



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	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
<b>2.Institutional status</b>	
• 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				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://profilelogin.admissiononline/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_AQAR%202020-21.pdf">https://profilelogin.admissiononline/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_AQAR%202020-21.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://smdcollegecharing.edu.in/iqac-2/">https://smdcollegecharing.edu.in/iqac-2/</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66.20	2004	16/09/2004	15/09/2009
<b>6.Date of Establishment of IQAC</b>			30/11/2007		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	No	No	2021-2022	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>03</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
The AQAR was prepared and submitted during the month of December, 2022	
International Women's Day was observed on dated 8th March, 2022 by Women Studies Cell and IQAC.	
A workshop on NEP 2020 was organised by IQAC on dated 17th Feb.,2022 by resource person Dr. Rimjhim Borah	
Death Anniversary of Maniram Dewan was celebrated on 26th February, 2022 to whom the institution was dedicated	
Student feedback was collected and analyzed during the month of March 2022	
An online awareness program was conducted on Use of N-LIST Resources dated 24-10-2021 by SMD College Library; Demonstrated by Dr. Jyotika Borthakur, Librarian, SMD College	
<b>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</b>	

Plan of Action	Achievements/Outcomes
1. To prepare the AQAR and to submit it to NAAC within stipulated time	The AQAR of four years was prepared and successfully submitted by HEI and accepted by NAAC.
2. To observe international women's day by IQAC and Women Studies Cell	International Women's Day was observed on dated 8th March, 2022 by Women Studies Cell and IQAC.
3. To organise a workshop on NEP 2020	Workshop on NEP 2020 was successfully conducted by HEI on dated 17th Feb., 2022 by resource person Dr. Rimjhim Borah.
4. To celebrate the Death Anniversary of Maniram Dewan	Death Anniversary of Maniram Dewan was celebrated on 26th February, 2022 to whom the institution was dedicated
5. To collect student feedback during the month of March 2022	Student feedback was collected and analyzed during the month of March 2022
6. To organise awareness Program on Use of N-LIST Resources	An online awareness program was conducted on Use of N-LIST Resources dated 24-10-2021 by SMD College Library; Demonstrated by Dr. Jyotika Borthakur, Librarian, SMD College

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/05/2022

<b>14. Whether institutional data submitted to AISHE</b>

Year	Date of Submission
2023	11/01/2023

### 15. Multidisciplinary / interdisciplinary

The inceptional vision of the college is to transform it into a ideal rural University by utilizing its vast land natural resources. The college has already taken its momentum to transform this institution into a multidisciplinary one by exercising some best practices like Agro farm management, Pisciculture, Indigenous Cuisine and traditional folk culture etc. The college has made an attempt to collaborate with other higher educational institution to impart new knowledge to the students on the recent developments in different fields. The college has made a holistic approach to find out new route to utilize its natural and human resources keeping in the line of implementation of NEP 2020 as 15 years action plan has been chalked out by the college to introduced some novel skill based enhancement and vocational courses suitable to fulfill the demand of incoming future of young generation. Thus the institution is already on the track to transform it into a multidisciplinary learning centre. As of now the college is a single arts stream one but keeping in view of the implementation of NEP 2020 the college plans to streamlines itself by introducing some new skill based and vocational courses to make an integration of humanities and science through Argo farm Management , Pisciculture, commercial herbal crops, Vermi-composed plant etc. The college plans to develop flexible and innovative curriculum by professional earning through set up of organic vegetable garden and a horticulture course in its old hostel campus. These steps will increase the scope of community engagement with the college. With these initiatives the college prepare to transform into a multidisciplinary learning centre by following the roadmap of NEP 2020 with a flexible curriculum having certificate and diploma course awarding minimum 2 credits and maximum 4 credits in multiple entry and exit at the end of 1st, 2nd and 3rd year of undergraduate education. The institution is planning to minimize the increasing trend of unemployment in the locality by introducing skill based and vocational courses. The institution plan to offer more job oriented courses in the college in near future to address the pressing issues of unemployment and challenges of the locality. The student should not depend on others job and become successful to begin their own start up programme. The college has already started a centre of performing arts and motor driving centre. The college has exercised one best practices in view of NEP 2020 as the bamboo crafting centre of the college provide to expertise the students of making bamboo related to decorative as

well as household items of daily use.

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

The College has recently registered on abc.gov.in via National Academic Depository to create a DigiLocker ID and the id is 902-259-327-158 in the name of Dr. Mamoni Borah (Principal -in -Charge of the college) in the capacity of the authority of the institution. The college has informed and encourage the students to open their account in abc.gov.in and share their ABC Id to the college so that the college can directly transfer the academic credit and e-certificates to the students DigiLocker NAD account directly in near future in line of implementation of NEP 2020.

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

At present there is no NSOF aligned courses offered by the institution. By following the line of NEP 2020 the college has targeted to use green energy in next 3-5 years, so a solar-led lighting product (design and manufacturing) electronic course may be introduced aligned to NSOF in due course of time. As of now the institution has motor driving, handloom and Bamboo crafting centre for vocational education. The College has focused on value-based education as Yoga Centre of the college performing as a centre for inculcation of humanistic values. Sound mind and sound body is the motto of the institution. The college beliefs in the integration of physical, mental and spiritual assimilation of stakeholders. The Yogacentre is open for the villagers also. The college is planning to design a credit structure for all the students to take at least one vocational course before graduation in the line of NEP 2020 carrying minimum 4 credits equally divided for theory and practical. The college makes its best effort to invite and engage experts from the outside to impart knowledge to enhance the vocational skill of the students time to time. At present the college offers vocational education in on campus mode to the learners. The college is yet to plan to offer these courses in blended and ODL modes. The college has a centre of bamboo crafting centre and performing arts centre that helps the students to enhance their skill in the respective fields.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

The education atmosphere of S.M.D. College is dominated by vernacular language and regional colour. The traditional Namghar and Satras dominate the life of Village people. The university is well aware of this background. At Graduate level Students are given to choice to write their answer scripts in regional language and in

English. The openness in the curriculum gives opportunity to the students to give their opinion with restraint. The Indian knowledge system has been represented in curriculum. The teachers are equally comfortable both in regional language and English to deliver classroom lectures. The students did not feel shy to express their opinion in front of the teachers. Except the literature (Assamese & English) the teachers deliver their lectures bilingually to make the students to comprehend the difficult things of the respective subjects. The barrier of English language did not hamper the knowledge of the students. The classical literature of Sanskrit has been introduced in CBCS course particularly in English as translated literature. Some translated Sanskrit texts into English have been analyzed by faculty members. The ancient literature Sanskrit has been introduced in translated form in CBCS course. Though Indian art has not been directly taught in the college but several faculty members are actively involved in Ras festival (the incident and occurrence related to Lord Krishna). The college beautifully cherishes the traditional folk culture and dance in the expression of Bihu dance. Most of the students both boys and girls are adept in this cultural heritage. Most of the best practices written in the submitted AQAR have reflected the spirit of the college. The NEP 2020 gives freedom for every branch of learning and it is imperative for institution like S.M.D. College to give space to above mentioned culture, religious activity and integration of Indian knowledge system with traditional outlook.

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

The institution provides ample freedom of the students to select the course offered by the institution. The institution is planning to introduce new vocational and skill based courses in near future to give opportunity to the students to find out their goal and practical necessity to earn their livelihood. As the institution has prepared a road map for next 15 years by following NEP 2020 that will definitely helps to transform the existing curriculum towards outcome based education and ensures employability. As depicted earlier, institution has begun some vocational courses which has based on the concept of OBE. Though these courses are in nascent stage and its final result is yet to be analysed. The institution believes to offer job opportunity to rural youth. In the backdrop of these concepts the college has initiated bamboo crafting centre which will produce the expert artisan in this field.

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

The College will initiate vocational courses in ODL mode in near future but it needs ample infrastructure support and human resources

to mobilize it. Some new generation teachers of the college are well acquainted with online mode of teaching. If situation warrants, blended mode of learning will be practice like the unprecedented pandemic Covid-19 situation. Moreover if any teacher remains for a long leave the online mode of teaching will be practiced by the concerned teachers.

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

### 2.Student

2.1	126
Number of students during the year	

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

2.2	116
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	24
Number of outgoing/ final year students during the year	

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

### 3.Academic

3.1	25
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Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	28	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	20	
Total number of Classrooms and Seminar halls		
4.2	Nil	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	26	
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>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.</p>		

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

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

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	<a href="#">View File</a>
Link for Additional information	<a href="https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_academic%20calender%202021-22.pdf">https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_academic%20calender%202021-22.pdf</a>

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

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

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

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

00

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

00

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

- S.M.D. College stands for core values like compassion and commitment to build sound rural society. The college believes in the sound philosophy of self-help and help to others. There is a Students Union, elected by the bonafide students of the college to raise and address the issues of the students.
- The Women Studies Cell, Green Club, Eco Club and a Cultural Society represented by S.M.D.College Teachers Unit. The cultural body of rural society has been represented by some of the teachers of the college. The students are engaged with social and cultural issues as and when need.
- Academically, Generic Electives, Skill Enhancement Courses and Ability Enhancement Compulsory Courses are offered within and across departments to help students critically examine issues related to gender, environment and ethics.
- Women Studies Cell assesses the health and hygiene of adolescent girls living in low socioeconomic areas.
- S.M.D. College firmly believes in rigorous implementation of professional ethics of the students.
- The Department of Education runs Montessori School for the local kids.
- Regular effort has been made to preserve green atmosphere of the college.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View File</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View File</a>
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

06

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
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	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

116

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

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

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

Number of Students	Number of Teachers
126	25

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

### 2.3 - Teaching- Learning Process

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

The teaching learning process of the institution has focused on student centric methods particularly experiential learning, participative learning, problem-solving methodologies etc.

**Experiential learning:** As the Experiential learning is a process of learning by doing, so the institution have given stress on field trip, community survey, educational tour, project etc. educational activities are conducted in few departments. In this way students are exposed to a rich panorama of education and learning opportunities.

**Participative learning:** Participative learning is the body of a lesson, where learners are involved as actively in the learning process as possible. Some participative learning practices that are applied in our teaching-learning process are- Group discussion, brainstorming, critical reflections, concept mapping, seminar presentation, peer teaching, etc. These methods give ample chance to develop their knowledge and personality.

**Problem Solving Method:** The faculty of the college implemented Problem-solving method for the purpose of extending knowledge of students, to help students to solve various puzzling questions; to help students to learn the act of reasoning and prepare students to face their life-related various problems actively.

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

25

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

### 2.4 - Teacher Profile and Quality

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

25

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

25

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

- Mechanism of internal assessment 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	<a href="#">View File</a>
Link for additional information	Nil

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

- 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	<a href="#">View File</a>
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

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

The 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_2.6.1%20add.%20inf..pdf">https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_2.6.1%20add.%20inf..pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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	<a href="#">View File</a>
Paste link for Additional information	<a href="#">NA</a>

### 2.6.3 - Pass percentage of Students during the year

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

25

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	NA

## 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://docs.google.com/forms/d/1SeSC6pOanVdld7AfCkyailaWlDkxzvHMJyGYdvhaV8/edit#responses>

## 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)**

00

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

00

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	Nil

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

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

01

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

12

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year**

13

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

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. The Career Counselling and Guidance cell made a counselling session at a rubber plantation project in a nearby locality and students were inspired to take up such type of project work. The college fraternity requests the students and village people to observe the mission of Swachha Hi Sewa. Eye Test Camp, Blood Sugar Test camp has been organized by the college to give service to villagers. Students and teachers. Women Studies Cell arranges talk show for the village women concerning their health. The college promotes the campaign against pollution of water, sound and air is frustrated. The use of plastic is banned inside the campus. The college has begun its mission to make aware the people to use eco friendly things. Dustbins made up of bamboo are promoted to become eco friendly. The college is holistic in its approach for during its service to adopted village.

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

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

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

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

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

02

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

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

62

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

01

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

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

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

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

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

04

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

04

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.smdcollegelibrary.co.in">https://www.smdcollegelibrary.co.in</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

**4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)**

**4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**

**Rs. 38,216/-**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)**

**4.2.4.1 - Number of teachers and students using library per day over last one year**

**14**

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The 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	<a href="#">View File</a>
Paste link for additional information	Nil

### 4.3.2 - Number of Computers

10

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

### 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)

00

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

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

There are established 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	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

61

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

#### 5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

00

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

00

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

00

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

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

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

00

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

02

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

### 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**

00

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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

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 advisors 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.

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

### 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

06

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of

the institution through financial and/or other support services

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.

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

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

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<b>No File Uploaded</b>

## **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 S.M.D. 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.

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

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

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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 Cell, Grievance Redressal Cell are some of the parts of administration of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_6.2.1%20The%20institutional%20Strategic%20perspective%20plan%20is%20effectively%20deployed%20(1).pdf">https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_6.2.1%20The%20institutional%20Strategic%20perspective%20plan%20is%20effectively%20deployed%20(1).pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### **6.3 - Faculty Empowerment Strategies**

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

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

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

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

00

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

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

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

00

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	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

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

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

05

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

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

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

#### 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	<a href="https://profilelogin.admissionone.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_6.4.1%20internal%20audit.pdf">https://profilelogin.admissionone.online/UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_6.4.1%20internal%20audit.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

00

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

#### 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 resources. 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 its Alumni and other stakeholders in exploring revenue generation avenues.
- The land and the paddy field is utilised fully and imaginatively. A strip of land has been transferred into herbal garden. The unused room has been used judiciously and crafted into computer lab.

File Description	Documents
Paste link for additional information	<a href="https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLogin/SMDCOL_IQAC_6.4.3%20add.%20inf..pdf">https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLogin/SMDCOL_IQAC_6.4.3%20add.%20inf..pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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. The practices institutionalized as a result of IQAC initiative are-

The Retired Teachers Forum was reconstituted under the initiatives of IQAC.

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.

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

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

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

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);**

**E. None of the above**

**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)**

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

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

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	<a href="#">Annual gender sensitization action plan for the year 2021-2022. 1. To celebrate the International Women Day on 8th March, 2022. 2. To provide counselling on early marriage among the girl students. 3. To provide awareness on women health and hygiene.</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">A,B,C &amp; D</a>

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

**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The 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 and outside the college buildings. 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">For waste water management there are the provision of canals in the college campus.</a>
Any other relevant information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 to sensitize about the responsibilities of citizens as well as students. The IQAC Office serves as the guiding force. The institution 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 bonafide 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. The faculty members come from different regions. They represent different cultural and ethnic spirit. It symbolizes the effort of the institution towards harmony and unity among diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 stands 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

festivals

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 report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### 1. Title of the Practice -Student friendly admission process

**Goal:**To make the ensuing admission process more student friendly and convenient.

**The context:**Most of the students of the college come from the poor economic background. To attract the brilliant students from this category the college adopts student friendly admission process and for this purpose a admission committee is constituted under the chairmanship of the principal along with the HoDs of the departments.

**The practice:**

- For this purpose pamphlets and banners are distributed and hanged in the main areas of the locality.
- A student help desk is opened for 24/7 until the admission process completes.
- A student lists is published at initially so that the students should be debarred to go to other higher education institutions.

## 2. Title of the Practice -Development of Interactive skills

Goal :To make the students expertise in communication skills.

The context:

The syllabus of the undergraduate courses is designed in such a way that they develop their communication skills. The subjects like economics, education, assamese, English and SEC include seminars group discussions, home assignments, project work, field work etc.

The practice:

The subjects assamese and English have two papers on communication skills. The faculties of the departments and the faculties of the departments adopts special steps for the expertise of the students in this field.

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

### 7.3 - Institutional Distinctiveness

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

The strength of the college lies in its rural background. At present, it has a sound infrastructure in terms of rural existence .The college follows the dynamic system to impart quality education which assist students to realise their potential and self-worth and enabling them to make a significant contribution in all spheres of national and global development. The college has 25 permanent faculty members, good numbers of books & journals in the Library of the college .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 Charing Duarah Gaon , under Charing Gaon panchayat of Sivasagar district of Assam. The present socioeconomic condition of this village is underdeveloped.

**Practice:**

- The NSS unit of the college organizes awareness programme with the student volunteers in the village.
- The Career Counselling and Guidance Cell of the college adopts project work in the village.
- The faculty members help the villagers in the official works for improvement of public work.

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

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

1. To complete the NAAC inspection by February 2023
2. To make more MoUs for resource exchange with other HEI
3. To expertise the faculties in digital learning process
4. To ensure the proper maintain of the stock register of the college
5. To introduce vocational courses