

ACADEMIC AND ADMINISTRATIVE AUDIT REPORT FROM 2018-2019 TO 2022-2023



SBMS COLLEGE, SUALKUCHI
KAMRUP (ASSAM)-781103

Website: <https://sbmscollege.org/>

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1. Members:

a. External:

1. Dr. Bhaskarjyoti Bora

Professor, Dept. of Commerce, Gauhati University

2. Dr. Hemanta Kumar Sarma

Professor, Dept. of Mathematics, Gauhati University

3. Dr. Amarendra Kalita

Principal, L.C.B College, Guwahati

b. Internal:

1. Dr.Nihar Ranjan Kalita, Principal

2. Dr.Anima Baishya, Co-ordinator, IQAC

3. Ms. Geetali Das, Librarian

2. Profile of the College

2.1 A. Introduction:

Sualkuchi Budram Madhab Satradhikar College stands as the lone sentinel of Higher Education in the entire township of Sualkuchi, imparting education to all young aspirants. The foundation stone of the college was laid on 1st August, 1963. At first the college started its function in the govt-aided Boys High School, presently known as Sualkuchi Higher Secondary School.

The college derives its name from two great Vaishnavite celibates of Shree ShreeIswar Hati-Satra of Sualkuchi, Late Budram Mahanta and Late Madhab Mahanta who donated 42 bighas of land for the great cause of higher education in Sualkuchi. Sualkuchi, prominently known as the 'Manchester of Northeast' on account of its Silk and Muga industry, is situated on the North bank of mighty Brahmaputra. The institution prides itself of a 'Green Campus' abounding in verdant tress and a fresh water pond. The socio-economic demography of the locality displays an industrious and hospitable populace exhibiting great zeal for entrepreneurship. The institution owes its inception to the great thirst for knowledge of a few donors, Late Hrishikesh Dewan, Late Lohit Dewan and Sarukhel Gayan Raij Gairah, along with the voluntary public donations. The founder president was Late Ganesh Chandra Das, Vice-President Late Dr. Narayan Chandra Kakati, founder Jt. Secretaries were Late Hem Kanta Das and Late Karmeswar Baishya, former Head of the Department of History and founder Principal Sir T. C. Rastogi as the torch-bearer. At present, it is a provincialized undergraduate college

offering Bachelor of Arts, Bachelor of Science, Bachelor of Computer Application, Bachelor of Vocational Programme and Bachelor of Commerce programme. It has traversed almost 62 years of its glorious existence in the field of Higher Education in the entire Sualkuchi area. The college has been assessed by NAAC in the year 2005 (1st cycle) and accredited with C+ grade (institutional score of 61.50%). In the second cycle of NAAC accreditation, in the year 2015, SBMS College has accredited with Grade B (CGPA -2.27).

- Degree classes in the college were started in 1966 with T.D.C General Courses and 'Honors Course' (now Major course) in 1977 at first in 2 (two) subjects i.e. Economics and Political Science.
- In the later years, Honors courses were introduced in all other subjects' viz. Education, History, Assamese, Philosophy and English.
- In 1994, Science Stream with General Course and in 2000 'Honors Course' (now Major course) was introduced in Physics, Chemistry, Mathematics, Botany and Zoology.
- In 2009, BCA and in 2012, PGDCA was introduced.
- In 2015, B.Voc in Animation and Graphic Design and Fashion Technology was introduced along with Community College Programme in Hardware and Networking.
- In 2023, B.Com programme with general courses in the subjects Accountancy, Business Management, Banking/ Finance has been introduced.

2.1.B. Recognition:

SBMS College, Sualkuchi is affiliated to Gauhati University and is a co-educational institution. The college is recognised by UGC under section 2(f) and 12 (B). At present, it is a provincialized one under graduate college.

2.2. Vision Statement:

"To ensure quality of education, infrastructure and services for the holistic development of young minds, we are someone here at Sualkuchi"

2.3. Mission Statement:

- To impart higher education to the eligible youths in general and SC/ST/OBC and those belonging to the weaker section including the women in particular
- To promote ideas of national integration, secularism, a scientific outlook and a cosmopolitan, humanistic and a holistic approach towards life
- To impart training in games and sports, music, literature, arts and culture

- To promote among the students and teaching faculty an awareness and understanding of the social needs of the hour
- To work for the appreciation, preservation and dissemination of art and culture, education in science accessible to the rural youths
- To arrange remedial teaching for the improvement of quality in the needy section of the learners
- To lead the rural youths to the national mainstream with better preparedness to prove themselves as human resource for development of the self and the nation in its true sense

2.4. Present Status

The college is having 7 departments in Arts, 5 departments in science, 3 departments in Commerce, one department in Computer Science and 2 departments in B.Voc and Community College. Along with these, the college provided some certificate programmes by various departments. At present there are 50 teachers in sanctioned post. Apart from this, the college is having 3 full time faculty members (not sanctioned) in Computer Science, 4 adjunct faculty members in Department of Animation & Graphic Design and Department of Fashion Technology and an adjunct faculty member in Community College Department. The college is having a librarian and a contractual library bearer, 3 office assistants, 4 grade IV staffs, 4 laboratory staff and 4 contractual grade IV staffs. The NCC Wing of the college has the distinction of being the largest unit of 1 Assam Bn, bearing the total strengths of 108 cadets. The NSS Unit of the college with the strength of 100 student volunteers has been rendering commendable services in the college as well as community level.

3. Observation:

3.1 Curriculum Aspects:

SBMS College, Sualkuchi is an affiliated college under Gauhati University and it adheres to the curriculum developed by Gauhati University, implementing the CBCS system since 2019-2020. From 2023-2024, the college has implemented NEP 2020 into the curriculum. The departments of the college operate according to a master schedule created by Academic Cell. Course are systematically allocated to faculty members within their respective department. Each department is responsible for developing and maintaining teaching and lesson plans with regular reviews to ensure the effective execution of the curriculum. Faculty members also keep a detailed 'Teachers Dairy' to document daily classes and the course contents covered. Where necessary, supplementary Study materials are provided to students. Additionally, remedial classes are offered for students requiring extra support and it is reflected in the

master schedule of the college. To ensure smooth academic planning, the departments follow the Academic Calendar formulated by the Academic Cell of the college, which corresponds to the academic calendar of the affiliating university. At the beginning of the academic year, students are informed about the scope of their academic programmes, including the syllabus, courses outcomes and programme outcomes.

3.2 Teaching- Learning Aspects:

To ensure effective curriculum delivery, the college implements a learner- centred educational approach. A detailed course plan for each semester is prepared to enhance the learning experiences of students. Apart from conventional classroom teaching, group discussions, presentation, field trips and social awareness activities as a part of experiential learning are conducted by the departments from time to time. In alignment with the academic calendar, the departments conduct class tests, seminar, workshop, training, project work, co-curricular activities, etc. The internal examination is conducted by the Examination Cell of the college in alignment with the academic calendar formulated by the college. The mentoring system is maintained across the departments by monitoring the students' activities, maintaining a rapport with the students as well as dealing with various academic and non-academic concerns. All the important notices relating to internal examination, assignments- both theory and practical, departmental programmes are intimated through notice board, departmental WhatsApp groups. The departments deal with various academic and non-academic concerns that affect their functioning, such as performance in the class tests and the performance of slow learners. The departments also reconduct the internal examination for the students who missed internal examinations due to illness or other associative problems.

3.3 Research, innovation & Extension:

The faculty members of the college are actively involved in research with many holding Ph.D. and M.Phil. degrees, while others are currently pursuing these qualifications. The college fosters a supportive environment for research endeavours. Faculty members regularly engage in various professional development activities, including Induction and Orientation programmes, Faculty Development Programmes, Workshops, RC and Short-term Training Programmes. They publish research papers, articles and book chapters published in both national and international journals. Additionally, they present their research at national seminars, webinars and workshops. The college publishes two peer reviewed ISSN journals CONFLUENCE (ISSN 2454-1168) and HEXAGON (ISSN 24543810). The Research and Development Cell of the college encourages the research culture in the campus through the conduct of workshop, training programmes, conference, etc. The NSS Unit of the college is actively

engaged in a wide array of extension activities. These activities include village awareness programmes aimed at the upliftment of the adopted village 'Rawanboi'. The NSS also has undertaken hygiene and sanitation campaigns targeting both households and students and campus cleanliness drives in the adopted village 'Rawanboi'. These initiatives align with national movements like SwachhataPakhwada, Freedom Run 2.0 and the FIT India Run, promoting fitness awareness. Additionally, the NSS organised flood relief efforts and collaborated with the local PHC to raise awareness on COVID-19 vaccination, helping to conduct vaccination camp. The NSS contributes to maintain ecofriendly initiatives by planting various saplings across the college campus. Students from all departments activity volunteer for the NSS and observe significant days of international importance including International Yoga Day, Independence Day, Teachers Day, World Environment Day, NSS Day, National Unity Day, World AIDS Day, World Health Day, University Level Mega Special Camp, Gandhi Jayanti, Tobacco Awareness Camp etc.

3.4 Infrastructure & Learning Resources:

The college campus extends over 13.88 acres (42 bighas) of land, bordered by SBMS College, Sualkuchi, out of which the highest area of 22.07% is covered by Natural Conservation and Vegetative Area. Buildings and establishments span over 10.06% of the total campus area. Open Space covers 16.50% of the campus while the pond, playground, waste management, vermicomposting unit, parking space, garden area and area under internal roads cover 13.62%, 15.01%, 0.01%, 0.001%, 1.57%, 0.70% and 1.23% area respectively. Wetland Area accounts for 19.01% of the campus area. The campus includes 5-6 Assam type blocks along with 3 RCC buildings including the Principal's office, Departments, IQAC Room, Conference Room, Virtual Class-room, classrooms, laboratories, Boys' common room, Gymnasium, siesta room, Sound Recording Studio etc. The college is equipped with 38 well-maintained classrooms for conducting regular classes and has a well-equipped Virtual Classroom. There are a total of 9 laboratories associated with different departments of Science, Arts, Computer Education, B.Voc facilities in the college. The college also has two computer labs. The Central Library is housed in a separate building equipped with ICT facilities and having a spacious reading room for its users. It is partially automated using SOUL 3.0 The library has 30016 books (including Textbooks and Reference Books). The library has 10 newspapers. The library has 10 computers with internet facility and 6 CCTV. The documents of the library are housed in a large stack area that covers 84 book shelves. The library has 4 nos. of journals. There are numerous volumes of encyclopedia and classical literature which are of much value for both students as well as the teachers. The library acquired three scanners for scanning purpose. Two printers-one for staff member and one for the users are made available in the library. One Xerox machine is made available to the user to take photocopy of the important documents from the library. Library has Barcode Printer, Barcode Scanner and Slip Printer. Barcodes are used for books, identity cards to ease the circulation of books. There are separate rooms for academic departments.

All departments are equipped with departmental libraries, wall magazines & Computer. There are separate common rooms for boys and girls with adequate facilities. The college is well-equipped with sports facilities, including a tennis court and a basketball court. The activities inside the classroom and the college campus are monitored by CCTV cameras installed at different locations.

3.5 Students Support and Progression:

The institute is committed to offering essential support to students, ensuring they gain meaningful learning experiences that contribute to their holistic development and academic progression. A Career Counselling and Guidance Cell, Placement Cell, Grievance Redressal Cell have been established to assist students in their educational journey: Student Induction Programmes are conducted at the beginning of each academic session, providing students with an introduction to the course curriculum. The institution has provided scholarship and free-ship who may need support. Two awards namely Subhrendu Baishya Memorial Award and Nityananda Baishya Best Reader's Award are provided to students. In response to the diverse needs of students, the institute implements capacity building and skill enhancement programmes to further their personal and professional growth. The institute promotes active participation of the students in social, cultural and other co-curricular activities for fostering the holistic development of students. A robust and transparent system is in place for addressing student grievances, including issues related to sexual harassment and ragging. The college has maintained a commendable record with no such cases reported to date. The college is committed to aiding students in their academic progression and career placement with a significant number advancing to higher progression and others finding employment in both government and non-government sectors. There is an active Alumni Association which contributes to the growth and development of the institution.

3.6 Governance, Leadership and Management:

The institution prepares 'Strategic Plans', 'Annual Action Plans' 'Perspective Plan' in accordance with its well- defined vision and missions through participatory and a decentralized management system. The college has an organogram and its code of conduct to all its employees and students. The decentralised and participatory management system is operated through different committees and cells such as the Academic Cell, Internal Discipline Committee, Anti-ragging Committee, Grievance Redressal Cell, Women Cell, Internal Complaint Committee, Planning Committee, Construction Committee, Purchasing Committee, Library Advisory Committee, Committees for SC, ST, OBC and Minority, Eco- Club, Extension Cell etc. The Principal of the institution adheres to rules, regulations and guidelines of the Directorate of Higher Education, Assam, in regards to requirements, promotions, maintenance of roster system, directives regarding admissions,

service book up-gradation, leave rules, superannuation and other academic and administrative and financial matters.

The institution has undertaken rigorous academic activities for faculty and student empowerment. The institution follows outcome- based learning to ensure the learning capabilities of the students. Collective activities are taken up through the signing of MoUs. To enhance employability of the students, initiatives in entrepreneurship and skilled based courses are taken by the institution. Teachers undertakes career advancement programmes through online and offline modes. Faculty and students extend their support in extension and community service. For financial management, the grants received from UGC/DBT Star College are spent based on the guidelines of the funding agency. The fund utilization is audited as per the financial rules. Grants from State Govt, RUSA and funds received from various non-governmental agencies including individuals and alumni are utilised and audited according to the guidelines of the grant providers. Apart from these, the other sources of funds are, Fee collected from students as prescribed by the State government and Income from Fishery & other income. Financial audits of grants and funds sanctioned by the governmental or non-governmental agency are done by a registered Chartered Accountant appointed by the Governing Body. However, for Govt. Audit, the process has been moved on to the Auditor of the Directorate of Finance & Accounts Department, Government of Assam.

3.7 Institutional Values and Best Practices:

The institution promotes a diverse and an inclusive environment that respects and values individual irrespective of their background and identities. The institution ensures equal access to resources and opportunities for all. Seminars, popular talks and co-curricular activities are organized to touch upon vital gender specific issues.

The environment within the campus is student friendly where they can openly commute without fear of discrimination and judgment. A holistic support strategy for female students and staff is in operation. The institution ensures divers representation in leadership in the Student's Union Body. Upholding a sense of national pride, the institution celebrates events like Independence Day, Republic Day, National Voter's Day, Human Rights Day, World Heritage Day, *Axom Divas*, Teachers' Day, and World Environment Day etc. The institution strives towards energy conservation by using renewable energy sources like solar power panels, energy efficient lighting sources like LED bulbs, and creating a sense of responsibility towards saving energy. Rain water harvesting unit, vermi-compost and maintaining a plastic free environment ensures the environmental sustainability. Installation of ramps, CWSN toilets and availability of wheel chairs for the special abled are added initiatives best practices.

The following "Best Practices" are claimed to be hallmarks of the college-

BEST PRACTICE - 1

1. TITLE OF THE PRACTICE: ECO-FRIENDLY ENVIRONMENT AND PRACTICE OF GREEN INITIATIVE

BEST PRACTICE – 2

TITLE OF THE PRACTICE: EMPOWERING WOMEN ON CAMPUS: A HOLISTIC SUPPORT STRATEGY FOR FEMALE STUDENTS AND STAFF

4. SWOC Analysis:

Strength:

- Only centre of higher education in the greater Sualkuchi area.
- Decentralised and participatory administrative management system.
- Apart from providing regular courses of study in Arts, Science and Commerce streams, this institution also has departments for vocational education, Community College Programme, Computer Training, Fashion Technology, Animation and Graphic Design to cater to skill-based education.
- Actively involves in student-teacher exchange programme, signing MoUs with other institutions of higher education in the neighbouring areas.
- Adequate physical and IT infrastructure along with well-equipped multi-gym, basketball and tennis court.
- Well-designed Health Unit in collaboration with the local PHC.
- For the physical and mental well-being of the students, periodical yoga camps and counselling sessions are conducted within the institutional framework.
- Maintains different cells and centres like study centre of KKHSOU, IDOL, Career-Counselling and Guidance Cell, Women Cell, Student Welfare Fund, National Service Scheme (NSS), Internal Complaint Committee, Anti-Ragging Cell, Grievance Redressal Cell, Placement Cell and NCC.
- Alternative means of sustainable power backup in the form of solar panel and powerful generator systems.
- The entire college campus is under CCTV surveillance.
- The college has Boys' and Girls' Common rooms provided with water purifier and hygienic washrooms.
- Well maintained Library with approximate 30000 books, catering to all subjects, 170 journals, and both national and institutional, 72 periodicals, along with subscription for 20000 journals.
- Provides both online and offline access to old question papers.

- Well-maintained reading room for the students along with a set of 10 computers, barcode scanner, printers and online access to library resources.
- Engages in extensive community activities in the locality and its adjoining areas over and above tending to an adopted village 'Rawanboi'.
- Feedback mechanism system for its stakeholders.
- As a fillip to women education, the institution can pride itself with an increased ratio of female students to male students.
- Ramps and other assistance for specially-abled students.

Weakness:

- A good number of students belong to poor economic background for which they engage themselves in other livelihood activities hampering their daily attendance.
- There is likelihood of exodus of students with good academic scores to the metropolis for pursuing higher studies.
- Department-wise strength of sanctioned teaching staff is inadequate.
- Inadequate sanctioned non-teaching staff for administrative purposes.
- Non-availability of an auditorium in the college campus till now.
- There is relatively less self-resource mobilization and mostly dependent on government funding.
- There is lack of well-equipped sport facilities.
- Limited infrastructure facilities for PWD students
- Students exhibit restricted communication skills in both English and Hindi.
- Inadequate solar energy panels in the institute
- Inadequate play-ground facility and lack of indoor stadium
- MOOCS and other online courses are yet to be introduced.

Opportunity:

- A Government sanctioned state of the art auditorium in the south east corner of the college campus is under plan.
- Scope for introducing more need based vocational courses over and above the already existing ones.
- Scope for more self-employment opportunities.
- Scope for introduction of P.G. Programmes.
- With the introduction of Commerce stream, awareness for entrepreneurship and self-based employment opportunities are increasing.

- A good number of students have been employed in institutes of Fashion Technology and Animation and Graphic Design, as an outcome of the B.Voc course of the institution.
- The signing of MoUs by the institution with other centres of higher education has widened the scope for openness and student-teacher exchange programmes.
- Scope for involvement in cultural and sports activities.
- There is scope to enhance botanical garden including medicinal herbs and plants and kitchen garden
- Possibilities to engage in community outreach activities designed to elevate the socio-economic conditions of the rural community

Challenge:

- The majority of the students of the college are from BPL category and avail free admission offered by the govt., therefore, the institute has limited option for resource mobilisation to open self-financing courses.
- To surge in enrolment for self-financed courses due to the financial constraints of the majority of students.
- A good amount of the college fund has been drained out for the payment of part time/ contractual faculty.
- In order to meet the financial constraints at the domestic level, there are a considerable number of drop-out students.
- Inadequate of modernized classrooms facilities in the institution.
- Decreasing student dropout numbers.
- To secure job placements for graduating students.
- The geographical location of the institute, creating a sense of isolation presents a significant challenge. As the learners of nearby areas hail from lower economic condition, they are not in a position to bear the transportation cost and as a consequence, it reflects in the enrolment of the institute.

Observation

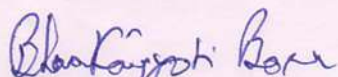
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Remedial classes are arranged and conducted for slow learners. For effective planning of academic activities, the departments also prepare a departmental academic calendar following the institutional academic calendar prepared according to the affiliating University's academic.

5. Recommendations:

1. Physical and academic infrastructures have to be enhanced and fully utilized for better academic performance.
2. More number of green practices and community outreach programme may be initiated.
3. Library and computer lab facilities may be enhanced.
4. There should be more facilities for co-curricular activities.

Overall the college has been functioning well as per stated objectives.


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