B.A 3 rd Sem	
3	Last date of submission of Admission Form of H.S 2 nd year (Arts & Science) & B.Sc 3 rd sem	
4	Celebration of World Environment Day	
5	Last date of submission of Admission Form of H.S 1 st year Arts & Science	
6	Last date of submission of Admission Form of BA 1 st sem	
7	Last date of submission of Admission Form of BA 5 th sem	
8	Last date of submission of Admission Form of BSc 5 th Sem	
9	Last date of submission of Admission Form of B.Sc 1 st Sem	
10	Completion of Admission Process except B.Voc, BCA & PGDCA	
11	Admission Process of BCA will start from	
12	Admission Process of B.Voc	
13	Semester Break (Summer Vacation)	
14	Last date of submission of Admission Form of B.Voc 1 st , 3 rd , & 5 th sem	



15	Celebration of College Foundation Day	<ul style="list-style-type: none">• The proposed days to be observed either offline or online mode as per the COVID-19 situation demands.• Commemorative events to be observed with limited number of participants by maintaining the Covid-19 protocol.
16	Admission into Community College Programme	
17	Commencement of Regular Classes of all programmes	
18	Celebration of Freshers' Social	
19	Celebration of Quit India Day	
20	Celebration of Independence Day	
21	Celebration of World Photography Day	
22	Election of Students' Union	
23	Programme on Yoga and Meditation	
24	Celebration of Teachers' Day	
25	Celebration of World Literacy Day	
26	Sessional Exam of odd semester	
27	Celebration of Gandhi Jayanti	
28	Notification of sessional examination marks in departmental notice board	
29	Examination Form-fill-up for odd semester examination	
30	Field Trip by various departments	
31	Faculty Development for Teachers	
32	Celebration of Birth Day of Dr. APJ Abdul Kalam	
33	Review on progress of courses, performance of students on sessional examination and feedback on completion of Project work, Practical, Group discussion for odd semester students	
34	Celebration of World Savings Day	
35	Examination Form Fill-up of H.S 2 nd year students	



36	1 st /3 rd / 5 th /semester end Practical examination
37	Pre-Examination test for H.S 2 nd year students
38	Celebration of World Philosophy Day
39	Odd Semester Theory Examination
40	Celebration of Computer Literacy Day
41	Examination Form Fill up of HS 1 st year students
42	Commencement of Even Semester classes
43	Pre examination Test for HS 1 st year students
44	Winter Vacation
45	Celebration of Silpi Diwas
46	Celebration of Republic Day
47	College Week (Youth Festival)
48	Celebration of World Wetland Day
49	Distribution of Admit Card to H.S 2 nd year students
50	HS 2 nd year Final Examination
51	Celebration of International Mother-Tongue Day
52	Celebration of National Science Day by Assam Science Society, Sualkuchi Unit
53	Celebration of International Womens' Day
54	Conduct of Sessional Examination for even semester
55	Celebration of World Poetry Day
56	Celebration of World Heritage Day
57	Celebration of World Creativity and Innovation Day



58	Even Semester end Practical Examination	
59	Declaration of H.S 1 st year Final Examination Result	
60	Even Semester Theory Examinations	
61	Commencement of HS 2 nd year classes	
62	Admission process for HS 2 nd year	

Dr. Dipesh Ch. Bhagabati

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Sl. No	Activities/ Events	Tentative Date / Dates	Description
1	Celebration of World Environment Day	June 5, 2021	<ul style="list-style-type: none">• All academic activities will be conducted as per Govt of Assam, SOP of GU & SOP of SBMS College• Teaching, examination and other academic activities will be carried out through online/ offline/ blended mode as per suitability if the situation of COVID 19 will not resume soon• Webinars on pertinent issues will be conducted to meet up the gap during COVID-19.
2	Observation of World Population Day	July 11, 2021	
3	Academic Meeting with HODs for admission related matters	3 rd Week of July, 2021	
4	Observation of College Foundation Day	August 1, 2021	
5	Observation of 75 th Independence Day	August 15, 2021	
6	Commencement of B.A, B.Sc and B.Voc 3 rd & 5 th Semester classes	1 st Week of September, 2021	
7	Observation of NSS Day	September 24, 2021	
8	Completion of admission process	September 30, 2021	
9	Freshers' Orientation Programme	2 nd Week of October, 2021	



10	Commencement of HS 1 st year class	3 rd week of October, 2021	<ul style="list-style-type: none">• The proposed days to be observed either offline or online mode as per the COVID- 19 situation demands.
11	Certificate Courses to be introduced by various departments	2 nd week of November, 2021 onwards	
12	Observation of World Philosophy Day	November 18, 2021	
13	Introduction of various Certificate Courses	Last Week of November, 2021	
14	World AIDS Day	December 1, 2021	
15	Student Union Election	1 st Week of December, 2021	
16	Celebration of National Mathematics Day	December 22, 2021	
17	Sessional Examination for BA, BSc, BVoc 1 st , 3 rd & 5 th Semester	Last Week of December, 2021	
18	Educational Tour / Extension Programme	1 st week of January, 2022	
19	Freshman Social	1 st week of January, 2022 before Magh Bihu	
20	Winter Break/ Preparatory Break	January 10-17, 2022	<ul style="list-style-type: none">• Commemorative events to be observed with limited number of participants by maintaining the Covid-19 protocol.



21	Observation of National Voters' Day	January 25, 2022
22	Celebration of Republic Day	January 26, 2022
23	Conduction of Examination	January, 2022
24	World Wetland Day	February 2, 2022
25	Celebration of Saraswati Puja	February 8, 2022
26	College Youth festival	2 nd week of February, 2022
27	International Mother Language Day	February 21, 2022
28	National Science Day	February 28, 2022
29	International Womens' Day	March 8, 2022
30	Commencement of Even Semester classes	April 18, 2022



The plans that were chalked out for 2021-2022 under Academic and Extension during the period of 2020-2021, are proposed to be carried out by 2021-2022 and are listed below:

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

Dr. Dipesh Ch. Bhagabati
Principal

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Sl. No	Activities/ Events	Tentative Date / Date
1	Sessional Examination of Even Semester	1 st week of June, 2022
2	World Environment Day	June 5, 2022
3	Celebration of Rabha Diwas	June 20, 2022
4	International Yoga Day	June 21, 2022
5	Conduct of Even semester examinations	June 2022
6	Last date of submission of Admission Form of B.A 3 rd Sem	June 3, 2022
7	Farewell Programme of 6 th semester students	3 rd week of July, 2022
8	Summer Break	July 20-August 7, 2022
9	Admission of UG Courses	July 21-25, 2022
10	Celebration of College Foundation Day	August 1, 2022
11	Commencement of UG Classes for 1 st semester	August 8, 2022
12	Celebration of Teachers' Day	September 5, 2022
13	Celebration of World Literacy Day	September 8, 2022
14	Assignment/Project Work/ Field Work to be conducted	Last Week of September, 2022
15	Educational Tour	3 rd week of October, 2022
16	Students' Union Election	Last week Of October, 2022
17	Sessional Exam for Odd Semester	2 nd week of November, 2022
18	Conduct of examinations for 1 st /3 rd /5 th /semester	Last week of November, 2022



19	Commencement of Certificate courses by various departments	Last week of November, 2022
20	Observation of Human Rights Day	December 10, 2022
21	Winter Break	December 26, 2022 to January 12, 2023
22	Reopening of College and Celebration of Silpi Diwas	January 17, 2023
23	Commencement classes of Even Semester for all UG Courses	January 17, 2023
24	Celebration of Republic Day	January 26, 2023
25	Celebration of World Wetland Day	February 2, 2023
26	College Week (Youth Festival)	2 nd week of February 2023
27	Celebration of International Mother-Tongue Day	February 21, 2023
28	Assignment/ Projects	Last week of February, 2023
29	Celebration of International Womens' Day	March 8, 2023
30	International Day of Mathematics	March 14, 2023
31	Conduct of Sessional Examination for even semester	3 rd week of April. 2023
32	Celebration of World Poetry Day	March 21, 2023
33	Celebration of World Measurement Day	May 20, 2023

The plans that were chalked out for 2022-2023 under Academic and Extension during the period of 2021-2022, are proposed to be carried out by 2022-2023 and are listed below:



- To focus on Multidisciplinary approach
- To strengthen the exam cell
- To open more certificate and add-on-course
- To hold more programmes for holistic development of students
- Initiation of activities to mark Azadi ka Amrit Mahotsav
- To work on infrastructure development

Dr. Dipesh Ch. Bhagabati

Principal

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Dr. Nihar Ranjan Kalita

Coordinator, IQAC

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