



## Yearly Status Report - 2016-2017

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		S. M. D. COLLEGE
Name of the head of the Institution		Dr. Mamoni Borah
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		09954962274
Mobile no.		9127070325
Registered Email		smdcollegenaac21@gmail.com
Alternate Email		smdcollege1964@gmail.com
Address		Charing, P. O. Charing, Sivasagar
City/Town		Sivasagar
State/UT		Assam
Pincode		785661
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Jayprakash Ray
Phone no/Alternate Phone no.	08011316668
Mobile no.	8876555325
Registered Email	smdcollegenaac21@gmail.com
Alternate Email	smdcollege1964@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://smdcollegecharing.edu.in">https://smdcollegecharing.edu.in</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL_IOAC_Academic%20%20Calander%2016-17.pdf">https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL_IOAC_Academic%20%20Calander%2016-17.pdf</a>

### 5. Accreditation Details

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

### 6. Date of Establishment of IQAC

30-Nov-2007

### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Health Awareness camp by NSS	13-Oct-2016 01	100

Green Audit by Eco Club	05-Oct-2016 03	100
Introducing Mentoring	01-Oct-2016 02	221
Induction Programme for the fresh entrant	23-Aug-2016 01	118
<a href="#">View File</a>		

**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SMD College	Excursion of the students	Government of Assam	2017 03	100000
SMD College	Wi-Fi	Government of Assam	2017 365	50000
SMD College	Infrastructure Development	Government of Assam	2017 365	1270000
SMD College	Infrastructure Development	UGC	2016 365	449344
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

A unique initiative 'Maitree Ek Gyan Yatra' has been launched by Assam government to link primary schools to high schools to colleges. The basic idea of implementing the initiative was to improve quality of school students and create better synergy in education sector. S.M.D College fraternity actively took part in this journey to build up a cordial academic relation with the feeder schools.

The NSS wing of the college in collaboration with the local medical help carried out health awareness Camp.

Free Coaching for Backlog students initiated by IQAC

Talk on Role of SHG in Empowering Women by Women Studies Cell

Organised cleanliness drive in the vicinity of the Montessori Day Care Centre cam under the supervision of Dept. of Education

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

Plan of Action	Achivements/Outcomes
To Collect the feedback from the stakeholders	The Feedback Committee of the College under the leadership of Mr. Deepak Ch Borah collected feedback from Teachers, students and parents and submitted it to the IQAC for further action.
To Prepare the Academic Calendar as an academic exercise for the session 2017-2018.	The Academic Committee of the College developed the Routine under the supervision of Mr. Ranjit Das, Assistant Professor of Assamese. Every care was taken to include the working days as well as the Holidays and Celebration of different events in the college.
Training cum coaching programme on weight lifting and power lifting under the supervision of State level trainer Ananta Khanikor	Training cum coaching programme on weight lifting and power lifting under the supervision of State level trainer Ananta Khanikar
To organise International Day of Yoga on 21st June by NSS.	The International Day of Yoga was celebrated in the college on 21st June, 2017. A trained Yoga expert Smt. Ritu Gogoi of Gaurisagar was invited to train the students on the occasion
The NSS wing will organise World Environment Day to create awareness about the conservation of natural resources	The World Environment Day was organised on 5th June in the college premises. A plantation drive was carried out under the aegis of NSS.
To Observe the Foundation Day of the college i.e. 1st July. A founding member, Mr. Tuwaram Khanikor will be invited to deliver the lecture on foundation day	Sri Tuwaram Khanikar, a retired founder teacher of the college, delivered the foundation Day lecture in the presence of Teachers and students in the college auditorium. He recalled those odd days of founding the college and reminisced the contributions of the founding fathers of the college. The World

Environment Day was organised on 5th June in the college premises. A plantation drive was carried out under the aegis of NSS.

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**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	17-Sep-2016

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

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2017

Date of Submission

27-Apr-2017

**17. Does the Institution have Management Information System ?**

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

• **Administration:** The college administration is run by the office of the Principal. The office is computerized. The college office is equipped with computers and internet facility. • **Examination Office:** Examination office room is a separate room. The internal and external examination is controlled by this office. The examination office maintains the record of Examination marks of Internal Examination system. Other thing pertaining to Examination is also kept. The question paper of internal examination is kept in this room. The management of records of the examination related work is done in this office. The result of the internal examination is declared by the Examination Committee. • **Library Management:** The library has a Library Management Software. It is user friendly and designed to take care of all the administrative and management of the Library. The library runs under the supervision of Librarian which is helped by a Library Committee comprised

by Principal and teaching faculty. • IT Technical support committee monitor and maintain the computer system and networks. The computer room is under the supervision of this committee. • Computer Facility: Each department is provided by the computer facility. • Academic Council: The committee is headed by the Academic Coordinator. The Coordinator helps in facilitating the coordination between the various committees. If the situation demands, the intervention of the principal settles the issue. • Governing Body: The Governing Body is the apex body to take final decision on any matter. It takes decision on administrative matter and academic matters. Every appointment, promotion and extension needs the approval of Governing Body.

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

• Situated in the rural backdrop of Sivasagar district of Assam, Swahid Maniram Dewan College has been contributing to the educational needs of the region for the past 50 years. It has 09 UG departments besides distance learning programs offered by K.K. Handique State Open University. The objective of the curriculum development focuses on the needs of the students with a specific view to engage the students with emerging trends of regional and national challenges without compromising to the traditional and cultural values. • The institution is a single stream (Arts College) since its inception. The college offers a prescribed course of study at UG level as given by the parent University, i.e. Dibrugarh University. • The college pursues the academic activity from 9 a.m. to 4 p.m. The remedial classes are held according to the needs of the student community. • The college has an Academic council comprising of all the HoD and senior members of the college community. Before the beginning of odd semester (1st, 3rd, 5th Semester, July 1 to 31st December) and even semester (2nd, 4th, 6th Semester, 1st Jan to 30th June) the college constitutes a Routine Committee which drafts the routine later approved by Academic council. • The HoDs are responsible for the allotment of the classes according to the departmental routine. He/She assigns the syllabus among the faculty members of the concerned department. The HoDs do monitor the progress of the teaching activities and advice their colleagues accordingly. He also takes necessary steps to complete the syllabus on time. Also, he arranges alternative arrangement for a particular class if someone fails to turn up on time. • The Academic Council meetings are convened to discuss the teaching-learning centric activities. The HODs inform the progress of the course and if the problem arises they inform the Academic Council for the solution required. • The Academic calendar is comprehensive in nature which mentions every minute details. The parent University mentions every academic activity in the Academic Calendar but a room is provided for making academic flexibility observing the local needs. • To regulate the examination of the institution, a competent Examination Board

operates in college, with an appointed coordinator and the allied members. • The academically weak students are given attention by arranging remedial classes from time to time as needs persist. • Seminars, Field works, Home Assignment, Group Discussion are promoted to ensure all round development of the student. • Excursion is given importance. The State Government releases fund for its smooth implementation. • The library of the college helps the teachers and students in their learning endeavour. There has been also the provision of department library which caters to the need of the students at departmental level. • Two sessional examinations are conducted by the Examination Board before the final Examinations ensues. The Examination Board conducts the examination with the help of the respective departments. The duly attested mark sheet is displayed in the notice board after evaluation.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
N.A.	-	Nil	Nil	-	-

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

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

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

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Cultural studies of Assamese Socio-religious Life (Department of Assamese) 23-02-2017	20
BA	A comprehensive study on academic problems of Scheduled Tribes population in Thekeratol	8

village, Dikhowmukh ,  
Sivasagar District.  
(29/03/2017)

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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

### Feedback Obtained

• Of late, the college authority has introduced the structured feedback system in the college. The primary aim is to provide satisfactory solutions to the limitations faced by the stakeholders in the college. Also, the purpose of this arrangement is to look up to the positive aspect of the concerned stakeholders involved. • The feedback system includes the vibrant essentials of the college administration to provide feedback with an aim to improve the activities involved. Feedback is obtained from the Parents, students, teachers and office staff to keep a smooth flow in the administration. • Apart from written feedback form, the parents visiting to the college on different occasion give their verbal feedback before the authorities. They offer their views regarding the performance of the institution in varied areas. • The respective HODs and the Co-Ordinator of the Grievance Redressal Cell sit together with the stakeholders to find a solution to their problems and also initiate encouraging steps to promote positive vibes for good works. • The Governing Body of the college which is constituted under the directives of Director of Higher Education, Assam, ,Guwahati selects two Guardian Nominee. They express their views concerning the feedback of the students' community. Moreover, the students Union also give their feedback in the union meeting before their teacher advisors. The feedback from other sources are also entertained.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Major/Core	150	121	118

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### 2.2 – Catering to Student Diversity

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

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

2016	221	Nil	27	27	Nil
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## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
27	10	2	2	1	1
<a href="#">View File of ICT Tools and resources</a>					
<a href="#">View File of E-resources and techniques used</a>					

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
221	27	1:8

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
26	26	1	3	6

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
<b>No Data Entered/Not Applicable !!!</b>			
No file uploaded.			

## 2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	6th Semester/2017	25/04/2017	10/07/2017

BA	BA	4th Semester/2017	25/04/2017	10/07/2017
BA	BA	2nd Semester/2017	25/04/2017	10/07/2017
BA	BA	5th Semester/2016	25/10/2016	14/02/2017
BA	BA	3rd Semester/2016	25/10/2016	14/02/2017
BA	BA	1st Semester/2016	25/10/2016	14/02/2017
<a href="#">View File</a>				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

• The marks secured by the students in internal evaluation is calculated and forwarded to the University as internal assessment, later which becomes the part of their final mark sheet. • As the internal evaluation system for various courses and programmes is being monitored by the guidelines recommended by the affiliating university, it is not possible to undertake massive reforms in the CIE system. Apart from the sessional examinations, departments also adopt certain internal evaluation procedures like student seminars, group discussion, class tests, home assignments etc. • An Internal Examination Board is constituted by the principal under the leadership of a coordinator. He is responsible for preparing examination program and other examination oriented matters. • Under special circumstances students who fail to appear in the Sessional Examination, the board entrust the particular department to hold a particular examination to those students. • The answer scripts are evaluated at the departmental level. The scripts are shown to the students. • The results of the students are displayed on the Notice Board of the college. • The End Semester examination is conducted in the college under the supervision of affiliating university. The whole area remains under the cover of CCTV. • The Officer-in-Charge appoints the Assistant Officer-in-Charge (Confidential) for the concern End-Semester examination. He is responsible for carrying the question papers at the centre and sending the scripts to the place as directed by the parent University. The university appoints External Observer for the exam.

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

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

**2.6 – Student Performance and Learning Outcomes**

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

[https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL IOAC 2.6.1%20\(16-17\).pdf](https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL IOAC 2.6.1%20(16-17).pdf)

### 2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Sixth Semester	41	25	60.97
<a href="#">View File</a>					

### 2.7 – Student Satisfaction Survey

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

[https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL IOAC SSS%20\(2016-17\).pdf](https://profilelogin.admissiononline.com/UploadFiles/Documents/ProfileLgoin/SMDCOL IOAC SSS%20(2016-17).pdf)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

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

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NA		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

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

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

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

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0		

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

Name of the Department	Number of PhD's Awarded
N.A.	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Department	Number of Publication
Library (Librarian)	2
History	2
Philosophy	1
Assamese	10
Education	1
English	4
<a href="#">View File</a>	

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	15	9	Nil
<a href="#">View File</a>				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such	Number of students participated in such
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		activities	activities
International Day of Yoga, 21 June, 2017	NSS	25	140
World Environment Day, 5th June, 2017	NSS	23	130
International Women's Day 8th March	Women's Cell	20	100
National Women's Day, 13th February, 2017	Women's Cell	20	102
Martyr's Day 30th January, 2017	NSS Dept. of History	21	70
National Voters Day, 25th January, 2017	NSS Dept. of Political Science	20	75
<a href="#">View File</a>			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	-	-	Nil
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
International Youth Day, 12 Aug, 2016	Students' Union	To make the youth conscious of their strength	25	150
Swachh Bharat Abhiyan, 15 and 16 Aug, 2016	NSS	Awareness Programme	7	120
World Tourism Day, 27 Sept, 2016	Dept. of History Students' Union	To make the student aware of the potential of tourism sector and to promote environmental consciousness.	10	110
International Girl Child Day, 11th October, 2016	Women Cell	To give importance to girl child.	12	110
Anti-Child Labour Day, 12	Dept. of Sociology IQAC	Awareness against Child	18	75

June, 2017

Labour

[View File](#)**3.5 – Collaborations**

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

Nature of activity	Participant	Source of financial support	Duration
-	-	-	0
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Moitree Yatra (Educational Collaboration)	To strengthened academic relation among the neighbouring institutions	Neighbouring schools	05/08/2016	09/08/2016	07 (Teachers)
<a href="#">View File</a>					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	-	Nil
No file uploaded.			

**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES****4.1 – Physical Facilities**

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1720444	449344

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Seminar halls with ICT facilities	Existing

Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL 2.0	Partially	SOUL 2.0	2011

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19713	Nil	13	2804	19726	2804
Reference Books	1411	Nil	52	5010	1463	5010
e-Books	164300	Nil	Nil	Nil	164300	Nil
Journals	31	Nil	1	600	32	600
e-Journals	6000	Nil	Nil	Nil	6000	Nil
Digital Database	Nil	Nil	Nil	Nil	Nil	Nil
CD & Video	17	Nil	Nil	Nil	17	Nil
Library Automation	1	Nil	Nil	Nil	1	Nil
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
Others(s pecify)	2	Nil	Nil	Nil	2	Nil

[View File](#)

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	-	-	Nil

No file uploaded.

#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	37	14	3	0	0	5	7	0	8
Added	0	0	0	0	0	0	0	0	0
Total	37	14	3	0	0	5	7	0	8

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

100 MBPS/ GBPS

#### 4.3.3 – Facility for e-content

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

### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
235900	85900	120000	119000

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

• The department of Education maintains its own laboratory cum classroom for the UG classes especially for 3rd and 6th semester students. Although the facilities provided needs much more equipment and instruments for better impartment of knowledge, but it caters to the needs of the students as prescribed by the syllabi. • An Infrastructure Development Committee looks after the physical assets of the college like classroom infrastructure and campus maintenance. It also supervises the repair works carried out in the campus. • The college has a Building Committee duly recognised by the Governing Body of the college. All the major works of construction is carried out by this committee. • The college has maintained a small herbal garden within the college campus. It is maintained by the Eco Club and office staff of the college. • The college has a playground adjacent to its college campus. All kinds of sports as well as competitions takes place here. There is a volleyball court within its sphere. A Gymnasium room equipped with modern facilities is available in the college. • The library committee supervises the central library of the college. The different functionalities are governed by a set of rules set by the committee in the functioning of the library. A suggestion cum complaint box is installed in the library campus for receiving suggestion and complains. The librarian is responsible for the overall management of the library. • Every department has its own departmental library. • The computer lab of the college is placed under the supervision of Department of Mathematics. The HoD looks after the needs of the lab. • The college maintains the nonstop power supply through a Generator and inverters. The cleanliness and hygiene committee supply the clean and pure drinking water.

[https://profilelogin.admissiononline.UploadFiles/Documents/ProfileLgoin/SMDCOL\\_IQAC\\_4.4.2%20\(2016-17\).pdf](https://profilelogin.admissiononline.UploadFiles/Documents/ProfileLgoin/SMDCOL_IQAC_4.4.2%20(2016-17).pdf)

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Financial support for BPL student, Financial support the MLA Fund	115	575000
Financial Support from Other Sources			
a) National	0	Nil	0
b) International	0	Nil	0

[View File](#)

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
One day orientation programme on Mentorship	09/01/2017	221	Academic Council
Counselling for Adolescence Girls regarding personal hygiene	16/08/2016	60	Women Studies Cell
Orientation programme on library use	05/08/2016	118	S.M.D College Library
Training programme on Yoga and Meditation	19/08/2016	50	Brahma Kumari Mediatatuion Centre ,Sivasagar
Remedial Classes for Academically Challenged Students	24/10/2016	35	Academic Council
Training cum coaching programme on weight lifting and power lifting	22/01/2017	15	Sadhani Sports Club, Charing
Coaching for the secretarial practice and computer application	14/09/2016	75	Career Counselling and Guidance Cell
Induction Programme for the BA 1st semester students	01/08/2016	118	Career Counselling and Guidance Cell

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2016	Guidance for Secretarial Service Job	Nil	75	Nil	4
<a href="#">View File</a>					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
9	9	1

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	2	SMD College	Political Science	PG Class of J.B. College, Jorhat	M.A.
2017	1	SMD College	Philosophy	Dibrugarh University	M.A.
2017	1	SMD College	English	PG Class of Sivasagar College, Joysagar	M.A.
2017	1	SMD College	Assamese	Dibrugarh University	M.A.
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
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Any Other	4
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural Competition	Institutional	65
Sports Competition	Institutional	70
Quiz Competition	Institutional	40
Literary Competition	Institutional	60
Wall magazine competition	Institutional	50
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
<b>No Data Entered/Not Applicable !!!</b>						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Student Union of the college is represented by elected members from the student community. It is constituted through a yearly democratic process. The principal is the president of the Student Union. Each elected member heads a particular portfolio as a secretary. Presently the college has ten (10) portfolios. The Student Union actively takes parts in the activities of the college. They are the mouthpiece of the student community. The members of the Union are also active participants in different committees for the smooth running of the institution. The committees represented by the Student Union members: 1) IQAC 2) Student Welfare Committee 3) Student Counselling and Guidance Cell 4) Grievance Redressal Cell 5) Women Cell 6) Magazine Editorial Board 7) Sexual Grievance Cell 8) Alumni Committee 9) NSS 10) Eco Club 11) Discipline Committee The Students' Union raises the concerns and demands of the student community to the administration. The Union's term of office is one academic year. In every academic session, the Students' Union organises College Week and its closing Function, Fresher Social, Swaraswati Puja, and other relevant Divas, etc. It publishes the annual College Magazine. The Union undertakes the selection of students for participation in the Inter-College Sports events. The following are the guiding principles for the Students' Union :

- To represent the welfare and interest of the students.
- To promote a healthy academic environment in the College.
- To develop a congenial atmosphere through a disciplined approach to the pursuit of higher studies.
- To organize extra - curricular activities.
- To create amenities for the welfare of the students.
- To protect the rights of the students by bridging the gaps between the administration and the student community.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

70

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

12000

5.4.4 – Meetings/activities organized by Alumni Association :

The executive committee of the Alumni Association of the SMD College was held on the following dates mentioned below: 1) 14th August, 2016 2) 14th February, 2017 The following activities were carried out by the Alumni Association of the college in accordance with the decisions adopted in the executive meeting of the association: a) The association carried out the cleaning and renovation of the Water Filtration Unit installed by the association in the college campus. b) The association also restored the flower garden adopted by them and planted seasonal flowers as a measure to beautify the campus.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

The institution follows the democratic process of participative management which evolve through collective leadership. The institution seeks to achieve synergy between an academic practices and co-curricular responsibilities so that all stakeholders are benefitted. Given below are the two institutional practices of decentralisation and participative management: The role of the Heads of the Departments in the participative management process: • The academic council of the college comprising of the all the heads of the academic departments oversees the academic activities. • The Head of the department supervises the departmental routine and the distribution of the syllabus. • The departmental Heads allots teaching assignments and evaluation duties. • He/she is enjoys the privilege of convening departmental meetings where programmes for the entire term are decided. • He/she leads the department in planning seminars, workshops, career counselling sessions, remedial measures etc. • He/she in consultation with the departmental members oversees the paper setting, evaluation and marks submission of all internal examinations of the departments and determines the admission and promotion criteria of the students. • He/she also takes the initiative of organising alumnae chapters of the department within the larger framework of the alumni association of the college. (ii) Role of the GB members nominated from the teaching and non-teaching staff: The role of the Governing Body (GB) in the collective afford towards running the institution is immense. The GB members are nominated from the different stakeholders of the institution. The teaching and non-teaching members constitute this part of the GB. • Two members from the teaching staff is nominated annually to GB to represent the teaching staff. They are selected by the teaching staff to represent their needs and requirements. • In the same way one member from the office staff also nominated to represent the non-academic activities of the college. • The principal along with the teaching and the non-teaching members place the various issues and challenges faced by the college in different areas. • The members plays a crucial role in the appointment, promotion, salary and other important matters pertaining to the college.

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

**6.2 – Strategy Development and Deployment**

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

Strategy Type	Details
<p>Admission of Students</p>	<ul style="list-style-type: none"> <li>• The Admission Committee is entrusted for screening of the admission form. Admission is primarily based on merit. The admission process follows the government rules.</li> <li>• The sports quota admission seats are also available to promote games and sports in the college. Cultural activity is also given due recognition.</li> <li>• Hostel accommodation is available for girl's students.</li> <li>• Care is taken for economically weaker section by the Government and the teachers.</li> <li>• The strategies for admission adopted by the institution are strictly in adherence with the government policies keeping in mind the national commitment to diversity and inclusion.</li> </ul>
<p>Industry Interaction / Collaboration</p>	<p>Gunostov (A State Govt. Sponsored Programme for quality assessment for Lower and Upper Primary Schools.) The teachers of the college are invited as external Evaluators to inspect the schools. Mission Green: District Administration invited the teacher of History department to participate in this programme.</p>
<p>Human Resource Management</p>	<ul style="list-style-type: none"> <li>• Administration is decentralized and managed by various Committees comprising of teaching and non-teaching staff under the different heads of the departments.</li> <li>• New recruitment is done through the process of advertisement in the news paper.</li> <li>• The attendance of the office staff is maintained in register and biometric machine (Face reading Punching)</li> <li>• For teaching faculty biometric machine is made available as well as manual register is in function.</li> <li>• Recognition is accorded to the faculty for achievement in research related work.</li> </ul>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<ul style="list-style-type: none"> <li>• The library has different sections like reading section, reference section, lending section, and a question banks.</li> <li>• The library adds new books regularly and subscribes newspaper and journals.</li> <li>• The Institution is a member of the National Library and Information Service</li> </ul>

Infrastructure for scholarly content. (NLIST) • The Institution encourages the use of technology by providing necessary infrastructure like computers with internet facilities.

Research and Development

- The college encourages faculty members to pursue individual work in research.
- The Faculty members are regularly publishing Reference books for the UG syllabus at semester level.
- The research articles have been regularly contributed by the teachers in research books and journals
- The seminars, workshops and research programmes are regularly pursued by the teachers.
- SLMs have been written for the UG programme of affiliating university by teachers of the college.
- Some teachers have been drafted as the paper setter at PG level as well as Graduate level.

Examination and Evaluation

: The Institution ensures that students and faculty are aware of the evaluation process by various means-

- Providing the guideline of examination and evaluation process in advance.
- The academic calendar which is given by the affiliating university is circulated among the departments and also incorporated in the college prospectus.
- The Examination Committee conducts the sessional examination and the departments concerned also conduct unit test, seminars, projects, assignments, internal assessment as a part of continuous evaluation process.

The departments also monitor the attendance of students, remedial classes and mentoring sessions are also held to facilitate students.

Teaching and Learning

- Departmental meetings are held before the commencement of the semester classes. In this meeting syllabus is distributed among the faculties.
- A planning is done on the implementation of teaching plan, sessional examination, Unit test, seminars, group discussion by the Academic Council.
- The Principal along with the members of the examination board decides on the methodology of paper setting and evaluation process.
- Students are encouraged to participate in various activities like assignments, group discussions, quiz, study tours/ field trips, departmental seminars etc. The faculty also advises to the students

	about career development.
Curriculum Development	<ul style="list-style-type: none"> <li>• At the beginning of the academic year, the Principal convenes a staff meeting to discuss the academic activities for the particular semester.</li> <li>• The Academic Council in the meeting with the principal discusses on all the academic spheres. The Council seeks co-operation from Office staff for implementation of various programmes of the departments.</li> <li>• The college encourages the teachers to participate in career oriented programmes like OC, RC, Induction course, seminars, workshops for their career development. In doing so, the interest of the institution is given top priority.</li> <li>• Teachers suggest to Library committee for purchasing of reference books.</li> </ul>

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

E-governance area	Details
Planning and Development	E-governance is followed in specific areas.
Administration	<ul style="list-style-type: none"> <li>• Email of the teachers are kept to circulate the information by the Office.</li> <li>• The Notice issued by the DHE, Assam is circulated through email, Whatsapp.</li> </ul>
Finance and Accounts	Salaries of the Employees are operated through E- governance . Funds along with scholarship of students are operated through this medium.
Student Admission and Support	<ul style="list-style-type: none"> <li>• Govt. Scholarship along with labour union scholarship and MLA fund scholarship are operated through this medium.</li> </ul>
Examination	The affiliating University communicates these notices via mail , websites like examination notice, registration procedure, examination programme and result, any office/ exam related notice and circulars.

### 6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
<b>No Data Entered/Not Applicable !!!</b>				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2016	Evaluation process at degree level	Nil	05/11/2016	Nil	25	2
<a href="#">View File</a>						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	2	19/09/2016	09/10/2016	21
STC	1	08/06/2017	14/06/2017	7
STC	1	08/06/2017	14/06/2017	7
STC	3	15/06/2017	21/06/2017	7
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	3	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
- GPF, CPF, GIS, NPS, Gratuity and other post-retirement benefits are available, Casual Leave, Earned Leave, Medical Leave, Child Care Leave admissible as per Govt. rules.	GPF, CPF, GIS, NPS Post retirement benefits Available leave for the employee as per Govt. Of Assam rules.	SC/ST/OBC/Other Govt. sponsored scholarship, labour union scholarship, MLA fund scholarship and free education sponsored by state govt.

**6.4 – Financial Management and Resource Mobilization**

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

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	-
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6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Under the supervision of the office of the Principal.
Administrative	No	Nil	Yes	Under the supervision of the Principal as per instruction of the GB.

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

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

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

• Separate accommodation provided to support staffs inside the college campus.  
• Financial aid is given during festivals. • Self earning is promoted through college paddy fields.

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

• The faculty members are encouraged to pursue research works. • The college introduces an effective self appraisal on the part of the teachers on a regular basis. • The college acquired more computers and have a regular centre so that

the students and faculty grow more familiar and expertise in use of these kinds of devices.

#### 6.5.5 – Internal Quality Assurance System Details

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

#### 6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2016	Remedial classes for academically challenged students	24/10/2016	24/10/2016	27/10/2016	110
2016	Evaluation process at Degree level	05/11/2016	05/11/2016	05/11/2016	27
2017	Cultural studies of Assamese socio religious life	23/02/2017	23/02/2017	23/02/2017	20

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### CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

#### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Observation of Women's Equality Day	26/08/2016	26/08/2016	60	22
Observation of International Girl Child Day	11/10/2016	11/10/2016	40	21
Observation of International Women's Health Day	12/02/2017	12/02/2017	50	24

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

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

- Paperless communication through electronic media.
- The college is striving

to inculcate in the minds of the young learners the value of environmental preservation. They are encouraged to plant saplings of both medicinal and indigenous varieties within the college campus.

#### 7.1.3 – Differently abled (Divyangjan) friendliness

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

#### 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	05/09/2016	1	Teachers Day	Teachers position in the society elevated	100
2016	1	1	15/08/2016	2	Participated in Swachata Hi Sewa	Cleaning Drive	100
2017	1	1	05/06/2017	1	Observation of 'World Environment Day'	Awareness Programme	90
2017	1	1	06/06/2017	1	Health Awareness camp	Health Check up Medicines supplied by the local PHC are distributed	60

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

Title	Date of publication	Follow up(max 100 words)
---	Nil	---

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
World Nature Conservation Day	28/07/2016	28/07/2016	40
International Youth Day	12/08/2016	12/08/2016	50
Universal Brotherhood Day	11/09/2016	11/09/2016	75
Counselling Session for the students on Ethics and Moral Values	03/10/2016	03/10/2016	110

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

- Since the present world is digitally focussed, the College is taking steps to reduce the communication through pen and paper. It is a sincere initiative of the college to stop paper wastage. Efforts are on to shift the way of communicating through mail and other digital means like messaging.
- In order to control the menace of Plastic pollution, the college is sincerely taking steps to reduce the use of plastic bottles in the campus. As a result, the college has installed a station for refilling water decanters.
- Slowly but steadily, the college is moving forward towards a green environment campus. As a part of the initiative , students are encouraged to plant saplings in the campus.
- Tobacco ,smoking, chewing of gutka and panmasala is strictly prohibited.
- The college teachers' unit has developed a vegetable garden under the leadership of the secretary of unit.

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

1. Title of Practice Dissemination of knowledge by the SMD College Fraternity in nearby locality. 2. Goal ? To spread the fragrance of intellectual and virtuous thoughts beyond the boundary of the College. ? To make people conscious about moral values and to preach it in their day to day life. ? To satisfy its establishment as higher education institution in the encashment area. 3. The Context Charing is a predominantly agricultural area having many educational, religious institutions and social organizations of high repute. Some of them were established before Independence. The people near the college are religiously inclined and spent their sizeable time in Vaishnavite religious temple ( Namghar). As a premier institution of this locality the SMD College fraternity owes its responsibility to disseminate knowledge. The Practice ? The faculty members are rich in their knowledge in various branches of learning. ? They are often invited as preceptor of religious text Bhagvad Gita. Some faculty members have deep knowledge on Sankardev, Sri Aurbindo , Viveakanand, Mahatma Gandhi and other great luminaries. Some of them are also invited as resource person and some of the faculty members actively involved with this institutions. ? The Faculty members not only teach these noble ideas and thoughts but also inspired the present generation to follow it to become a good

human being. 2) Title of the practice Establishment of Montessori Day Care Centre Goal: The Education Department of S.M.D College in its proposal decided to set up a Day Care Centre in the college premises and outlined the following objectives as a social responsibility scheme - ? The primary objective of the centre was to provide care to the children of the working parents. Many parents rely on day care centres to care for their children while they work. The Context: The Concept of a Pre-School cum Day Care Centre was felt to supplement the need of a valuebased education to the toddlers while their parents were away on work. The Education Department of the college, imitated the proposal and the college administration forwarded it to the UGC in 2010 for financial assistance. The centre caters to the needs of the neighbouring villages and the teachers working in the nearby school. But due to the unavailability of necessary funds, the college authority decided to run it independently from the academic session 2016-17. The Practice: Department of Education has appointed an Alumni of Education Honours as the Teacher educator for the Centre. The educator is assisted by a caretaker for running the school. The Centre is in fact a training ground for the child a preparatory bed for further schooling. The Following points are kept in mind while disseminating education to the toddlers. ? In a Montessori preschool, children are encouraged to move about the classroom freely, exploring and engaging in a variety of activities of their choosing. ? The teacher will emphasize the individual needs of each child and will allow the students to work and move at their own pace. ? While a traditional day care staff is concerned with entertaining children and merely introducing them to basic educational topics, Montessori teachers are devoted to developing well-educated, well-rounded, and highly successful individuals. Through the holistic approach, Montessori students are nurtured to develop social skills and positive life habits by collaborating and working on activities as a group.

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

[https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOLIOAC\\_7.2%20\(2016-17\).pdf](https://profilelogin.admissione.online/UploadFiles/Documents/ProfileLgoin/SMDCOLIOAC_7.2%20(2016-17).pdf)

### 7.3 – Institutional Distinctiveness

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

- SMD College established in 1964, is one of the oldest institutions of higher learning in rural Charing area of Sivasagar. The vision of the founding fathers was to provide a cosy environment for the rural population of the greater Charing area. Most of the students are from economically weaker section with agriculture forming the only source of their income. The college caters to the higher education needs of the students who cannot afford expensive education. The spirit of mutual work, discipline, social responsibility towards community development and nation building is inculcated through Eco- Club, NSS, Women's studies Cell, Teacher's Unit etc. The College contributes towards women empowerment by organizing various activities under the aegis of its Women Studies Cell. It takes initiatives in the areas like gender sensitization and women development. The nature care and environmental awareness is being promoted by Eco-Club and its members. Research finds a prime position in the minds of the students and faculty and it reflects in the quality of work done so far for the benefit of the society and mankind. The performance of our students in examination is exceptional in spite of the fact that majority of them have a rural background. The secret of success is due to the remedial teaching which is undertaken to cater to the needs of slow learners. Mentoring has also helped the students to get rid of academic and stress related problems.

Provide the weblink of the institution

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### **8.Future Plans of Actions for Next Academic Year**

• To continue academic exchange programme with neighbouring schools through Maitri Ek Gyan Yatra. Maitri Gyan Yatra is a innovative experiment initiated by the State Government to persuade the College teachers to come in touch with feeder schools. The purpose of the programme is to change the mindset of the teachers, as in some places subject teachers of a school considered it below their dignity to teach the lower level students. Its aim is to improve the quality of school students and create better synergy in education sector. • To strengthen the use of ICT in teaching learning to enhance for innovative methods of teaching. The College fraternity is a combination of old generation and young blood. The teachers of older generation are slowly and steadily moving to ICT. But the young generation are familiar in using ICT. • To continue the process in mentoring and value education programme for specific guidance for the learners. The value education is the academic core. Without value education and mentoring the education curriculum is incomplete. To become a perfect student, a student needs to discriminate between right and wrong, between truth and false. • To systematise documentation and accessibility of data through MIS (Management Information System) for latest ICT technology. • To continue the drive of 'NO PLASTIC USE' and "POLLUTION FREE ZONE" in the neighbouring villages. • To make awareness among the people regarding "SWACH BHARAT ABHIYAN" among the village people. The Swach Bharat is a clean India mission initiated by India in 2014. The NSS of the College is the flag bearer of Swach Bharat to look after the management of sanitation and waste product to enhance the health and hygiene.