



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	Swahid Maniram Dewan College, Charing, Sivasagar, Assam
• Name of the Head of the institution	Dr. Mamoni Borah
• Designation	Principal i/c & Secretary
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9954962274
• Mobile No:	9954962274
• Registered e-mail	smdcollegenaac21@gmail.com
• Alternate e-mail	smdcollege1964@gmail.com
• Address	Charing, Sivasagar
• City/Town	Sivasagar
• State/UT	Assam
• Pin Code	785661
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Hemanga Ranjan Chutia				
• Phone No.	9954302798				
• Alternate phone No.	8011050989				
• Mobile	8876555325				
• IQAC e-mail address	smdcollegenaac21@gmail.com				
• Alternate e-mail address	hemangarchutia12@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_AQAR%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_Part-A%20sl%20no.%2004%20(2020-21)FINAL.docx				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66.20	2004	16/09/2004	15/09/2009
6.Date of Establishment of IQAC			30/11/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Infrastructure Development	State Government	2020-2021	10,08,296	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	02	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>- A lecture programme was organized on 06/11/2020 where Forestman Padmasri Jadav Payeng delivered a lecture on wildlife conservation.</p> <p>- A lecture programme was held on 10/03/2021 on the topic "Inner Awareness and Personal Growth". The programme was organized by the Department of Philosophy under the aegis of Sri Aurobindo Society. - An external Academic Audit was carried on 04/03/2021. Prof. Jogen Ch. Kalita of Gauhati University made an academic audit of the institution. - An awareness programme was held on 05/02/2021 on "The Role of Micro- Finance in Empowering Women" in SivaKanta Duwarah Public Hall. The programme was organized by the Women Studies Cell. The numbers of participants were 78. - An awareness programme was organized on the topic "The Challenges of Prematured Marriage and Its Solutions". The programme was organized by the Women Studies Cell on dated 06/02/2021. The numbers of participants were 76.</p>		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
To organize a lecture programme on Wild Life Conservation	A lecture programme was organized on 06/11/2020 where Forestman Padmasri Jadav Payeng delivered a lecture on wildlife conservation.
To make an External Academic Audit	An external Academic Audit was carried on 04/03/2021. Prof. Jogen Ch. Kalita of Gauhati University made an academic audit of the institution.
To organize a value based lecture for the young generation	A lecture programme was held on 10/03/2021 on the topic "Inner Awareness and Personal Growth". The programme was organized by the Department of Philosophy under the aegis of Sri Aurobindo Society
To develop two flower gardens in front of the college building	The NSS wing of SMD college, Charing organized a special camp from 1st - 7th December, 2020 and developed two flower gardens in front of the college building during this camping.
To organize an awareness programme on women empowerment	An awareness programme was held on 05/02/2021 on "The Role of Micro- Finance in Empowering Women" in SivaKanta Duwarah Public Hall. The programme was organized by the Women Studies Cell. The numbers of participants were 78.
To organize an awareness programme on premature marriage	An awareness programme was organized on the topic "The Challenges of Prematured Marriage and Its Solutions". The programme was organized by the Women Studies Cell on dated 06/02/2021. The numbers of participants were 76.

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>28/01/2021</td> </tr> </tbody> </table>		Name	Date of meeting(s)	Governing Body	28/01/2021
Name	Date of meeting(s)				
Governing Body	28/01/2021				
14. Whether institutional data submitted to AISHE					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>No</td> <td>Nil</td> </tr> </tbody> </table>		Year	Date of Submission	No	Nil
Year	Date of Submission				
No	Nil				
15. Multidisciplinary / interdisciplinary					
16. Academic bank of credits (ABC):					
17. Skill development:					
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)					
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):					
20. Distance education/online education:					

Extended Profile

1. Programme

1.1

04

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 138

Number of students during the year

File Description	Documents
Data Template	View File

2.2 64

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3 20

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 27

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 27

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	04
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	138
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	64
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	20
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	27
File Description	Documents
Data Template	View File

3.2	27
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	Rs. 10,08,296/-
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	26
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Academic Council is the apex body to see the curriculum delivery headed by the senior most teachers. The HoD and senior faculty are members of the council. The body looks into the grievances of the students which they face during teaching learning process. The council discusses the course plan prepared by the concerned departments. It also looks into the progress of the syllabi, the holding of unit test, sessional examination, assignment, group discussion, seminars, project work, field work and all other matters relating to CIE. The feedback is strictly followed to enhance the academic discipline in the college. It helps the teachers to amend their academic behavior. It has been made compulsory to the mentee to meet their mentor twice a month.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The continuous internal evaluation (CIE) method of the students is followed strictly, on the basis of the norms and rules laid down by the affiliating university. At the beginning of the session, the students are communicated about the methods of evaluation of the examinations along with the university regulations and questions to be asked in the examination. The discussion of syllabi is also done to the students by the faculty.

The continuous evaluation system at the institutional level is being carried out as per the academic calendar framed by the affiliating university with a few modification made by the college authority to meet up the local needs.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

01

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.

- Professional ethics are included in B.A. syllabi of Education and Philosophy.
- Gender issues are included in B.A. syllabi of Political Science, Sociology.
- Environment and sustainability issues are included in Economics, Political Science and History.
- Human values are included in syllabi of Political Science and Education.

Subjects

Course Code

Course Title

Education

C9, GEED 201

Techniques of Teaching, Human Rights Education

Economics

DSE 602

Environmental Economics

Political Science

GE-2 (A), DSE-2A, GE-2

Feminism: Theory and Practice; Human Rights in a Comparative Perspective; Human Rights, Gender and Environment**Philosophy**

DSE-4(1)

Applied Ethics**Sociology**

C 04

Gender and Violence**History**

SEC-1

Fundamentals of Tourism

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

02

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

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

21

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

300

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

117

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The CIE is an integral part to assess the learners' progress. The students' academic background in earlier examinations shows the academic record. After the snap test in the classroom and the performance showed by these students inside the classroom are generally detected by these methods. After the first sessional examination, the students are identified in there different categories.

- Slow learners
- Average learners.
- Advanced learners.

The faculty members of every department devise their own strategy to meet this challenge. For the slow learners, remedial classes are arranged to clear their examination successfully. Notes and reference books are provided to these students as additional efforts.

For average learners, class room teaching is enough to meet their academic necessity. But for the advanced learners, the faculty members give extra attention. Such students are given books, notes, extra time for counseling to make them academically vibrant. It has been observed that less than 20% students are advanced learners. More than 50% students are Average Learners. Slow learners range from 20% to 30%.

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

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

Number of Students	Number of Teachers
138	27

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The education system in present context has undergone a huge transformation. The traditional approach of imparting education was teacher- centric. Of late, the imparting of education has become teacher centric. The student centric method in teaching - learning process has been adopted.

Experiential learning, participative learning and problem solving methodologies are adopted in the teaching- learning process in the institute.

Teaching- learning process is followed by the faculty members. Particularly participative learning has given the ample chance to develop their knowledge and personality. They did not remain shy to vent their opinion. The problem based learning has given a new incarnation to students' learning method. They are closer to become foster teacher because of their own critical judgment of study material.

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

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

There are three ICT enabled classrooms in the college. These rooms are equipped with projector and computers with uninterrupted electric facility. The faculty members take their classes in these rooms. The honours class and Communicative English classes are

held in the ICT enabled classrooms. The numbers of these classrooms are 17, 24 & conference room and the classes generally held for an hour.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

27

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

2.4 - Teacher Profile and Quality

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

24

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

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

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

5

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

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

24

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- Mechanism of internal assessment is transparent and robust in terms of frequency and mode. The internal assessment is a regular feature of the college. The internal examination of the college is conducted by Board of Examination (BoE) under the supervision of a coordinator.
- Two sessional examinations are conducted by BoE.
- The HoDs are instructed from time to time by BoE concerning the structure of question paper and evaluation process.
- The question papers are kept in confidential manner.
- The BoE makes the necessary arrangement of examination room following the norms of examination rules are done by the committee.
- If the students fail to appear in the examination, the HoDs

are instructed by the BoE to conduct the examination at a later date.

- The result of the Internal Examination is declared by BoE.
- The answer scripts are shown to the students, and if any anomalies detected, the marks of the students are corrected. Later it is informed to the BoE by respective department.
- Unit test are held at departmental level. It generally holds within a fortnight.
- Seminars, group discussion, assignments are regularly done as a part of CIE.

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

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

- Mechanism of internal assessment is transparent and robust in terms of frequency and mode. The internal assessment is a regular feature of the college. The internal examination of the college is conducted by Board of Examination (BoE) under the supervision of a coordinator.
- Two sessional examinations are conducted by BoE.
- The HoDs are instructed from time to time by BoE concerning the structure of question paper and evaluation process.
- The question papers are kept in confidential manner.
- The BoE makes the necessary arrangement of examination room following the norms of examination rules are done by the committee.
- If the students fail to appear in the examination, the HoDs are instructed by the BoE to conduct the examination at a later date.
- The result of the Internal Examination is declared by BoE.
- The answer scripts are shown to the students, and if any anomalies detected, the marks of the students are corrected. Later it is informed to the BoE by respective department.
- Unit test are held at departmental level. It generally holds within a fortnight.
- Seminars, group discussion, assignments are regularly done as a part of CIE.

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

2.6 - Student Performance and Learning Outcomes

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

The Three year Degree course is offered by SMD College, Charing. The students after successful completion of the programme are given the Bachelor Degree. As the college offers programme in arts stream only, so the Degree they are conferred is Bachelor of Arts (B.A). It is expected that after obtaining the B.A. Degree, students become eligible to pursue higher studies such as P.G. Courses. Besides, after passing the B.A. the students become eligible to face competitive examination and such others. The programme is offered in semester system. The odd and even semester comprise a year.

The programme is offered in these subjects- Assamese, Economics, Education, English, History, Mathematics, Philosophy, Political Science and Sociology. In Mathematics and Sociology the programme is offered in core course only besides in the other subjects the programme is offered in both major and core courses. The Choice Based Credit System (CBCS) has been implemented from the session 2019-20. For this in semester I, II, III & IV the CBCS syllabus is being followed in both Honours and Generic Elective subjects. These ten papers in each department have been imparted in Semester I, II, III & IV. In the remaining semesters i.e. V & VI the traditional syllabus is followed.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The Continuous Internal Evaluation (CIE) method of the students is

followed strictly on the basis of the norms and rules laid down by the affiliating university. The university prescribes to its examiners the code and conduct of its examination ordinance and the examiners personally evaluate the answer scripts of the students. At the beginning of the session, the students are communicated about these methods of evaluation of the examinations along with the university regulations and question to be asked in the examination is discussed. The discussion of syllabi is also done to the students by the faculty. The authority pays attention to ascertain the objectivity and fairness in the assessment of the answer script.

As the internal evaluation is being done under the guidelines prescribed by Dibrugarh University, it is not possible to undertake massive reforms in the CIE system. Apart from that, the sessional examinations, the departments also adopt certain internal evaluation procedures like student's seminars, class tests, home assignments 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.

A BoE is constituted for this purpose.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

20

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

2.7 - Student Satisfaction Survey

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

[https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_Student%20Satisfactory%20Survey%20\(SSS\)%20%202020-21.pdf](https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_Student%20Satisfactory%20Survey%20(SSS)%20%202020-21.pdf)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

14

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

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

06

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The extension activities are primarily performed by the NSS, Women Studies Cell, Career Counselling and guidance Cell and by the departments where there are provision of field work, project work. Through these activities students are rehearsed for social responsibilities in their day to day life. During this year the NSS organized a special camp where two flower gardens were developed in the college campus. The women Studies Cell undertook two awareness programme during this period. The Career Counselling and Guidance cell made a counseling session at a rubber plantation project in a nearby locality and students were inspired to take up such type of project work.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

0

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

04

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

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

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

289

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

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

0

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

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

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

The institution has adequate infrastructure and physical facilities for teaching learning viz., classroom, laboratories, computing equipment etc. The teaching learning process involves Academic activities and evaluation. The college has given the accommodation of classroom to every subject. The classroom is equipped with electric supply. The proper ventilation of air and natural light is always present there. The sunlight is penetrating

windows of classroom. The furniture provided to the students is suitable for the students. These facilities are available to all the students. The smart board is available for the students when necessary. However, white board is provided to each classroom. Cleaning of classroom is always done by the house keeping staff regularly. The college has given the space to every department separately to give ample time to faculty members to concentrate on study of their subjects and allied things. The washroom is available in each department.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

The institution has adequate facilities for cultural activities, Sports, Games, Gymnasium, yoga etc. The institution gives importance to such kinds of activities. Different kinds of cultural activities are performed by the students during the competition held in college week. These activities include dancing, singing, mono acting, dress competition among others. Indoor games are popular among the students. The indoor stadium of the college is incomplete but it did not dampen the spirit of students and teachers. The institution has one gymnasium and one yoga centre along with a spacious playground.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

04

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

04

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

10,08,296

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- Name of ILMS software: Software for University Libraries (SOUL)
- Nature of automation (fully or partially): Partially Automated. Books and students/users database created in SOUL 2.0 and recently upgraded into SOUL 3.0.
- Version: SOUL 2.0 (2011) and SOUL 3.0 (October 2021)
- Year of Automation: 2011

File Description:

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	https://www.smdcollegelibrary.co.in
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	C. Any 2 of the above
File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
23,174/-	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
13	

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The IT facilities in the college are in the charge of a teacher. He looks the matter of maintenance and replacement if necessary

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

4.3.2 - Number of Computers

26

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

4.3.3 - Bandwidth of internet connection in the Institution

E. < 5MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

10,08,296

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

There are established system and procedures for maintaining and utilizing physical, academic and support facilities like laboratory, library, sports, Computers, classroom etc. To repair and maintenance work of the college campus and classroom are under the supervision of infrastructure committee. In case the nature of the work is major or any kind of new construction in the college premises, the matter is placed before the Governing Body of the college. There is a Building committee in the college that decides the administrative decision and necessary steps to be followed by the committee. To ensure the security in the campus of the college, CCTV cameras are installed at strategic locations. In order to provide a good and functional library has a suggestion book for the readers and visitors. There is a Gymnasium under the supervision of a teacher. The Educational & Psychological laboratory and Computer laboratory are maintained by the concerned departments. The general maintenance of the classrooms are done regularly under the supervision of the infrastructure development committee. The college playground is maintained by a particular committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
135	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
02	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

20

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

20

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

5.2.2.1 - Number of outgoing student progression to higher education

03

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

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

government examinations) during the year

0

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

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

01

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

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

The institution has democratically elected students union designated as SMD College Students Union. The students elect their own representatives for different portfolios. The Students Union is constituted by the elected members representing various portfolios. The Principal of the college is ex officio president of the elected students union. The college Students Union has its own constitution. The Students representatives belonging to various portfolios are guided by teacher's advisors. The Students Union held its meeting along with the president and teachers advisers to discuss various issues related to academic, cultural

and other activities.

The college students Union organize college week and celebrates various cultural programmes. The sports and games competition are organized among the students. The budding talents are recognized and latter these sportsmen are groomed to become the future of the nation.

The Student Union ensures the discipline of the college with the college administration. College uniform and other relevant things are monitored by the Union.

They also persuade the students to participate curricular and extracurricular activities of the college. They give their service in community work under the flagship of NSS.

The NSS officer of the college regularly utilizes their service for social works.

The student Union is the nursery of the students to develop their leadership quality.

Student Union work selflessly for enhancing the academic atmosphere of the college and raised the feeling of brotherhood.

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

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

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

0

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

5.4 - Alumni Engagement

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

The college has no registered Alumni Association. But the alumni association namely 'S.M.D. College Alumni Association' is formed having their own President and Secretary with its executive body. This committee is in close touch with the developmental works of the college. They also render fruitful help when time necessitates.

The aims and objectives of the Association are as follows:-

- To support the endeavours of the college in achieving its goals.
- To promote the welfare of the college students and the college as a whole.
- To encourage the alumni members, faculty and students to foster a lifelong relationship with the college.
- To upgrade and improve the facilities of the college.
- Under the umbrella of Association several kinds of Academic activities have been initiated. Several awards have been sponsored and given by Alumni.

The Executive meeting of the SMD College Alumni Association was held on 08/01/2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The SMD college came to the map of Higher Education long back in 1964, when the education seekers of the village charging decided to establish a degree college.

Mission:

- The college desires to initiate diploma course in Yoga.
- The college aspires to develop sports hub for girls' students. The college has produced the girls' weight lifter of high repute at university and state level.
- The half done indoor stadium needs to be completed. Priority is given to it.
- Because of financial crunch, several development and academic plan have been hampered.

Apart from the academic work, they also participate in administrative works. Various committees have been formed comprising teachers to supervise the college works. The college has charted out its action plan, which reflects its vision and mission, keeping the NEP, 2020.

- Horticulture course will be designed.
- Fishery will be promoted to develop professional skill will be popularised among the students.
- The college has land but no financial sustenance. The paddy

field will be converted to long period cultivation of tea plantation and rubber plantation

- To promote skilled and educated labour in bamboo handicrafts and other allied handicrafts.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The institution practices decentralisation and participatory management in keeping with its belief in collective leadership and democratic traditions.

HoD participate in the management process

- The Head of the department oversees the teaching plans of his/her departmental members
- He/ She is empowered to make adjustments in the routine and to allot teaching assignments and evaluation duties.
- He/ She takes the lead part in planning seminars, workshops etc.
- He/ She enjoy the privilege of convening departmental meetings where the programme for the entire term is decided.
- He/ She is at liberty to introduce creative and innovative measures for the benefit of his/her students.
- He/ She in consultation with his/her department oversees the paper setting, moderation, evaluation and marks submission of all internal examinations.

The above enumeration of features comprises participatory manage points fairly & judiciously

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The aim of yoga is to achieve parity and clarity of manas (mind), buddhi (intellect) and chital (consciousness)

Yoga deals with providing answers for the basic questions of life. The important tools of a human being namely mind, breathe, speech and body are used in the process of yoga to achieve the highest goal of human life. Yoga says that suffering is inevitable as long as Avidya exists. There are three kinds of sufferings.

- Physical suffering is manifested in physical body and can be caused by troubles coming from external world.
- Divine suffering caused by extra-sensory world, divine power, natural calamities.
- Internal suffering is the trouble arising out of one's own body and mind, such as loneliness, depression, stress-related disorder.

The ultimate aim of yoga is to make it possible for everyone to be able to fuse together the gross material (annamaya), physical (pranayama), mental (manomaya), intellectual (vijnanamaya) and spiritual (anandmaya) levels within everything being.

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

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

Administration is run under the direction of the Governing Body and Office of the Principal. Besides these, academic coordinator, IQAC, Head of the Department, NSS, Women Studies Cell, Career Counselling & Guidance Cell, Anti-ragging Cell, Sexual Harassment, Grievance Redrassel Cell are some of the parts of administration of the college. Appointments and promotions are made as per UGC

and Govt. of Assam directives. In case of appointments, both the rules of UGC and Govt. of Assam are followed.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

E. None of the above

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

6.3 - Faculty Empowerment Strategies

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

Welfare measures for Teaching Staff :-

- Option to join Insurance
- GPF, CPF, GIS, Gratuity and other post-retirement benefits.
- Casual leave, Medical leave, child care leave as admissible as per govt rules.
- Financial help to the non-sanctioned teachers
- Leave for the employee as per govt of Assam rules.

Welfare measures for Non-Teaching staff :-

- Financial contribution by college to the Non-teaching staff.
- Help with facilitation of bank loans

- Renovation of living quarters of support staff.
- GPF, CPF, GIS, Post retirement benefits available
- Leave for the employee as per govt of Assam Rules.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

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

06

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

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

The Annual Confidential Report is annual assessment of the concerned employee. Every employee of the college is assessed for his performance at the end of the year. His assessment concerning Academic life, Corporate life, relation with the colleague and

adherence to professional ethics is taken into consideration in ACR. The ACR is the basis for his promotion to next higher grade. The obedience to higher authority, faithfulness, integrity and honesty are some of the characteristics to be put in judge while judging an employee.

The performance of the employee is categorized in five different categories:

- Outstanding
- Excellent
- Very Good
- Good
- Average

In case of exception, if the employee fails to qualify the above mentioned category, he is put under supervision and his ACR is monitored.

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

6.4 - Financial Management and Resource Mobilization

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

- The college has an efficient account section which monitors financial transactions. As the college is Provincialized College, its main source of income is the Government fund.
- The accounts of the college are duly audited by the auditor, appointed by the Govt. of Assam as per provision of State Government.
- Internal Audit is also conducted as and when required as per decision of the GB of the college.
- The college is yet to be accredited by NAAC, since 2016 college did not receive any funds and grant from Central Agency.

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

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

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

0

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

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

SMD College has a comprehensive resource mobilization policy in place.

- The institution works to mobilize government grants for the improvement of institutional infrastructure and knowledge recourses. The college prepares and submits proposals to the relevant authorities such as UGC, the state government.
- It reaches out to local organisations including banks and civic bodies for empathetic patronage.
- It welcomes donations, memorial prizes and endowments from staff members, alumni and guardians towards prize & endowment funds.
- It engages with it Alamance and other stakeholders in exploring revenue generation avenues.
- The land and the paddy field is utilised fully and imaginatory. A strip of land has been transferred into herbal garden. The unused room has been used judiciary and crafted into computer lab.

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

6.5 - Internal Quality Assurance System

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

The IQAC has constantly striven to institutionalize quality assurance strategies. Strategies are formulated to improve the teaching learning process through increased use of ICT, expanding the scope of library. The IQAC has regularly convened meetings for qualitative improvement.

Two best practices institutionalized as a result of IQAC initiative.

Example I : (Retired Teachers Forum]

The retired teachers' forum was reconstituted this year. This year additional stakeholder were incorporated viz. the president (existing Principal), Vice Principal/academic coordinator (Existing VP)

The IQAC core committee held on 08/09/2020 adopted a number of important resolutions for the qualitative growth of the institution. Resolutions were taken for training functioning/ constitution for Retired Teachers (SMDRTF) New members were incorporated in this session.

Example-II: The IQAC core committee with the help of local artisans and weavers formed a weaving academy. The local unemployed women joined hands to make it a successful one. The academy was established at the old central library building. The traditional attire (Gamesa) was weaved and passed. Steps were formulated to make it a larger one. This is a unique workshop cum hands on training programme by IQAC core committee.

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

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

The College was assessed and accredited by the NAAC in 2004. Since then the college is working upon on the recommendations given by the agency to improve the functioning of the college.

- The college has continued a regular programme of incentives generations for the relatively stronger students.
- The college has continued 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 continues an effective self appraisal both for the teaching& non-teaching staff.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Every necessary step is taken to make the girls mentally, academically and spiritually strong.

The NSS wing of the college is dominated by girls' student volunteer.

The sports activities for the girls are adequately promoted. The girls have won the prizes for the college at university level.

The gymnasium is also used by the girls. Separate time has been scheduled for the girls' student.

The Students Union of the college is handsomely represented by girls' students.

The programme pertaining to the welfare and interest of the girls are organized from time to time. International Women's cell .Girls day and several health related issues for female are discussed.

Counselling is provided to girls student whenever they approach to counsellors.

The female employee of the college is given maternity leave and child leave, whenever they need it.

The women cell of the college protects the interest of female employee against cultural and sexual harassment.

Day care centre runs in the college for the kids.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

The college did not face serious threat of solid waste management, liquid waste management, bio-medical waste management and e-waste management. But the college has evolved its mechanism to manage these things.

Solid waste management -- dry leaves, dust, muddy soil and useless solid products are managed in planned way. A specific designated corner has been allotted for keeping waste product of the college in that location.

Liquid waste materials - such kind of seldom arise. The waste water management system of the college is managed by the small canal made in the wash room. Frequently use of disinfectant and the danger of bacteria and any kind of water prone disease. The cleanliness is done every day.

Biomedical waste management ----- it is not applicable in this college.

E-waste management --- the college safeguards its electronic equipment and electric devices. The electronic technician visits the college and sees their proper functioning. One of the house keeping staffs is adopt in this matter. The college has been recently provided three phase electric supply. The switch board is replaced to electric supply. The electricity consumption is strictly saved and unnecessary use of electric fan and bulb are frustrated by the college fraternity.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

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

D. Any 1 of the above

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

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

- The Independence Day, Gandhi Jayanti and the Republic Day are celebrated by the College Fraternity.
- The IQAC Office serves as the guiding force.
- The institutional has taken several initiatives to enhance the atmosphere of inclusive environment.
- The Freshmen Social programme is celebrated by the college students union to welcome the New Comers. It establishes harmony between the new comers and the old students of the college.
- The college week is celebrated by every bonafied students under the guidance of the faculty members. It enhances the team spirit among the students.
- The students elect their representatives through direct franchise for the students union and they actively participate in this democratic process. The faculty members show the diversity in their nature. They come from social background.

The faculty members come from different regions. They represent different cultural and ethnic spirit.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	View File

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

- The students of the institution have deep respect for national anthem, emblem and symbols. Every year on 15th August & 26th January they stand under the national flag and offer salute to the tri-color.
- The department of Political Science organizes the programme like Voters Day, Human rights day and Constitution day to make the students aware their obligation towards the nation in every year.
- The department of History organizes the Foundation Day of the college for giving respect to the institution. The department also celebrates World Tourism Day, World Forest Day and other important days. These days are celebrated only to make the student aware of the natural resources of their own nation.
- The Women Study Cell of the college celebrates International Women's Day and the programmes which are related to their rights and duties.
- The department of Philosophy tries their level best to transform the students morally strong.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	View File

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

C. Any 2 of the above

professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

The national programmes like Independence Day, Republic Day and Gandhi Jayanti are celebrated by college authority. The teaching faculty and students participated in these programmes .

Every department of the college has adopted certain important programmes to observe it.

- The faculty members of the History Department observes the college Foundation Day. The Birth anniversary of martyr Swahid Maniram Dewan, World Tourism Day and other programmes related to historical significance.
- The Women study cell of the college observes the programme like International Womens Day and other programmes pertaining to women issues.
- The Library of the college, under the aegis of Readers Club arranged talk show on New Education Policy , 2020.
- The Department of Assamese observes birth anniversary of Bharat Ratna Dr. Bhupen Hazarika.

NSS day is observed by the college on 24th September every year by the NSS Wing .

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	View File

7.2 - Best Practices

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

I. Title of the Practice: Preservation of Indigenous Cuisine and Culture

1. Objectives of the Practice: Indigenous cuisine and culture are preserved in its pure form in rural Assam. The college is nearly 20 kms away from Sivasagar Town, the district head quarter. The college lies in the lap of nature far away from big hotels and restaurants. Charing is a hub of indigenous cuisine and culture. The college authority tries to highlights these indigenous cuisine and culture as a part of its mission.

1. . The Context:

Among the three Bihus of Assam, Magh Bihu or Bhogali Bihu is the festival of delicious food items produced and tastes by the different euthenics tribes of the state. At the present scenario, these delicious food items capture the local and overseas markets.

4. The Practice:

The pithas are used in all the three Bihu festivals. But it is most sufficientially found in Magh Bihu session because after the closure of the harvesting, the Assamese people have the tendency to enjoy with all its availability. The people celebrate this festival during Magh and Bohag Bihu. Bohag is the first month of Assamese calendar. Lddu, Mithoi, Til Pitha, Bhap pitha etc. are special cuisine of Assam. The chatney prepared by bamboo stick has

a special flavor. There is rice called Bora rice, which is cultivated in Assam. Besides rice beer (soft healthy drink) is also produced from the products of agriculture. So, these ethnic products are tasted by its and every Assamese people during these Bihu festival.

5. Evidence of Success

Most of the students of the college come from these social and cultural background. They enjoyed these Bihu festival from the core of the heart. The college authority tries to make a hotspot of Bihu culture and cuisine in its adopted village. The stake holders and others citizen outside Charing appreciate this attempt of the college for preservation and promotion of ethnic culture and cuisine.

Notes

Of late, the people have realized the bad effects of spicy and junk food. They now begin to taste the food items of their ancestors.

II. Title of the Practice - Establishment of Yoga Centre

2. Objective of the practice - In Higher Educational Institute the games and sports enjoy a privilege position. But Yoga has not got the momentum which it needs. The NSS wing of the college organizes International Day of Yoga on 21st June every year. So the college authority intense to establish a Yoga centre permanently for enhancement of Yoga and Meditation atmosphere in the college.

1. The context - Yoga helps to uplifts the physical, mental and spiritual aspects of an individual. The word Yoga means union of the psychophysical and spiritual aspects of a human being. It energizes the vital aspects of a person towards liberation and perfection in human life. It also helps the control over the mind and body and leads to the union and identification to the soul. Keeping these aspects in mind the college authority perpetuate the observation International Day of Yoga in to a normal duty of the co-curricular activities.

1. The practice - The yoga in this institution has been taken at the simplest level. The limitation of teaching Yoga has been observed among the students and teachers because of their erratic life style and unhealthy routine. The yoga instructor is frequently not available and the institution due severe financial crisis but the college authority initiates to establish the Yoga centre with an instructor appointed contractually at a minimum remuneration. The instructor visit the centre once in a fortnight.

5. Evidence of Success -

The yoga has been welcomed by the students. The SEC syllabus of NSS and youth development are taken by most of the students .Likewise from the next academic session the college authority sincerely meditates to implement SEC syllabus of Yoga and meditation in the CBCS course. Besides the Department of Philosophy has the content of Yoga teachings in its course on Indian philosophy too. So it will be convenient to implement the specified subject.

6. Problems Encountered and Resources Required

As mentioned earlier, the college is facing financial crunch to implement these programmes in totto. The barriers that faced by the college authority are

- Well equipped Yoga room
- Permanent Yoga instructor

7. Notes (optional):

If the institution is supported with financially then Yoga centre will be a great success.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The UGC has launched the programme Unnat Bharat Abhiyan, which aims to connect institutions of higher education, with local communities to address the development challenges through appropriate measures. Keeping these in mind, the College Fraternity initiated to adopt Hatiguli Banua village, under Jokaichuk mouza of Sivasagar district of Assam. The present socio-economic condition of this village is underdeveloped.

Objectives :-

- To deliver selfless service and collect necessary information regarding social, economical and educational status of the village.
- To create an awareness among the villagers about cleanliness, hygiene and environment protection.
- To aware the villagers about the flagship programmes of Govt. of India.

Context :-

A few of the students have the chance to taste the juice of higher education. They leave school education at an early stage. So it the prime duty of the college as a institute of higher education in the area to guide the villagers in educational, social and economical issues.

Practice:-

- The NSS wing of the college organizes awareness programme with the student volunteers in the village.
- The women study cell of the college adopts project work in the village.
- The faculty members helps the villagers in the official works for improvement of public work .

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

1. To introduce a Vocational Course on Motor Driving. Introduction of this course will help the local youths as well as the students of the college because it will be run under the supervision of District transport Office. Further it will be easier for the trainee to get their licence as they will be in close touch with the DTO and it will also create employability opportunities. Besides the students will get the training at a local place because Charing is a remote place far away from the district headquarter of about 25 Kms.

2. To introduce PG courses under KKHSOU. Most of the students of the college are economically poor. They cannot pursue higher education on account of financial crisis. They even cannot afford their textbooks. So the college authority intends to introduce the PG courses under KKHSOU for their accessibility of higher education.

3. To introduce Bharat Scouts and Guide. The college intends to open the Bharat Scouts & Guide in the College from the next academic session to contribute to the education of the students through a value system based on the Scout Promise and Law to help and build a better world where people are self-fulfilled as individuals and play a constructive role in society. The most of the students want to join the defence, the Bharat Scouts and Guide wing will help in placement in defence for for the student. The college has now a trained Rover leader Mr. Debojyoti Hazarika who from the next academic year intends to open a Rover group under the Bharat Scouts & Guides.d

4. To enhance the number of ICT enabled classrooms. There are a few ICT enabled classrooms which are in sufficient to classes. So it is the urgency of the time to increase these type of classrooms.

5. To organise a professional development training programme both for teaching and non-teaching staff. It is observed that due to COVID-19 pandemic situation the offline classes could be held at a minimum . So it is the demnd of the time to continue the online

classes to continue a healthy atmosphere. So the college authority intends to expertise all the faculty members and non- teaching staff to perform their duties in online mode.