



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		S. M. D. COLLEGE
Name of the head of the Institution		Dr. Mamoni Borah
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		+919954962274
Mobile no.		9954302798
Registered Email		smdcollegenaac21@gmail.com
Alternate Email		smdcollege1964@gmail.com
Address		Charing, Sivasagar
City/Town		Sivasagar
State/UT		Assam
Pincode		785661
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Rabi Kr. Jha.
Phone no/Alternate Phone no.	+918011050989
Mobile no.	8876555325
Registered Email	smdiqac1964@gmail.com
Alternate Email	jharabi25@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL_IOAC_AQAR%20(2016-17).pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL_IOAC_Academic%20calender%2017-18.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	66.20	2004	16-Sep-2004	15-Sep-2009

6. Date of Establishment of IQAC

30-Nov-2007

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
International Women day	08-Mar-2018	95

	1	
Tobacco and plastic free drive	01-Dec-2017 15	85
Maitri-Ek Gyan Yatra	16-Sep-2017 5	70
Workshop on API	15-Jul-2017 7	3
Workshop on computer literacy and use of ICT	01-Jul-2017 3	60
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SMD College	Excursion	Govt. of Assam	2017 01	100000
SMD College	Purchasing of books for Library	Govt. of Assam	2017 01	200000
SMD College	Infrastructure development	Govt. of Assam	2017 01	5000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

To organise Yoga and Meditation Programme by NSS. (19-08-2017)

To arrange extension activities like plantation of medicinal and flower plants. (20-10-2017)

To organize counselling for Women Health & Hygiene by Women Studies Cell. (30-11-2017)

To arrange an Induction Programme for B.A 1st Semester Students.(30-06-2018)

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To organize Workshop on Choice Based Credit System to be introduced in the forth coming session during the month of June 2018.(06-06-2018)	The Programme was carried out
To organize counselling for Women Health & Hygiene by Women Studies Cell. (30-11-2017)	The Programme was carried out
To arrange extension activities like plantation of medicinal and flower plants. (20-10-2017)	Target achieved
To celebrate Bharat Ratna Bhupen Hazarika Birth Anniversary on 8th September 2017	The day was observed
To organise Yoga and Meditation Programme by NSS. (19-08-2017)	The programme was carried out
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	02-Nov-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission	28-Apr-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<ul style="list-style-type: none"> • Administration: The college administration is run by the office of the Principal. The college office is equipped with computers and internet facility. • Examination Office: Examination office is a separate room. The internal and external examination is controlled by this office. The examination office maintains the record of marks both of Internal and university Examinations. Other things pertaining to Examination is also kept. The records of the examination related are done in this office. The result of the internal examination is declared by the Examination Board. • Library Management: The library has a Library Management Software. It is user friendly and designed to take care of all the administrative and management of the Library. The library runs under the supervision of Librarian which is helped by a Library Committee comprised of Principal and teaching faculty. • IT Technical support committee monitors and maintains the computer system and networks. The computer lab is under the supervision of a committee each department is provided Computers. • Academic Council: The committee is headed by the Academic Coordinator. The Coordinator helps in facilitating the coordination between the various committees. If the situation demands, the intervention of the principal settles the issue. • Governing Body: The Governing Body is the apex body to take final decision on any matter. It takes decision on both administrative and academic matters. Every appointment, promotion and the extension of Incharge Principal needs the approval of Governing Body.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is full-fledged one and affiliated to the Dibrugarh University imparting education in Arts faculty. The college provides degree course in almost all subjects in the arts faculty. These subjects are Assamese, English, Economics, Education, History, and Mathematics. Philosophy, Political Science and Sociology. Mathematics and Sociology are at present available to the students in the core course only. The college also runs Krishna Kanta Handique State Open University, Distance Education study centre in its premises. • The college pursues the academic activity from 9 a.m. to 4 p.m. If the situation demands the college gives service beyond the scheduled academic period. • Before the beginning of odd and even semester, the college plans the academic calendar during the academic days. The Routine Committee is entrusted with the task of allocation of appropriate class rooms for different subjects. • Every department maintains the record of classes. Every faculty member is entrusted to prepare a lesson plan for the respective papers, which they teach in the class. • The absence of the teacher is notified in advance to the students and their classes are managed by other Faculty members. • The Academic Council meetings are convened from time to time by Academic Co-ordinator. The Council checks the progress of the Course at regular intervals in its meetings. • The Academic calendar is comprehensive which mentions every minute details of the academic activity. The parent university gives the Academic Calendar but owing to the local needs, limited flexibility is given to the calendar. • Examination Board conducts the sessional and other exam related matters. • The academically weak students are given ample attention by arranging remedial class. • Seminars, Field works, Home Assignments, Group Discussion and observation of important days are the salient features of the college. • Excursions have been given importance. The State Government provides financial assistance for the excursion. • There is a Central Library in the college besides the Departmental Library. Text Books, Reference Books, Journals and Magazines, Provisions of E-Books and E-Journals are available in the Central Library. • The sessional examination of the institution is conducted by the Examination Board with the help of the respective department. The result is displayed. • The University examinations are conducted as per rules & regulations of the affiliating University. • The answer scripts are shown to the students. If any kind of anomalies is found, the rectification of marks is done immediately after following the examination procedure.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

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

Certificate

Diploma Course

No Data Entered/Not Applicable !!!**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	"A study on Environmental Awareness in rural areas" (in the Kakhbari Village under Jokaichuk Mouza of Sivasagar District) carried out by the Department of Education on 9th March 2018.	8
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>The college observes feedback system strictly to enhance academic atmosphere. The formal and informal feedbacks from students are invited. This system helps the institutions to introspect the running of conventional and professional courses. The significant things concerning feedback are examined by a committee constituted by the college authority. The college adopts structured mechanism to collect feedback from Students, Alumni, Parents and stake holders. Besides adopting these methods, the respective Heads collect feedback in various ways from the students.</p> <ul style="list-style-type: none"> • The Heads and the Academic Coordinator shares feedback with the concerned teachers in a constructive manner so that further improvements can be achieved in the teaching process. • The Governing Body, the apex body of the college, takes the policy decision concerning academic and administrative affairs. The G.B. is represented by two Guardians Nominees. They give their feedback about the institution, teachers and other staffs of the college in its meeting.

CRITERION II – TEACHING- LEARNING AND EVALUATION**2.1 – Student Enrolment and Profile**

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major/Core	300	225	225
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	225	Nil	30	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
30	10	2	2	1	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

- The Mentoring system has been introduced to establish a better and effective student-teacher relationship and guide the students in Academic matters.
- All the teachers are involved in the process of mentoring. Each teacher is assigned with a group of students.
- Every mentor collects the details like division, roll no., contact no., E-mail id relating to the mentees assigned to him/her.
- The mentor chalks out the responsibilities to take care of all the mentees. He regularly provides counsel on career and personal wellbeing apart from academic support.
- He also makes provision for the remedial teaching for the mentees as and when requires.
- The mentor is also responsible for bringing out the hidden talent of the students in various aspects of co-curricular activities
- The mentors also keep a close contact with the parents of the students and encourage the guardians to take interest in the academic activities of the college.
- The mentor strives to build up the confidential level of the students by mutual understanding and nurturing their talents to reach its full potential

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
225	30	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	29	1	3	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers	Designation	Name of the award,
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	receiving awards from state level, national level, international level		fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	B.A	6th Semester/2018	29/05/2018	14/07/2018
BA	B.A	4th Semester/2018	23/05/2018	14/07/2018
BA	B.A	2nd Semester/2018	30/05/2018	14/07/2018
BA	B.A	5th Semester/2017	30/11/2017	08/02/2018
BA	B.A	3rd Semester/2017	22/11/2017	08/02/2018
BA	B.A	1st Semester/2017	21/11/2017	08/02/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

- Internal Evaluation of the students is important because it forms the basis of their continuous evaluation process under the semester system. The marks secured by the students in internal evaluation are calculated and forwarded to the Parent University as internal assessment, later which becomes the part of their final mark sheet.
- As the internal evaluation system for various courses and programmes is being monitored by the guidelines recommended by the affiliating university, it is not possible to undertake massive reforms in the CIE system. Apart from the sessional examinations, departments also adopt certain internal evaluation procedures like student seminars, group discussions, class tests, home assignments, Projects works etc.
- It is ensured that sessional examinations, as envisaged by the university as part of the CIE are carried on smoothly in a hassle free manner.
- An Internal Examination Board is constituted by the principal under the leadership of a coordinator. He is responsible for all the exam oriented matters.
- Under special circumstances students who fail to appear in the Sessional Examination, the Board entrusts the particular department to hold a particular examination to those students.
- The answer scripts are evaluated at the departmental level. The scripts are shown to the students. If any anomalies are detected in the answer scripts, necessary rectifications are done after the approval of examination board.
- The results of the students are displayed on the Notice Board of the college.
- The End Semester examination is conducted in the college under the supervision of affiliating university. The whole area remains under the cover of CCTV. The Principal of the college acts as the Officer-in-Charge of the centre. The Officer-in-Charge appoints the Assistant Officer-in-Charge (Confidential) for the concern End-Semester examination. He is responsible for carrying the

question papers to the centre and sending the scripts to the place as directed by the parent University. The invigilators are appointed to run the exam smoothly. The university appoints External Supervisor for the exam.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

• The affiliating university offers a comprehensive Academic Calendar to be followed in the college. The prescribed Calendar is slightly edited to fit the localized activities and needs without hampering the spirit of the calendar. • Keeping in view the diverse local needs of the students and the community, the calendar incorporates various events and activities to be observed at the institutional level. The events like observation of College Foundation Day, Extension activities adopted by various wings and cells, observation of important days, holding of Freshmen Social, Annual Sports weeks etc. are fitted into the fabric of the academic calendar. • The college follows the tentative schedule of the various internal examination outlined by the affiliating university. • The calendar also incorporates the teaching days and holidays into it.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

[https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IOAC_2.6.1%20\(2017-18\).pdf](https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IOAC_2.6.1%20(2017-18).pdf)

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.A. (Semester)	BA	Sixth Sem	45	36	80

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IOAC_SSS2017-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
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N.A.	---	
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Nil	---	---	Nil	---
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	----	----	----	----	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
Nil	Nil	Nil	0
No file uploaded.			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
LIBRARY	1
ECONOMICS	1
ENGLISH	6
EDUCATION	1
ASSAMESE	6
PHILOSOPHY	2
POLITICAL SCIENCE	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	--	--	Nil	0	Nil	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	---	---	Nil	Nil	Nil	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	17	4	Nil
Presented papers	Nil	Nil	Nil	Nil
Resource persons	Nil	1	Nil	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood test BP check of students teacher villagers	NSS	20	110
Flood relief distribution 12-07-2017	NSS	20	70
Clean Water drive	NSS	13	50
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Prof. Rana Neog Selfless and exemplary service	Best Teachers Award	Moran Mohila Mahavidyala	500
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Women Empowerment	Women Studies Cell in collaboration	Women Health Hygiene	10	30

	with Charing Mahila Samity			
Yoga Day	NSS	Awareness regarding Yoga	15	70
Swach Bharat	NSS	Cleanliness drive in nearby villages	20	40
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Nil	-----	Nil	Nil
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
N.A.	Nil	Nil	Nil
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
50	7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Library Management System (LMS ELIB)	Partially	SOUL 2.	2011

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19726	Nil	72	11258	19798	11258
Reference Books	1463	Nil	271	193148	1734	193148
Journals	32	Nil	Nil	Nil	32	Nil
CD & Video	17	Nil	Nil	Nil	17	Nil
Library Automation	1	Nil	Nil	Nil	1	Nil
e-Books	164300	Nil	Nil	Nil	164300	Nil
e-Journals	6000	Nil	Nil	Nil	6000	Nil

[View File](#)

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	39	14	3	0	0	5	9	100	0
Added	0	0	0	0	0	0	0	0	0
Total	39	14	3	0	0	5	9	100	0

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

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
N.A.	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
200000	250000	130500	130200

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

• The college has an established system procedure for maintaining different infrastructural facilities like Library, Education Laboratory, Sports ground, class rooms, generators, office equipments etc. The college has a Infrastructure Committee aided by the Technical Support to see the overall maintenance of the infrastructure need of the institution. • The head of the Infrastructure Committee acts as Estate Officer for the college. He keeps an eye on the college and maintains the college premises and campus. The Infrastructure Committee also looks the repairs work of the college assets. • Repair and maintenance work is done in and around the campus when it becomes necessary by Infrastructure Committee. • In case the nature of the work is Major or any kind of new construction of building is required, the matter is referred to Governing Body of the college. The Building Committee formed by the Governing body completes the task of new construction. • The duty of the House keeping staffs and gardener is to maintain cleanliness, beauty and greenery of the campus. • To ensure the security in the campus of the college CC TV cameras are installed at strategic locations. The college remains in vigil of the entire campus 24x7. • In order to provide a good library, the college has a Library management committee. The Library also provides a suggestion cum complaint box in order to get the feedback of the users. Binding of old and torn books are done periodically. The Library management committee holds meeting, whenever the situation demands. • The computer systems of the college are managed and maintained by in house committee headed by the ICT Cell coordinator. • The college has installed a Generator to meet the power cuts. • To ensure constant supply of clean water, provision has been made through ground water supply after filtration. It supplies clean and pure drinking water. There is a computer laboratory in the college and the students are encouraged to use that.. • The College has given the accommodation to every department separately attached with washroom. • The gymnasium hall is looked after by the College Office. • The classroom has been provided to Major and Non-Major Students. The class room is equipped with adequate electric supply. The classroom is maintained by Infrastructure Committee. • The students pass their leisure time in the Boys and Girls Common Room. The college has a good playground with necessary facilities for outdoor games and sports like football and cricket. There are ample facilities for athletics and gymnastics along with indoor games. The college encourages the outstanding sports persons by awarding medals and certificates of efficiency. Incentives in the form of financial aid to such persons are given. The participants taking part in various inter college, inter district, state or national level competitions are offered

handsome incentives from time to time.

https://profilelogin.admissiononline.UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_4.4.2%20%202017-18.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	.Financial support from the MLA Fund. Post Metric Scholarship (OBC). Labour Union Scholarship.	149	587000
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Counselling for Women Health Hygiene	30/11/2017	50	Women Studies Cell
Yoga Meditation	19/08/2017	70	NSS
Career Counselling	01/08/2017	50	Career Counselling and Guidance Cell
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Guidance for TET (School Teacher)	7	7	3	1
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

7

7

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5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	1	B.A.	ASSAMESE	Dibrugarh University, Dibrugarh	M.A.
2017	1	B.A.	ENGLISH	PG Classes of Sibsagar College, Joysagar.	M.A.
2017	1	B.A.	Economics	PG Classes of D.K D College, Dergaon	M.A.
2017	1	B.A.	Philosophy	PG Classes of J.B. College (Autonomous), Jorhat.	M.A.
2017	1	B.A.	Political Science	Dibrugarh University, Dibrugarh	M.A.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Nill	National	Nill	Nill	Nill	Nill
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Union of the SMD College is the elected body of the students. The students elected their own representative through direct voting. The Student Union is constituted by the elected members of the students. The Principal of the college is the President of the body. The students are responsible for looking after the portfolios in which they contest. After their election they are helped by the Teacher Advisors. The Student Body meets from time to time along with their Advisors to chalk out various issues. They work in tandem with the college authority. They organise the Cultural and Sports functions of the college during the College Week. They also ensure the discipline in the college. They follow the constitution of the college. The Student Union is the nursery of the students to develop their leadership quality. The Student Union work selflessly for enhancing the academic atmosphere of the college and raise the feeling of the brotherhood and peace. The Election Committee of the college conducted the election of student union, according to the Academic plan directed by the University. The Student Union Body is constituted after the election. The first general meeting of the Student's Union with all the students decided to work selflessly for enhancing the academic atmosphere of the college and raise the feeling of brotherhood and peace. The following agenda was set for the meeting. To inculcate the feeling of human values and to promote the cardinal feeling, Student Union requested the students to inculcate values in their life. The Students Union constitutes with the following office bearers - President (Ex-officio member, Principal of the College, Vice-President, General Secretary, Assistant General Secretary, Outdoor Games Secretary, Indoor Games Secretary, Literary Secretary, Magazine Secretary, Cultural Secretary, Boys Girls Common Room Secretary and Social Service Secretary. The functions of Union are -

- To conduct the Annual Sports Week
- To celebrate the various festivals
- To address the different problems of the students.
- To maintain discipline and cleanliness within the college campus.
- To assist the college authority in different aspects of administration..

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

70

5.4.3 – Alumni contribution during the year (in Rupees) :

10000

5.4.4 – Meetings/activities organized by Alumni Association :

The Executive meeting of the Alumni Association of SMD College held on 13/02/2018 before the presence of Criterion V sub-committee Coordinator, Student Support and Progression, Mr. D.C. Borah, in the Seminar Hall of the College at 2 PM. The teachers of the college were also present. The Secretary of the Alumni presented the report of the last year. The Treasurer tabled the

expenditure and annual income of the report. The Alumni discussed the various developmental programmes to initiate in the college. The New General Secretary of the Association was nominated with a consensus opinion. The General meeting of the Alumni Association was held on 22.08.2017.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution follows the democratic process of participative management which evolve through collective leadership. The institution seeks to achieve synergy between an academic practices and co-curricular responsibilities so that all stakeholders are benefitted. Given below are the two institutional practices of decentralisation and participative management: The functions of Academic Council in the participative management process: I. There is an Academic Council constituted with the HODs and a few senior most faculty members of the teaching staff. The meeting is chaired by the Principal and the Academic Co-ordinator is the co-ordinator of the Council. The Council looks upon the different aspects of the entire academic scenario like recommendation of college Academic Calendar, frames guidelines and prescribes suitable measures to be embodied towards streamlining the academic atmosphere of the college. It also directs the HODs to maintain academic records of the respective departments. II. Teachers participation in the management process: Every teacher volunteers to take the charge of the various committees during the year. Some of the committees in which teachers involved are Examination Board, Admission Committee, Purchase Committee, Building Committee, Infrastructure Development Committee etc.. The teachers of the college are actively engaged in co-curricular activities. They are delegated as teacher In-Charge of the Students Union. They work in tandem with Student Union activities and also in college administration. As for example, teachers offer their service in accounts department of the college whenever the situation needs.

6.1.2 – Does the institution have a Management Information System (MIS)?

No Data Entered/Not Applicable !!!

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<ul style="list-style-type: none"> • At the beginning of the academic year, the Principal convenes a staff meeting to discuss the academic activities for the particular semester. • The college encourages the teachers to participate in career oriented programmes like OC, RC, Induction course, seminars, and workshops for their career development. In doing so, the interest of the institution is given top priority. • The teachers also advise the library committee in purchasing different reference books for the course.

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

E-governance area	Details

Planning and Development

? Planning and Development The budget of the college is communicated to the Directorate of Higher Education, Govt. of Assam via this medium.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Nil	Nil	Nil	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
No Data Entered/Not Applicable !!!		

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The College has structured audit system governed by the acts and rules provided by the Govt. of Assam and other procedures prescribed by the funding agencies. The internal and external audits are carried out by the college authority in accordance with the applicable guidelines. • The college has an efficient account section which monitors all financial transactions. As the college is a

provincialized institution, its main source of income is the grant received from the Government of Assam and other agencies. • The internal expenditure incurred by the institution is audited by an Auditor locally appointed for the purpose. The internal auditor scrutinizes the receipts and cash memos involved with expenditure incurred. • The expenditure of external accounts of the college is duly audited by the auditor appointed by the Govt. of Assam. Generally the Directorate of Audit, Govt. of Assam is the agency involved in appointing an external auditor to supervise the matter.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Shikashk Karamachari Bata (From teachers Unit) Best Readers Award (From Library)	2000	To meritorious student and highest user award(library)
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6.4.3 – Total corpus fund generated

7200

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• In recent years, the involvement of the parents as an important stakeholder in running the institution has gained importance. Most of the parents of the students happen to be the Alumni of the institution. Their contribution to the welfare of the institution cannot be denied. Their valuable suggestion in the form of the feedback constitutes solid constructive hand-outs in building the distinctiveness of the college. • The Parent-Teacher Association is constituted to have a fruitful exchange of valuable ideas between the two. • The members of the PTA often visit the institution and give suggestion as required for quality improvement.

6.5.3 – Development programmes for support staff (at least three)

• The Grade-IV Employee appointed in non-sanctioned post has been provided paddy field without any rent. • The Mali of the college has been provided residential facilities in the college campus. • The college has the provision of empanelled electrician for electrical works of the college.

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

• The college has adopted a regular programme of incentives generations for the relatively stronger students. • The college makes a regular analysis of the students performance in the unit test, sessional examinations, project works and also makes a regular tally with performance in the university administered final examinations. • The college has availed from the govt. of Assam two sanctioned posts for two subjects and there is less load in temporary appointment.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Tobacco and Plasti Free Zone	01/12/2017	01/12/2017	15/12/2017	85
2017	Counselling for women Health Hygiene	30/11/2017	30/11/2017	30/11/2017	15
2017	Maitri-EK Gyan Yatra	16/09/2017	16/09/2017	20/09/2017	70
2017	Celebration of Bharat Ratna B. Hazarika	08/09/2017	08/09/2017	17/09/2017	95

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Observation of International Women Day	08/03/2018	08/03/2018	70	25
Counselling for Women Health and Hygiene	30/11/2017	30/11/2017	75	20

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

- Counselling is given to the students for the conservation of Wildlife.
- The college conserves the various rare species of fish in Fishery.
- Projects works are carried out by the students after the visit of a significant Soil erosion place.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nil
Provision for lift	No	Nil
Ramp/Rails	No	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	5
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	No	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	1	1	06/06/2017	1	Medical Camp	Health Awareness Camp	75
2017	1	1	02/10/2017	1	Participated in Swachata Hi Sewa	Nearby college villages	80
2017	1	1	12/07/2017	1	Flood Relief distribution	flood affected areas of the fringe villages	20
2018	1	1	21/06/2018	1	Celebration of International Day of Yoga	Observation Programme	60
2018	1	1	05/06/2018	1	Celebration of World Environment day	Awareness for Environment	20

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
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Introductory Book On Institutional discipline and ethics	31/05/2018	At the time of buying Admission Form every student is given Introductory Book to the students.
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7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of World Human Rights Day	25/01/2018	25/01/2018	45
Celebration of Bharat Ratna Bhupen Hazarika's Birth Anniversary	08/09/2017	08/09/2017	50
Participation on Swechhta Hi Sewa	01/12/2017	15/12/2017	110
Observation Teacher's Day	05/09/2017	05/09/2017	70

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Use of Silent generator for electrical purposes.
- Every kind of pollution is discouraged. This pollution includes - sound pollution, water pollution, air pollution and others.
- Students are advised to use jute bags.
- Use of silent generator for electrical purpose.
- A vegetable Garden is developed by the College Teachers Unit

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

• Agro Farm Management Goal: To search the job opportunity in Agriculture sector Fishery. The Context: The college lies in the village, twenty kms. Away from district head quarter. Charing, the village, where the college lies is known for Cherishing pure agriculture life. It is far away from the humdrum of cosmopolitan life. The college takes the opportunity for promoting integrated farming. Integrated Farming has certain distinguished features in this rural based college. The students studying in this college belong to agricultural background family. They are well aware of agricultural tools and techniques.

1. The Practice • S.M.D. College owes nearly 64 Bighas of land. The totally constructed building covered area of the college is nearly 5 of the land. The vast agricultural lands give ample scope for cultivation. The college cultivates the crop of paddy by contract farming. Mostly the fourth grade employees and local farmer are engaged in the cultivation work. The college administration has spotted certain piece of land for growing vegetable garden.

- The pond of the college has developed as fishery. The fishery work is done by the office staff of the college. The Office employees are engaged in this work.
- The College enjoys two big garden inside the campus. The Garden Committee has been formed to enhance the beauty of the garden. There has been no commercial use of garden at present but in future it may be used.
- The integrated farming is the distinguished feature of this college. It is the best practice which remain alive in this college.
- The active support from students local community, College Fraternity kept the Integrated farming alive in this college. The cultivation of paddy generates a little revenue but it keeps the students to become interested to agricultural sector of the land and farming.

2. The Title of the Practice. i. Promotion and Preservation of indigenous Culture viz. music, dance and drama. Goal: To promote the spirit of vocal for local. To create the job opportunity in the sector of indigenous sector. Context: The village Charing is anchor seat of indigenous music, culture, cuisine and cloth. The traditional dress of Assamese girls and women are Makhela and Chador. The girl students wore Makhla and Chador as college uniform beside Salwar and Kameez. Practice: • The College advocates the birth anniversary of Bharat Ratna Bhupen Hazarika, the undisputable champion of Assamese Folk music. They inculcate the regional music, art, culture and dance in their behaviour and inherent nature. • The students are adept in Satriya dance and music. The Satriya dance has its origin in Satra, the satras were established by Mahapurush Sri Sakerdev to spread Vaishnavism. The devotees of Vaishnavism reside in large number in the village Charing. • The College Fraternity donates handsomely to observe 'Bhadnapad' month's religious activity to the namgar to observe the Vaisnavism. The Namghar devotees pray the Bhagvad Gita, to pay their respect to Lord Krishna. It is the unique cultural and religious heritage preserved by college Fraternity. The 'Bhadra Pada' month enjoys same status in Assam, which 'Sraavan' enjoys in the Northern India and Lord Shiv devotees. • The College teacher champions the cultural heritage of Charing village having the indigenous touch festival in Rass Mahotsav. Rass Mohotsav of Assam is similar to Ram Leela of Northern India. • There are three Bihus celebrated in Assam- Bhogali Bihu, Rongali Bihu and Kati Bihu. Rongali Bihu heralds the festival season of dance, music and culture. The students of S.M.D. College deliver their best performance in Bihu festival. S.M.D. College has successfully preserved this traditional culture because of its rural base. • The indigenous cuisine is enjoyed both by the teachers and students. The indigenous cuisine is served in the various meeting of the college.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IOAC_7.2%20%202017-18.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

• The institution is one of the oldest institutions in rural Sivasagar district of Assam. The place Charing is a village attached to the sacred memory of the mighty warrior Maniram Dewan who dared to challenge the colossal British Empire. He was the first martyr of this region. The education loving people of Charing established this college long back in 1964. Till the early eighties it was the only college in nearby locality covering the encatchment area twenty kilometres in rural Assam. A feature that has served to attract the students it has nice education environment situated in the lap of nature. • The institution takes pride to give education to first generation learners and turned them into mature adults and responsible citizens of India. • The institution is dominated by the students belonging to OBC/MOBC/ BPL class. So the institution gives higher education to the people who would have not attained the sacred fruit of education if the college would have not come into existence.

Provide the weblink of the institution

https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IOAC_7.3%20%202017-18.pdf

8.Future Plans of Actions for Next Academic Year

• To organize a workshop on MOOCS (Massive Open Online Courses System) and SWAYAM for better opportunity for online learning. The classes will try to take

the class online as well as employ ICT in a massive way. The workshop has been anticipated to make the teachers and student acquainted to this kind of novel teaching. It will benefit both student and teacher. • To continue drive on "Tobacco Free" and "Plastic Free" zone. Tobacco takes millions of life every year. The Tobacco Free mission has been taken as a challenge by the college fraternity. That will not only frustrate the tobacco chewing and taking inside the college premises but also the outside of the college. The plastic is the sweet poison of any healthy atmosphere. The college cherishes to develop and ideal academic atmosphere. It will encourage the students to promote minimum use of plastic materials. • To encourage more active engagement of all the stakeholders in the all round development of the college. The college will invite the stakeholders to give their opinions. They will deliver their constructive opinions without any reservation for the welfare of the students, teachers and local community in large. • To form a retired teacher's forum. Their engagement will be made more active and cooperative. The retired non-teaching staff will be invited for their active cooperation for their experienced opinion for the upliftment of college. The retired teachers are the assets of college both in experience and academic maturity. The college will utilise their maximum service. A retired teacher's forum will be formed. They will frequently visit the college and deliver their selfless service to the college fraternity. • To involve all the students irrespective of their subjects in project works to identify creativity. Project works for the college students are as important as their courses. It will enable to develop the spirit of team work and group skills. It will allow the teachers to learn more about the student as a person, and will also help the teacher to communicate the students in a progressive and meaningful ways.