SARAIGHAT COLLEGE

P.O.- Changsari, Dist.- Kamrup (Assam)

PIN - 781 101

Ref. :   Date ....

From :-
No. SC/IQAC/AQAR/2015-16/01   Date : 10/12/2018

To
The Director
National Assessment And Accreditation Council, India
Bengaluru-560072

Sub: Submission of Annual Quality Assurance Report(AQAR), 2015-16 of Saraighat College, Changsari
Dist. Kamrup(Assam)

Sir,

       With reference to the subject cited above , we have the honour to inform you that the
Annual Quality Assurance Report(AQAR), 2015-16 of Saraighat College, Changsari Dist. Kamrup(Assam)
prepared by Internal Quality Assurance Cell (IQAC) of the college has been submitted herewith for
favour of your kind consideration and necessary action.

Yours faithfully

(Navajyoti Patowary)
Co-ordinator,IQAC
Saraighat College

(D. K. Saikia)
Principal, Saraighat College
Principal
Saraighat College

SARAIGHAT COLLEGE
CHANGSARI,DISTRICT-KAMRUP,ASSAM,PIN-781101,

The Annual Quality Assurance Report (AQAR)
Session: 2015-2016(From Oct 2015 to July 2016)
Part – A

1. Details of the Institution

1.1 Name of the Institution

> **SARAIGHAT COLLEGE**

1.2 Address Line 1

> **CHANGSARI**

Address Line 2

> **DIST-KAMRUP**

City/Town

> **CHANGSARI**

State

> **ASSAM**

Pin Code

> **781101**

Institution e-mail address

> **Principalsaraighatcollege@gmail.com**

Contact Nos.

> **0361-2680041**

Name of the Head of the Institution:

> **Mr.Dwijen Kumar Saikia**

Tel. No. with STD Code:

> **0361-2680041**

Mobile:

> **09435045369**

Name of the IQAC Co-ordinator: **Mr.Navajyoti Patowary**

Mobile: **09706390350**

IQAC e-mail address: **Saraighatcollege.iqac@gmail.com**

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* **ASCOGN12130**

1.4 **NAAC Executive Committee No. & Date:**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/10/A&A/31.2 dated 15-11-2015

1.5 Website address: **www.saraighatcollegeghy.org**

Web-link of the AQAR: **www.saraighatcollegeghy.org/AQAR2015-16.docx**

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**C+**		**2005**	**2010**
2	2nd Cycle	**B**	**2.43**	**2015**	**2020**
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   **20/06/2010**

1.8 AQAR for the year *(for example 2010-11)*   **2015-2016**

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011*)

    i.   AQAR ___2014-2015 submitted to NAAC on 28-11-2014

10 Institutional Status

    University   State [✓] Central [ ] Deemed [ ] Private [ ]

    Affiliated College   Yes [✓] No [ ]

    Constituent College   Yes [ ] No [✓]

    Autonomous college of UGC   Yes [ ] No [✓]

    Regulatory Agency approved Institution   Yes [ ] No [✓]

    (eg. AICTE, BCI, MCI, PCI, NCI)

    Type of Institution   Co-education [✓] Men [ ] Women [ ]

                            Urban [ ] Rural [✓] Tribal [ ]

    Financial Status   Grant-in-aid [✓] UGC 2(f) [✓] UGC 12B [✓]

                    Grant-in-aid + Self Financing [✓] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

    Arts [✓]   Science [ ]   Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

    TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

    Others (Specify) | . |

1.12 Name of the Affiliating University *(for the Colleges)* | **GAUHATI UNIVERSITY** |

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

    Autonomy by State/Central Govt. / University | N.A |

University with Potential for Excellence	N.A	UGC-CPE	N.A
DST Star Scheme	N.A	UGC-CE	N.A
UGC-Special Assistance Programme	N.A	DST-FIST	N.A
UGC-Innovative PG programmes	N.A	Any other (*Specify*)	N.A
UGC-COP Programmes	N.A		

2. IQAC Composition and Activities

2.1 No. of Teachers   **05**

2.2 No. of Administrative/Technical staff   **02**

2.3 No. of students   **02**

2.4 No. of Management representatives   **02**

2.5 No. of Alumni   **01**

2. 6 No. of any other stakeholder and
       community representatives   **01**

2.7 No. of Employers/ Industrialists   N.A

2.8 No. of other External Experts   **01**

2.9 Total No. of members   **14**

2.10 No. of IQAC meetings held : **06**

2.11 No. of meetings with various stakeholders: No. [   ]   Faculty [03]

Non-Teaching Staff Students [02] Alumni [01] Others [   ]

2.12 Has IQAC received any funding from UGC during the year?   Yes ☐   No ☑

        If yes, mention the amount ☐

2.13 Seminars and Conferences (only quality related)

    (i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

      Total Nos. | 1 | International ☐   National ☐   State ☐   Institution Level | 1 |

    (ii) Themes

- **"Innovation and rejuvenation of teaching in Higher Education". Appointed speaker- Dr.Dilip Bora, Prof&HoD MIL Deptt.G.U on 21-07-2016**

2.14 Significant Activities and contributions made by IQAC

- **IQAC collects self appraisal reports of individual teachers and keeps a record of different activities of the faculty**
- **IQAC collects and verifies the API scores of individual teachers for their due promotions**
- **IQAC encourages the departments to organize Seminars/Workshops/symposia/Study tours /Extension activities for the benefit of the students**
- **IQAC actively monitors the Student Support System**
- **IQAC encourages Faculty members to take up project work and research activities**
- **It gives quality related advice to different Cells/Clubs of the College**
- **It collects fee back from the Students, Teachers, Alumni, Parents, and Non-teaching Staff and analyse them and gives necessary advice for improvement of the teaching-learning process**
- **Career guidance and placement Cell strengthened**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of action	Achievements
• **To impart value based education according to the Mission, Goals & Objectives of the College**	• **Value based education was imparted according to the Mission, Goals & Objectives to the College**
• **To organise a Skill development programme under UGC scheme**	• **Skill Development programme for Teaching & Non-Teaching Staff was organised during summer vacation from 22nd July,2016 to 26th July, 2016**
• **To Celebrate the College Foundation Day**	• **College Foundation Day celebrated with assistance of Students Welfare Cell, Cultural & Parents Teachers Cell with day long programme and Dr.Dilip Bora , HOD of MIL Dept. Gauhati university was invited as the appointed speaker**
• **To celebrate environment related days**	• **Eco Club organised World Environment day by organising Seminar and massive tree plantation drive on 5th June, 2016**
• **To Organise International Yoga Day**	• **International Yoga Day Celebrated on 21 Jun,2016 by College NCC Unit in collaboration with NCC Units of SBMS College, North Guwahati College and Faculty H.S School**

| To encourage Students to participate in NSS activities | The NSS Unit organised and participated in various activities throughout the year . |

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes ✓   No ☐

Management ✓   Syndicate ☐   Any other body ☐

Provide the details of the action taken

- **Management approved the AQAR after a detailed discussion with College Authorities and formal sanction was given. They also suggested to strengthen the areas of sponsored Research and Extension works.**

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	2			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	**2**			

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: OPEN OPTIONS
     (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	**1**
Trimester	
Annual	**1**

1.3 Feedback from stakeholders*   Alumni [ ]   Parents [ ]   Employers [ ]   Students [✔]
(On all aspects)

    Mode of feedback   :   Online [ ]   Manual [✔]   Co-operating schools (for PEI) [ ]

*Please provide an analysis of the feedback in the Annexure

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

> **College follows the Syllabus & Curriculum prescribed by the affiliating University. The College does not update the Syllabus, but sometimes gives suggestions for updating the Syllabus to the University**.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

> **No new department was introduced during the year. However proposal has been submitted to the Directorate of Higher Education, Govt. Of Assam, for opening B.Voc programme on Tourism and Travel Management and B.Com.**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	**05**	**20**	NIL	

2.2 No. of permanent faculty with Ph.D.   **08**

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
	02								

2.4 No. of Guest and Visiting faculty and Temporary faculty [ ] [ ] **11**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**04**	**13**	
Presented papers	**08**	**23**	
Resource Persons			**03**

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Use of ICT in Teaching –Learning process

Preparing the Lesson Plan for every Subject well before the commencement of each Semester along with the Course hand outs made available to all students at start of the Academic Year

Teachers study materials are shared with students

Teaching Faculty and Students are encouraged to use latest technology like Internet, LCD etc. In the teaching learning process

Innovative teaching methods such as activity based learning , project based learning , paper presentation, quiz and debate etc are practiced time to time in the Class rooms.

Sudden class tests are conducted throughout the Academic Year

2.7 Total No. of actual teaching days
     during this academic year

185

2.8 Examination/ Evaluation Reforms initiated by
     the Institution (for example: Open Book Examination, Bar Coding,
     Double Valuation, Photocopy, Online Multiple Choice Questions)

Objective type questions are set in the Class tests and internal assessments

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development
     as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A (GEN)	68			32		47.05%
Major in Philosophy	18		15	03		100%
Major in Pol. Science	10		09	01		100%
Major in Education	14		10	04		100%
Major in Economics	01			01		100%
Major in English	05		03	02		100%
Major in Assamese	16		5	09	02	100%
Major in History						
Major in Persian	03		03			100%

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

In the development of Teaching and Learning processes the IQAC takes an initiative role. It has initiated the following measures :

FOR FACULTY:

Encourages the Faculty members to use modern technologies of teaching using ICT

Arrange various programmes like Soft Skill development , invited lectures to develop teaching skills.

Initiates the preparation of the Academic Calendar

Evaluation of the Faculty through the formal Student Feedback Mechanism.

FOR STUDENTS:

Monitors the progress of students through Unit Tests, Home Assignments, Class tests etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	03
UGC – Faculty Improvement Programme	
HRD programmes	02
Orientation programmes	02

Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	**12**	**01**	**NIL**	**01**
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

> IQAC encourages the Faculty members to get involved in Minor Projects under UGC and also to take part in Seminars/Conferences/Workshops . For the purpose of career advancement, the Faculty Members are granted Duty Leave for attending in RC/OC/FDP/Seminars/Conferences etc.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	---	---		
Outlay in Rs. Lakhs	---	---		

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**01**	**01**	**02**	**01**
Outlay in Rs. Lakhs	**1,60,000/**	**1,65,000/**	**4,15000**	

3.4   Details on research publications

	International	National	Others
Peer Review Journals	--	--	---
Non-Peer Review Journals	**08**	**15**	**02**
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	**02Projects of 2 Years**	**UGC**	**4,15000/**	**3,25,000/**
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No. [ ]   Chapters in Edited Books [**23**]

                ii) Without ISBN No. [**02**]

3.8 No. of University Departments receiving funds from

        UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

        DPE [ ]   DBT Scheme/funds [ ]

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

                INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [NIL]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					**01**
Sponsoring agencies					**Saraighat College**

3.12 No. of faculty served as experts, chairpersons or resource persons   **03**

3.13 No. of collaborations   International ☐   National ☐   Any other ☐

3.14 No. of linkages created during this year   ☐

3.15 Total budget for research for current year in lakhs :

From Funding agency ☐   From Management of University/College ☐

Total ☐

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

01

01

3.19 No. of Ph.D. awarded by faculty from the Institution   NIL

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF NIL   SRF NIL   Project Fellows NIL   Any other ☐

3.21 No. of students Participated in NSS events: University level | 75 | State level | |

National level | 120 | International level | 100 |

3.22 No. of students participated in NCC events: University level | 16 | State level | |

National level | | International level | 08 |

3.23 No. of Awards won in NSS: University level | | State level | |

National level | | International level | |

3.24 No. of Awards won in NCC: University level | | State level | 02 |

National level | | International level | |

3.25 No. of Extension activities organized

University forum | | College forum | |

NCC | 03 | NSS | 05 | Any other | 02 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- **The Institution has undertaken a number of Extension activities through NCC and NSS**

- **75 NSS volunteers took part in LOGO and MASCOT: 12th South Asian Games in Pragjyotish ITA , Guwahati on 13th DEC.,2015**

- **72 NSS volunteers took part in Youth Conclave (Skilled Youth Empowered Assam) on 29th Jan,2016 in Gauhati University.**

- **120 NSS volunteers participated in World Yoga Day on 21st June,2016 in Veterinary Field, Guwahati**

- **50 nos. of NSS volunteers participated in 12th South Asian Games ,2016 from 6th Feb,2016 to 16th Feb,2016**

- **NCC Cadets of the College participated in Start Up India Programme on 18th Jan,2016**

- **International Yoga Day was organised by NCC Unit on 21st june.2016 in association with SBMS College, North Guwahati College and Faculty H.S School and about 500 Students along with Teachers participated in the same.**

- **45 nos. of NCC Cadets participated in 12th South Asian Games ,2016 from 6th Feb,2016 to 16th Feb,2016**

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	**22662Sq.M 5.6 Acres**	-	-	**22662Sq.M 5.6 Acres**
Class rooms	**1453Sq.M**	-	-	**1453Sq.M**
Laboratories	**192Sq.M**	-	-	**192Sq.M**
Seminar Halls	**191Sq.M**	-	-	**191Sq.M**
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	**01**	-	-	**01**
Value of the equipment purchased during the year (Rs. in Lakhs)	**5.00 Lakhs**	-	-	**5.00 Lakhs**
Others(Canteen, Girls Common Room, Boys Common Room, Office ,Library & Cycle Stand)	**2110SqM**	**18Sq.M (BoysToilet)**	**College Fund**	**2128SqM**

4.2 Computerization of administration and library

> **Sufficient nos. of Computers have been installed in the administrative office and Library. The faculty members and students are given access to these computers, if necessary**.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5885	**Rs.1,30000**	373	**Rs.139000**	6258	**Rs.139000**
Reference Books	5479		241		5720	
e-Books						
Journals	14	Rs.13340	14	Rs.13340	14	Rs.13340
e-Journals						
Digital Database						
CD & Video	NIL					
Others (specify)						

E-Books and E- Journals : Registered with NLIST (INFLIBNET,Gandhi Nagar , Gujrat)

Digital database: Examination question papers and Institutional Repository

Others: Thesis-04 , Dissertation-02, Old Books-1913 edition- 85 Years,Manuscript-01

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	20	5	1	7	5	2	NIL	NIL
Added	1	---	---	---	---	1	---	---
Total	21	5	1	7	5	3	NIL	NIL

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

> **Two days Computer Training Programme for HODs and Office Staff was organised.**

4.6 Amount spent on maintenance in lakhs :

   i) ICT   :

> **Rs 1.95 Lakh (From College Fund)**

   ii) Campus Infrastructure and facilities:

> a) **Renovation work of Parking Area in College Campus : Rs 2.00 Lakhs only (College Fund)**
> b) **Earth Filling in College ground: Rs 2.00 Lakhs only(College Fund)**
> c) **Painting of College building : Rs 1.10 Lakh(College Fund)**

iii) Equipments :

> a) **Computer: Rs 0.40 Lakh only (College Fund)**

iv) Others:

> a) **Furniture : Rs 3.00 Lakhs (CollegeFund)**
> b) **Electricity & Generator : Rs 1.50 Lakhs**
> c) **Seminar & Meetings: 1.30 Lakhs(College Fund)**
> d) **Salary of Contractual & Non-Sanctioned Teaching & Non-Teaching Staff: 4.00 Lakhs (College fund)**

Total :   **Rs 17.25 Lakhs only**

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> **Information regarding the Student Support Services are provided in the Prospectus for the knowledge of the Students.**
>
> **Committees for the different types of Support Services headed by a Convener are being formed for the benefit of the Students.**
>
> **Personal and academic counselling are carried out on a regular basis through the Students Welfare Cell.**
>
> **Remedial classes are conducted for the slow learners.**
>
> **Regular guidance can be sought from the faculty members as and when required.**

5.2 Efforts made by the institution for tracking the progression

> **Student's performance in class tests, unit tests and sessional exams are carefully evaluated to track the progression of the students.**
>
> **The students are encouraged to join various edu-fairs and conferences.**
>
> **E-books ,E-journals and sample papers are made available in the Central Library.**
>
> **The students are given exposures to excursions, field trips and survey works.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
975			

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
408	41.84%

Women

No	%
567	58.15%

	Last Year (2014-15)						This Year (2015-16)					
	General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
	491	70	31	260	NIL	852	545	112	65	253		975

Demand ratio **1:1**   Dropout % 3%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

NIL

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET NIL   SET/SLET NIL   GATE NIL   CAT NIL

IAS/IPS etc NIL   State PSC NIL   UPSC NIL   Others NIL

5.6 Details of student counselling and career guidance

The Career Counselling and Guidance Cell periodically provides various career related information and guidance to the students. A three days workshop was organised to prepare the students for TET(Teachers eligibility Test).

No. of students benefitted
$\boxed{30}$

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL			

5.8 Details of gender sensitization programmes

August 1st 2015: Awareness Programme on Gender Equality

(20 students participated)

September 1st 2015 : Participatory workshop on Gender Sensitization (18 students participated)

September 10th 2015: Gender Sensitization Programme (26 Boys and girls participated)

March 8th 2016 : International Woman's Day organised.

5.9 Students Activities

  5.9.1   No. of students participated in Sports, Games and other events

State/ University level ☐ National level ☐ International level ☐

No. of students participated in cultural events

State/ University level ☐ National level ☐ International level ☐

5.9.2   No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level [   ]   National level [   ]   International level [   ]

Cultural: State/ University level [   ]   National level [   ]   International level [   ]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	**NIL**	
Financial support from government	**197**	**Rs.8,86,000/-**
Financial support from other sources	**NIL**	
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level [   ]   National level [   ]   International level [   ]

Exhibition: State/ University level [   ]   National level [   ]   International level [   ]

5.12   No. of social initiatives undertaken by the students [   ]

5.13 Major grievances of students (if any) redressed: **No major grievances of students had been addressed.**

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

   The College was established with the vision to bring Higher Education closer to the underprivileged and to open new vistas of opportunities for their future generation, thus creating a self-sufficient and responsible human society ; bring refinement of thoughts and ideas and germinate the innate creativity and talency ; create a sense of affinity with the broad Indian Culture and Heritage; establish a chain of networks with the rest of the Globe to keep pace with the advancement of knowledge and information.

Mission:

   Every Student enrolled with us is allowed perceptive freedom to excel in his chosen field of interest .The College offers maximum facilities to the students to fulfil their dreams and ideals as reflected in the vision of the College. The missions of the College are:

a) To enrich and empower the young generation through quality education.
b) To achieve academic brilliance and prepare the students to play a positive and meaningful role in nation building.
c) To make higher education accessible to the underprivileged section of the society.
d) To introduce innovative techniques to make the teaching-learning process more effective.
e) To develop the potential of the students in co-curricular and extra-curricular fields through participation in literary, cultural, sports and extension activities .
f) To sensitise students towards social concerns like gender and environmental issues, human rights, ethical and patriotic values.

6.2 Does the Institution has a management Information System

- **The Institution is in the process of having a Management Information System.**

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

- **The Academic Committee holds regular meetings with the Faculty members to discuss about the academic progress of the students. The teachers prepare lesson plans according to the class routine and execute the same.**

6.3.2 Teaching and Learning

a) **At the beginning of the academic session the Academic Calendar and the Annual Departmental Activity Calendar is prepared.**
b) **The teaching plan is strictly followed and the class diary is maintained.**
c) **Unit Tests, Class Tests, Sessional Examinations and Group Discussions etc. are conducted timely.**
d) **Educational trips , Excursions and Field studies are conducted to expose the students for outdoor learning.**

6.3.3 Examination and Evaluation

a) **The Examination schedules are followed according to the Prospectus as well as by periodic notices.**
b) **After the completion of the units/topics, unit tests are conducted.**
c) **Extra classes are arranged departmentally for smooth completion of the syllabus.**
d) **After completion of the theory examination, answer scripts are assessed by following the prescribed rules of the university.**

6.3.4 Research and Development

a) **From this academic session a Research and Development cell has been formed by the IQAC to motivate teachers to take up Minor and Major Research projects and to organise Seminars and Workshops.**
b) **The IQAC encourages teachers to improve their API scores through participation in various conferences, workshops , seminars and also through publishing various articles , books and research findings.**
c) **The IQAC supports teachers to avail study leaves under the UGC.**

6.3.5   Library, ICT and physical infrastructure / instrumentation

Library : There is a reasonable collection of text books, reference books and journals covering a wide range of subjects in the College Library .Besides, magazines and newspapers are subscribed regularly. In the reading Room, attached to the Library, reference books , magazines and newspapers can be consulted. Every student is issued a library card against which he/she can borrow books. A Digital Photostat machine is also available for the students. The Library has access to many online journals and is connected to N-LIST Library facilities supported by the DONER ministry of India.

ICT : The requirements for virtual Classrooms has been procured. At present there are three Digital Classrooms in the College. Moreover the College Conference Hall has all the required gadgets for full fledged ICT presentations. Internet access is available for the benefit of the students, teachers and staff of the college.

6.3.6   Human Resource Management

a) **The college considers the students to be the prime Human Resource and hence strives to develop them through a variety of activities initiated through NSS, NCC, Social and Cultural activities.**
b) **The teachers enrich themselves through Refresher Course, Seminar etc.**
c) **The College Governing Body works as an important agency to manage and develop the total human resource of the College.**
d) **The College has an elected body of Students Union that also caters to the needs of human   resource development.**

6.3.7   Faculty and Staff recruitment

- **The recruitment of the teaching and non -teaching staff is done strictly by following the Rules and Regulations laid by the Government, Parent University, and UGC. The recruitment of the temporary teaching and non-teaching staff is done through the Governing Body.**

6.3.8   Industry Interaction / Collaboration

- **As of now, no Interaction or Collaboration with the industries has been made possible. But the college hopes to do so in the near future.**

6.3.9   Admission of Students

- **An Admission Committee is formed every year with a Senior teacher as Convener and the Principal as Chairman and with other teaching and non-teaching members , to conduct the admission process smoothly and in a free and fair manner. Students are also counselled for proper subject selection. All Govt. Norms in the matters of admission like reservations and merit are strictly followed.**

6.4 Welfare schemes for

Teaching	**a) Free health check up once a year** **b)Maternity leaves for female teachers** **c) Child care leave for female teachers**
Non teaching	**a) Free health check up once a year** **b)Maternity leaves for female staff** **c) Child care leave for female staff**
Students	**a)Free health check up once a year** **b)Safety gadgets are placed in College premise** **c)computer with free WiFi is available in college campus** **d)Students Aid Fund is available** **e)The NSS Unit gives aid to the BPL students** **f)Books are available for borrowing both in tjr Central and Departmental Libraries.** **g)Career guidance given to students**

6.5 Total corpus fund generated

Rs.43,09,092/-(Forty three Lakhs Nine Thousand Ninety Two only)

6.6 Whether annual financial audit has been done   Yes   ✓ No ☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			**Yes**	**Principal**
Administrative			**Yes**	**Principal**

6.8 Does the University/ Autonomous College declares results within 30 days?

<div style="margin-left:3em">

For UG Programmes   Yes ☐   No ✓

For PG Programmes   Yes ☐   No ☐

</div>

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> - **The affiliating University , GU has introduced the Credit based Semester and Grading System and the College religiously follows the same.**

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

> - **The University encourages the colleges to apply for autonomy**.

6.11 Activities and support from the Alumni Association

> - **The Ex – Students of the College working in diverse fields and in different positions in the society are members of the Alumni Association. Some alumni also holds positions as Full –Time / contractual teachers and in the non-teaching staff. The Alumni of this college have always stood by the college in time of need and have cooperated in various ways to carry forward the goals and objectives of the**

6.12 Activities and support from the Parent – Teacher Association

> - **Parents Meets are held by different departments where interactions takes place between parents , teachers and students .Some Parents have also hold positions in the Governing Body of the college.**

6.13 Development programmes for support staff

> **The Principal periodically takes note of the shortfalls and problems of the support staff through meetings and tries to rectify them. A short term computer training programme was also conducted for the benefit of the teachers and staff.**

6.14 Initiatives taken by the institution to make the campus eco-friendly

- **Regular plantation drives are conducted by the Eco-Club and the students in the college campus.**
- **Cleaning of the Campus is done by the students under the Swaach Bharat Mission. Rain water harvest.**
- **Use of CFL, LED and Tube bulbs for power conservation**.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- **Different cells and clubs have been formed to look intensively and specifically for the upkeep of the college.**
- **Celebration of important local and national events like Environment day, Rabha Divas, Silpi Divas, etc with programmes involving students.**
- **The Cultural Cell ensures the participation of students in various programmes in the college and outside.**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- **A new IQAC Body has been formed on 23rd May 2016 as per NAAC guideline for continuous assessment and accreditation process and to translate into reality the invaluable suggestions given by the NAAC Peer team.**

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

1. **Co-curricular activities**
2. **Community Development Programme**

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

1. **World Environment Day was observed in the college by organising talks.**
2. **Tree Plantation drive was organised.**

7.5 Whether environmental audit was conducted ?   Yes [ ]   No [✓]

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

STRENGTHS:

- **The College has a conducive working environment both for Faculty and Staff.**
- **The College offers Arts Stream which includes 11 disciplines with major course in 8 disciplines. The College has also recognized the importance of the distance mode of education and has established a full-fledged KKHSOU (Krishna Kanta Handique State Open University) study centre.**
- **The College has dynamic and well qualified teachers.**
- **The College undertakes activities to promote social welfare and inculcate a sense of social responsibility.**
- **The College has been enhancing quality infrastructure for the wellbeing of the students.**

WEAKNESSES:

- **Being an affiliated College, it has no scope to contribute to the designing and development of the Course Curriculum .**
- **Low results in a few subjects compared to the University results.**
- **Low demand for a few subjects by the students.**
- **The College is yet to develop a policy for promoting consultancy services and Industrial linkages.**

OPPORTUNITIES:

- **Collaboration with different sectors for placement and other activities.**
- **Scope for introducing Courses in Business Management, Commerce and Rural Management.**
- **Improvement in infrastructure will pull in more opportunities.**

THREATS:

- **Poor socio-economic condition of major section of the students lead to high drop-out rate and low results.**
- **Low admission in a few subjects.**
- **Organising free health check-up camps in College and adopted Village**
- **Introduction of B.Voc course in Tourism and Travel Management.**

Name :Mr.Navajyoti Patowary   *Name: Dwijen Kumar Saikia*

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

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ACADEMIC CALENDAR: 2015-16
SARAIGHAT COLLEGE, CHANGSARI

Month & Year	Working Days	Teaching Days	Exam. Days	Programmes Observed	Sundays	Holidays
July, 2015	1-4,6-11,13-17,20-25,27-31	NIL	NIL	21- Foundation Day	5,12,19,26	1-31 Summer Vacation 18 - Id-Ul-Fitre
Total	26	NIL	Nil		4	2
August, 2015,	1,3-8,10-14,17-22,24-29,31	1,3-8,10-14,17-22,24-29,31	Nil	15th –Independence Day	2,9,16,23,30	15 – Independence Day
Total	23	23			5	3
Sept., 2015	1,3-4,7-12,14,16-1921-24,26,28-30	1,3-4,7-12,14,16-1921-24,26,28-30		5th –Teachers' Day Students Union Election	6,13,20,27	2 –Tithi of Sri Madhab Deva 5- Janmastami 15- Tithi of Srimanta Sankar Deva 25- Id-ul-zuha
Total	21	21			4	5
Oct., 2015	1,3,5-10,12-17,28-31	1,3,5-10,12-17,28-31	Sessional exam		4,11,18,25	2- Birthday of Mahatma Gandhi 18-27- Kati Bihu,Durga Puja, ,Maharam, & Laxmi Puja,
Total	17	17			4	11
Nov., 2015	2-7,9,12-14,16-21,23-2426-28,30	2-7,9,12-14,16-21,23-2426-28,30			1,8,15,22,29	10-11- Kali Puja 25- Gurunanak Birth Day
Total	22	22			5	3
Dec., 2015	1-5,7-12,14-19,21-24,26,28-31	1-5,7-12,14-19,21-24,26,28-31	Odd Sem. Exam.		6,13,20,27	25- Christmas Day
Total	26	26			4	1
Jan., 2016	1-2,4-9,11-13,16,18-23,25,27-30	1-2,4-9,11-13,16,18-23,25,27-30		17- Shilpi Divas 24 Saraswati Puja, 26- Republic Day. Last Part -College Week	3,10,17,24,31	14-15- Magh Bihu, Shilpi Divas 26- Republic Day.
Total	22	14			5	3
Feb., 2016	1-6,8-13,15-20,22-27,29	1-6,8-13,15-20,22-27,29			7,14,21,29	i
Total	25	25			4	Nil

March, 2016	1-5,7,9-12,14-19,21-22,26,28-31	1-5,7,9-12,14-19,21-22,26,28-31		8-International Women's Day,	6,13,20,27	8- Sivarati 23-24, Dol Yatra 25-, Good Friday
Total	23	23			4	4
April, 2016	1-2,4-9,11-13,18-23,25-30,	1-2,4-9,11-13,18-23,25-30,	Sessional Examination		3,10,17,24,	14-16- Bohag Bihu
Total	23	23			4	3
May, 2016	2-7,9-14,16-20,23-28,30-31	2-7,9-14,16-20,23-28,30-31			1,8,15,22,29	1-May Day 21- Budha purnima
Total	25	25			5	2
June, 2016	1-4,6-11,13-18,20-25,27-30	1-4,6-11,13-18,20-25,27-30	End Sem. Exam.	5- World Environment Day	5,12,19,26	
Total	26	26			4	nil
Grand Total	288	226			53	25

SARAIGHAT COLLEGE, CHANGSARI

FEEDBACK ANALYSIS AND ACTION TAKEN REPORT

For the Academic Year 2015-2016

Stakeholder	General Observation of Feedback	Action Taken
Students	• A questionnaire has been designed to seek feedback from students to strengthen the quality of teaching-learning environment and to look for opportunities to improve teacher's performance in class room engagement. • Overall the students have given very good rating on teacher's punctuality, knowledge, sincerity and behavior, completion of syllabus in time, clarity and understandability of teacher's explanation. • The students have given good or average rating on scheduled organization of assignments, class tests, providing study materials, and students participation in class.	• It is our constant endeavor to give good quality education and valuable inputs to our students. • The IQAC has conducted meetings with all HoDs and discussed in detail about the feedback from students and sorted out better mechanism to give better performance and thus bring excellences in teaching and learning.

Signature of Coordinator, IQAC
Co-ordinator, IQAC
Saraighat College
Changsari
(*Mr. Navajyoti Patowary*)

Signature of Principal
Principal
Saraighat College
(*Dwijen Kumar Saikia*)

Office of the Principal

SARAIGHAT COLLEGE

P.O.- Changsari, Dist.- Kamrup (Assam)

PIN - 781 101

Ref. :   Date ....

From

TRUE COPY OF THE MEETING OF THE GOVERNING BODY RESOLUTION REGARDING APPROVAL ON ANNUAL QUALITY ASSURANCE REPORT (AQAR),2015-16 FOR SUBMISSION TO NAAC,INDIA

DATE OF THE Meeting : 01/12/2018

RESOLUTION NO. 01:

The meeting of the Governing Body of Saraighat College, Changsari has approved the Annual Quality Assurance Report(AQAR), 2015-16 prepared by Internal Quality Assurance Cell (IQAC) of the college .

The Governing Body has also authorized Internal Quality Assurance Cell (IQAC) of the college to send the AQAR, 2015-16 to NAAC, India at an early date.

Sd/- (Prof. Rekibuddin Ahmed)
President, GB, Saraighat College

(D. K. Saikia)
Principal & Secretary
Saraighat College, Changsari
Principal
Saraighat College

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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