# Yearly Status Report - 2019-2020

| Part A | |
|---|---|
| **Data of the Institution** | |
| **1. Name of the Institution** | **SARAIGHAT COLLEGE** |
| Name of the head of the Institution | **DWIJEN KUMAR SAIKIA** |
| Designation | **Principal** |
| Does the Institution function from own campus | **Yes** |
| Phone no/Alternate Phone no. | **09435045369** |
| Mobile no. | **9706390350** |
| Registered Email | **principalsaraighatcollege@gmail.com** |
| Alternate Email | **saraighatcollege.iqac@gmail.com** |
| Address | **CHANGSARI, DIST- KAMRUP (R)** |
| City/Town | **CHANGSARI** |
| State/UT | **Assam** |
| Pincode | **781101** |

**2. Institutional Status**

| Affiliated / Constituent | **Affiliated** |
|---|---|
| Type of Institution | **Co-education** |
| Location | **Rural** |
| Financial Status | **state** |
| Name of the IQAC co-ordinator/Director | **NAVAJYOTI PATOWARY** |
| Phone no/Alternate Phone no. | **09101578385** |
| Mobile no. | **9706390350** |
| Registered Email | **principalsaraighatcollege@gmail.com** |
| Alternate Email | **saraighatcollege.iqac@gmail.com** |

## 3. Website Address

| Web-link of the AQAR: (Previous Academic Year) | [http://saraighatcollege.ac.in/upload/aqar/AQAR%202018-2019.pdf](http://saraighatcollege.ac.in/upload/aqar/AQAR%202018-2019.pdf) |
|---|---|

| **4. Whether Academic Calendar prepared during the year** | **Yes** |
|---|---|
| if yes,whether it is uploaded in the institutional website: Weblink : | [http://saraighatcollege.ac.in/upload/acalendar/ACADEMIC%20CALENDAR%202019-20.pdf](http://saraighatcollege.ac.in/upload/acalendar/ACADEMIC%20CALENDAR%202019-20.pdf) |

## 5. Accrediation Details

| Cycle | Grade | CGPA | Year of Accrediation | Validity | |
|---|---|---|---|---|---|
| | | | | Period From | Period To |
| **1** | **C+** | **60.75** | **2005** | **28-Feb-2005** | **27-Feb-2010** |
| **2** | **B** | **2.43** | **2015** | **15-Nov-2015** | **14-Nov-2020** |

| **6. Date of Establishment of IQAC** | **26-Jun-2010** |
|---|---|

## 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 |
| **Covid awareness programme** | **19-Mar-2020** | **12** |

| | | |
|---|---|---|
| at adopted village | 1 | |
| Food distribution to poor families at adopted village | 03-Jun-2020 2 | 69 |
| Cultural Exchange Programme organised in Badaka, Meghalaya under Ek Bharat Sresth Bharat | 14-Mar-2020 1 | 32 |
| Parents - Teachers Meet organised | 14-Mar-2020 1 | 55 |
| AQAR of previous year submitted | 30-Dec-2019 1 | 0 |
| NIRF Data submitted | 30-Nov-2019 1 | 0 |
| College App inaugurated | 26-Nov-2019 1 | 34 |
| Rastriya Ekta Divas celebrated | 31-Oct-2019 1 | 51 |
| Free Health checkup camp for students | 25-Sep-2019 1 | 260 |
| Workshop on Revised Assessment & Accreditation Framework & Compilation of SSR | 07-Sep-2019 1 | 35 |
| [View File](#) | | |

**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 |
|---|---|---|---|---|
| INSTITUTION | Infrastructure Development Grant RUSA | State Govt | 2019 0 | 500000 |
| INSTITUTION | Infrastructure | State Govt | 2019 0 | 100000 |
| INSTITUTION | General Excursion | State Govt. | 2019 5 | 100000 |
| INSTITUTION | Library Books | State Govt | 2019 0 | 110000 |
| INSTITUTION | Fees Reimbursement under BPL Scheme | State Govt | 2019 0 | 3189236 |
| No Files Uploaded !!! | | | | |

| | |
|---|---|
| **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 :** | **8** |
| 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)**

• **Conducted workshop on "Revised Assessment and Accreditation Framework and compilation of selfstudy report" (07/09/2019) • Formal inauguration of Saraighat College App (26th Nov 2019) • Online submission of AQAR of 201819 (30th December 2019) • Memorandum of understanding between Saraighat College and M/S ICT Academy of Tamil Nadu (20/02/2020) • Power Seminar for students on 'Job Skills and Trends in after Covid 19 (12th June 2020)**

**No Files Uploaded !!!**

**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 |
|---|---|
| AQAR compilation process of 201819 to be completed by end of 2019 and send to NAAC | Target completed (AQAR of 201819 submitted to NAAC on 30122019 |
| NIRF data of institution to be submitted | Submitted on 27/11/2019 |
| To organise workshop on "Revised Assessment & Accreditation Framework & Compilation of SSR" | Workshop organised on 07/09/2019 |
| Saraighat College APP to be installed | Installed on 26/11/2019 |
| Free health check up camp to be organised | Organised on 25/09/2019 with 260 students getting benefit of free health check up |
| Covid awareness program to be organised in adopted village | Program conducted on 19/03/2020 |
| Cultural Exchange Program to be organised under scheme "Ek Bharat Srestha Bharat" | Program conducted on 14/03/2020 with participation of 30 students |
| Departmental Alumni Meet to be | English - 14/11/2019 Education- |

| organised | 14/09/2019 Philosophy-04/11/2019 Geography-11/11/2019 History-03/09/2019 |
|---|---|
| Departmental parents-teachers meet to be organised | English - 23/11/2019 Education-16/10/2019 Philosophy-05/12/2019 Geography-09/11/2019 History-16/11/2019 Economics- 05/09/2019 Political Science 04/11/2019 |
| Food distribution in adopted village during Covid Pandemic | Food distributed among 100 families |
| [View File]() | |

| **14. Whether AQAR was placed before statutory body ?** | **Yes** |
|---|---|

| Name of Statutory Body | Meeting Date |
|---|---|
| Governing Body | 08-Feb-2022 |

| **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 | **2020** |
| Date of Submission | **17-Feb-2020** |
| **17. Does the Institution have Management Information System ?** | **Yes** |
| If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words) | **The College has introduced College Management Software namely Our College, Developed by S.S. Technologies to carry out the following activities : Online Admission System: Online admission system with automatic merit and caste wise short listing, Fees collection, Online payment collection through payment gateway/Bank Challan. Smart I card Module: Smart I card can be generated at the time of admission. I card is integrated with barcode. Student I card and library I card is unique. Marks and Certificate Module : Examination marks entry system, Generation of all kinds of Certificates (pass, character, studentship certificate etc.) Bulk SMS System: Transactional (Real Time) SMS of 1000 nos. Reports Generation Modules: Daily** |

fees collection reports, Accounts reports, Leave reports, Cashbook reports, Certificate Reports, Student Attendance Register Reports, Account Head wise Fees Challan reports etc. Admin Panes: Administrator Login, User Management using privileges, Administration Reports, Software Backup. The Library management information system is based upon the SOUL software, version 2.0. Cataloguing, Classification and Circulation module are fully computerized. OPAC system is used by the users to search books in the stack room. The institutional repository is managed using Dspace software and it is hosted on web so that users can access documents and question papers from the digital library 24X7. The library is also registered under NList programme of INFLIBNET where the readers can access Ejournals and Ebooks. All annual events of the College are recorded in digital database in the form of photographs and videos.

## 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

At the beginning of every academic year. a routine is prepared by the Routine Committee and classrooms are allotted to all the subjects. The Major/Honors classes are allotted in the permanent Major classrooms attached with respective departments and the General/Regular classes are allotted in the General classrooms among various subjects according to classes class routine. The Academic committee formed with all the HODs discusses the curriculum delivery mechanism in its meetings. Further every HODs discuss the matter of distribution of syllabi components at departmental level and allots individual components in the beginning of every academic session. every department is directed to maintain a daily class Diary which is an authentic record of all classes taken by the faculty members. The departments maintain separate attendance registers foe every paper/courses. Practical classes are being held as per allotted schedule in the class routine. Departmental meetings are convened at regular intervals to assess the syllabus completion status by the individual faculty members as well as for planning other academic activities like holding of students' seminars, group discussions, field works, home assignments, class tests etc. The internal assessment marks of the students are displayed in the notice boards and the answer scripts are produced to the students. those who fair poorly in the internal assessments are given a second chance to appear for improvement.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of | Duration | Focus on employ | Skill |
| --- | --- | --- | --- | --- | --- |

|  | | Introduction | | ability/entreprene urship | Development |
|---|---|---|---|---|---|
| NIL | NIL | Nil | 0 | NIL | NIL |

## 1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|---|---|---|
| Nill | NIL | Nill |
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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 |
|---|---|---|
| BA | ENGLISH | 24/06/2019 |
| BA | ASSAMESE | 24/06/2019 |
| BA | ECONOMICS | 24/06/2019 |
| BA | MATHEMATICS | 24/06/2019 |
| BA | ANTHROPOLOGY | 24/06/2019 |
| BA | EDUCATION | 24/06/2019 |
| BA | GEOGRAPHY | 24/06/2019 |
| BA | PERSIAN | 24/06/2019 |
| BA | PHILOSOPHY | 24/06/2019 |
| BA | HISTORY | 24/06/2019 |
| BA | POLITICAL SCIENCE | 24/06/2019 |
| BVoc | TRAVEL & TOURISM MANAGEMENT | 24/06/2019 |

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 |
|---|---|---|
| Environmental Studies | 01/08/2019 | 241 |
| [View File](#) | | |

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 | Geography of India with reference to North East India | 80 |
| BA | Field Study of Assamese Major 4th semeseter (M-403) | 14 |

| | | | |
|---|---|---|---|
| BVoc | On Job training (OJT) of Duty Manager/Front Office Executive (5th Semester) | 4 | |
| BVoc | On Job training (OJT) in Travel Agency/Travel Consultant (1st Semester) | 7 | |
| BVoc | On Job training (OJT) in Travel Agency (Tour Manager) 3rd Semester | 7 | |
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## 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| Students | Yes |
|---|---|
| Teachers | Yes |
| Employers | Nill |
| 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 |
|---|
| Feedback forms prepared for the students were distributed by the IQAC. After that the forms were collected and analysed by a team of senior teachers. The IQAC provided the feedback scores to individual teachers and corrective measures were suggested wherever necessary. Alumni feedback and Parents feedback were collected online, and the suggestions were put before the Management. |

## 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 |
|---|---|---|---|---|
| BVoc | Tourism & Travel Management | 30 | 8 | 8 |
| BA | English, Assamese, Economics, Mathematics, Anthropology, Education, Geography, Persian, Philosophy, History, Political Science | 600 | 672 | 578 |
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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 |
| --- | --- | --- | --- | --- | --- |
| 2019 | 1096 | Nill | 33 | Nill | Nill |

**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 | Numberof smart classrooms | E-resources and techniques used |
| --- | --- | --- | --- | --- | --- |
| 33 | 33 | 8 | 5 | 5 | 5 |
| [View File of ICT Tools and resources](#) | | | | | |
| No file uploaded. | | | | | |

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

Formal Mentoring system is yet to be implemented by all the departments of the college. However the teachers maintain a close rapport with the students and guide them in their academic and personal matters. The Students Welfare Cell, Cultural Committee, Literary Committee, Career Counseling Cell and Grievance Redressal Cell are involved with all matters related to students welfare and progress. The teachers also guide and escort the students in departmental field trips, excursions, Inter College Culture and Sports meets and also the practical classes. The IQAC in its meeting held on 26/09/2019 took a resolution to introduce the mentoring system in all the departments form this academic session.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| --- | --- | --- |
| 1096 | 33 | 1:33 |

**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 |
| --- | --- | --- | --- | --- |
| 32 | 32 | Nill | Nill | 15 |

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 |
| --- | --- | --- | --- |
| Nill | NIL | Nill | NIL |
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**2.5 – Evaluation Process and Reforms**

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---|---|---|---|---|
| BA | UA-039 | 2020 | 20/10/2020 | 05/12/2020 |

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

All the internal evaluations for various course and programs are done according to the prescribed guidelines of the affiliating university. So it is not possible to initiate reforms in the CIE system by the college. However the college also adopts certain other internal evaluation procedures like class tests, home assignments, paper presentations etc. The internal assessments are carried out by an examination committee appointed by the principal. students who fare poorly in internal assessments are encouraged to reappear in the said examination afresh.

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

An academic calendar is prepared by the college after the publication of the academic calendar cum holiday list by the affiliating university. All important dates like examination dates, class days, college functions, holidays, vacations, observance of important days etc. are mentioned in the calendar. The calendar is uploaded in the college website for easy access of all students and other stakeholders. the hard copies of the calendars are also circulated to the departments.

## 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)

http://saraighatcollege.ac.in/program_outcome.php

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 |
|---|---|---|---|---|---|
| TDC | BA | Major | 110 | 105 | 95.45 |
| TDC | BA | General | 142 | 128 | 90.14 |

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## 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://docs.google.com/forms/d/1jv-5w_mHb7I8gTNIxBhFVY3HgjeTw-JSw6DPkddUWIs/edit#responses

## 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 | Total grant | Amount received |
|---|---|---|---|---|

| | | agency | sanctioned | during the year |
|---|---|---|---|---|
| **Nill** | **0** | **NIL** | **0** | **0** |

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## 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 |
|---|---|---|
| **0** | **N/A** | |

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 |
|---|---|---|---|---|
| **0** | **0** | **N/A** | **Nill** | **N/A** |

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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 |
|---|---|---|---|---|---|
| **0** | **N/A** | **N/A** | **N/A** | **N/A** | **Nill** |

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## 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|---|---|---|
| **0** | **0** | **0** |

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

| Name of the Department | Number of PhD's Awarded |
|---|---|
| **0** | **Nill** |

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) |
|---|---|---|---|
| **National** | **Assamese** | **4** | **5.5** |
| **National** | **Mathematics** | **1** | **5.5** |
| **International** | **Mathematics** | **1** | **5.5** |
| **International** | **Geography** | **1** | **5.5** |
| **International** | **Political Science** | **1** | **5.5** |

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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 |
|---|---|
| **Political Science** | **2** |
| **Tourism and Travel Management** | **1** |
| **Assamese** | **4** |
| **Mathematics** | **2** |

| Geography | 4 |
|-----------|---|

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 |
|---|---|---|---|---|---|---|
| Empowerment of Women in the Field of Economy: A Case Study With the Riverine Population Along The Dhansiri (South) River, Assam | Dr. Shashwati Nath | Ajanta | 2019 | 0 | Saraighat College | Nill |
| Thermo diffusion ( Soret Effect) On An Unsteady MHD Mixed Convective Heat and Mass Transfer Flow Through Vertical Porous Medium With Chemical Reaction | Mrs Maushumi Mahanta | Science And Technology Journal of Mizoram University | 2019 | 0 | Saraighat College | Nill |
| Unsteady MHD Conyective Heat and Mass Transfer Flow Pasta Semi Infinite Vertical Porous Plate With Chemical | Mrs Maushumi Mahanta | Ajanta | 2019 | 0 | Saraighat College | Nill |

| Reaction | | | | | | |
|---|---|---|---|---|---|---|
| Anusthanik Siksha Kebol Nombor Lavor Dour Nahoi | Dr. Dhaneswar Kalita | Konpahi | 2019 | 0 | Saraighat College | Nill |
| Sampratik Artha- Samajik Prekhapat aru Asomiya Sanskriti | Dr. Dhaneswar Kalita | Parisilan | 2019 | 0 | Saraighat College | Nill |
| Sahityik Malita aru Dhanbar aru Ratani | Dr. Dhaneswar Kalita | Alok | 2019 | 0 | Saraighat College | Nill |
| Understanding the Traditional Rituals and Beliefs System of the Tiwas of Assam | Dr. Manasjyoti Bordoloi | Converging Spectrum of Anthropology with Emphasis on Assam and Adjoining Areas | 2020 | 0 | Saraighat College | Nill |
| [View File](#) | | | | | | |

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 |
|---|---|---|---|---|---|---|
| 0 | N/A | N/A | Nill | Nill | Nill | N/A |
| 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 | 8 | 40 | Nill | Nill |
| Presented papers | 3 | 3 | Nill | Nill |
| Resource persons | Nill | Nill | Nill | Nill |
| [View File](#) | | | | |

## 3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|---|---|---|---|
| Awareness programme on 'Menstrual Hygiene ' amongst the girl students of Saraighat College | Extension Education Cell | 4 | 87 |
| Awareness programme on 'Micro Financing SHG' Issues and Solutions | Extension Education Cell in Collaboration Women Cell Saraighat College | 6 | 30 |
| Free Health Check Up Camp | Extension Education Cell in Collaboration NSS Unit Saraighat College | 22 | 266 |
| Awareness programme on Covid 19 at Adopted village | Extension Education Cell | 8 | 107 |
| "Swachhata Pakhwada '' Door to Door campaign on cleanliness at adopted Village, Katamur, Sila | NSS Unit | 4 | 40 |
| Awareness programme, BA 5th Semester | NSS Unit | 4 | 475 |
| Awareness programme, HS 1st Year and BA 1st Semester | NSS Unit | 5 | 350 |
| "Swachhata Pakhwada '' and orientation programme for new NSS volunteers | NSS Unit | 4 | 65 |
| Door to Door campaign on cleanliness drive | NSS Unit | 3 | 35 |
| NSS Day celebration | NSS Unit | 6 | 65 |
| [View File](#) | | | |

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

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|---|---|---|---|

| March Past Competition (Independence day) | 3rd | Kamrup District Administartion, Govt. Of Assam | 21 |
| March Past Competition (Republic Day) | 1st | Kamrup District Administartion, Govt. Of Assam | 21 |
| [View File](#) | | | |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activites | Number of students participated in such activites |
| --- | --- | --- | --- | --- |
| Rastriya Ekta Divas | NSS | Celebration of Rastriya Ekta Divas | 4 | 51 |
| Swachcha Abhiyan | NSS | College Campus cleanliness drive | 5 | 40 |
| International Womens Day | Women Cell, IQAC Womens Studies Cell | International Womens Day Celebration And Lecture Programme | 12 | 40 |
| [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 |
| --- | --- | --- | --- |
| Cultural Exchange Programme under the scheme of Ek Bharat Shrestha Bharat | 42 | College Fund | 1 |
| Student Exchange Programme, Department of Philosophy with the students of SBMS college, Department of Philosophy | 35 | Department fund | 1 |
| Students Exchange Programme, Department of English with the students of PKC and Sipajhar College, Department of English | 28 | Department Fund | 2 |
| [View File](#) | | | |

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 |
|---|---|---|---|---|---|
| On-Job-Training | Travel Consultant | C N travels , Guwahati | 08/08/2019 | 23/09/2019 | 5 |
| On-Job-Training | Tour Manager | C N travels , Guwahati | 28/10/2019 | 08/11/2019 | 5 |
| On-Job-Training | Tour Manager | C N travels , Guwahati | 21/03/2019 | 08/04/2019 | 4 |
| On-Job-Training | Duty Manager( Hotel operation) | Landmark hotels (A unit of Barua and Company pvt.ltd) | 01/09/2019 | 30/09/2019 | 4 |
| On-Job-Training | Event Planner | Xavier institute of Management and Information technology, Guwahati | 08/04/2019 | 13/04/2019 | 5 |
| View File | | | | | |

 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 |
|---|---|---|---|
| M/S ICT Academy of Tamilnadu | 20/02/2020 | ICT Academy shall communicate to Saraighat College the training schedules. Thereupon, the parties shall mutually discuss and agree on the operational terms based on which ICT Academy would offer its various other services. | 400 |
| View File | | | |

## 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 |
| 6392610 | 2861990 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|---|---|
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added |
| Value of the equipment purchased during the year (rs. in lakhs) | Newly Added |
| Seminar halls with ICT facilities | Existing |
| Classrooms with LCD facilities | Existing |
| Seminar Halls | Existing |
| Laboratories | Existing |
| Class rooms | Existing |
| Campus Area | Existing |
| **No file uploaded.** | |

## 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 patially) | Version | Year of automation |
|---|---|---|---|
| SOUL | Fully | 2.0 | 2011 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---|---|---|---|---|---|---|
| Text Books | 7291 | 120000 | 789 | 67450 | 8080 | 187450 |
| Reference Books | 6026 | 82582 | 262 | 42550 | 6288 | 125132 |
| | | | 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 |
|---|---|---|---|
| N/A | N/A | N/A | Nill |
| **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/ | Others |
|---|---|---|---|---|---|---|---|---|---|

| | | | | | | | | GBPS) | |
|---|---|---|---|---|---|---|---|---|---|
| Existing | 55 | 19 | 1 | 7 | 5 | 10 | 11 | 8 | 2 |
| Added | 7 | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 |
| Total | 62 | 19 | 1 | 14 | 5 | 10 | 11 | 8 | 2 |

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

| |
|---|
| **8 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 |
|---|---|
| **NIL** | [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 incurredon maintenance of physical facilites |
|---|---|---|---|
| **4348834** | **1951724.5** | **1127475.5** | **949793** |

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

> The college provides a wide variety of academic and physical support facilities for the development and convenience of both the students and the college staff. The college has two categories of classrooms Honours and Regular/General classrooms. Each department has Honours classrooms for Honours students and regular classrooms for conducting Higher Secondary and General Degree classes. Departments offering practicals have their respective practicals laboratories replete with necessary tools and equipment and their utilization and maintenance rests with the respective departments. Computers provided in the departments are utilized by the departmental faculties for various activities like record keeping, preparation of student database, storing assignments etc. Along with it, there are digital classrooms and a digital seminar hall which is utilized by all the departments to aid the teaching learning process. Except for the Honours and the digital classrooms , all the other classrooms are also used to conduct college examinations as well as various national and state level competitive and services related examinations. The college library is well equipped with sufficient number of books and journals and has sufficient reading rooms along with internet facilities for the benefit for the students and teachers. Along with hard bound books the library also offers digital facilities like open access to E books E journals (both national and international ) using the DSpace software under INFLIBNET, Gandhinagar, Photostat facility is also provided by the library. Sports facilities like the indoor stadium, volleyball court and college playground are under the supervision of the Sports Committee. The Hostel Advisory Committee appointed by the Governing Body looks after the Girls Hostel under designated warden. The Multi Gym equipped with the latest gym equipment is supervised by an In-charge teacher . The college engages employees on contractual basis for maintenance and overseeing of campus security and cleanliness of classrooms, washrooms, library, departments along with operating and repairing of various electrical equipment.

## 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 | Students Aid fund | 9 | 22000 |
| Financial Support from Other Sources |  |  |  |
| a) National | FREESHIP IN ADMISSION( BPL STUDENTS), POST-MATRIC SCHOLARSHIP-MINORITY, ST, SC, OBC, ISHAN UDAY(NSP) | 1238 | 3973616 |
| b)International | NA | Nill | 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 implemetation | Number of students enrolled | Agencies involved |
| --- | --- | --- | --- |
| Yoga Training | 03/09/2019 | 71 | College |
| View File | | | |

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passedin the comp. exam | Number of studentsp placed |
| --- | --- | --- | --- | --- | --- |
| 2019 | DEMONSTRATION ABOUT TRAINING AND APPOINTMENT IN ICICI BANK | Nill | 43 | Nill | 30 |
| View File | | | | | |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
| --- | --- | --- |
| 7 | 7 | 2 |

### 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|---|---|---|---|---|---|
| Nameof organizations visited | Number of students participated | Number of stduents placed | Nameof organizations visited | Number of students participated | Number of stduents placed |
| N/A | Nill | Nill | N/A | Nill | Nill |
| No file uploaded. | | | | | |

5.2.2 – Student progression to higher education in percentage during the year

| Year | Number of students enrolling into higher education | Programme graduated from | Depratment graduated from | Name of institution joined | Name of programme admitted to |
|---|---|---|---|---|---|
| 2019 | 4 | UG | Education | GU & KBVS | PG |
| 2019 | 2 | UG | Economics | GU IDOL | PG |
| 2019 | 6 | UG | English | GU | D.EL.ED. |
| 2019 | 2 | UG | Assamese | GU | PG |
| 2019 | 3 | UG | History | GU | PG D.EL.ED. |
| 2019 | 1 | UG | Persian | GU | PG |
| 2019 | 1 | UG | Mathematics | GU IDOL | PG |
| 2019 | 1 | UG | Anthropology | Nepin School Of Nursing | GNM |
| 2019 | 6 | UG | Philosophy | GU | D.EL.ED. |
| 2019 | 3 | UG | Political Science | GU | PG & D.EL.ED. |
| [View File](#) | | | | | |

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 |
|---|---|
| NET | 1 |
| Any Other | 7 |
| [View File](#) | |

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

| Activity | Level | Number of Participants |
|---|---|---|
| Bishnu Rabha Divas | College | 25 |
| Bodo Cultural Meet | College | 40 |
| Freshers Social | College | 730 |
| Annual College Week | College | 250 |
| [View File](#) | | |

**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 |
|------|------|------|------|------|------|------|
| No Data Entered/Not Applicable !!! | | | | | | |
| No file uploaded. | | | | | | |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Saraighat college has an active student council (The Saraighat College Students' Union) which is elected annually. The composition of the Saraighat College Students' Union is as follows: 1. President – 1 2. Vice President – 1 3. General Secretary – 1 4. Assistant General Secretary – 1 5. Magazine Secretary – 1 6. Cultural Secretary – 1 7. Major Games Secretary – 1 8. Minor Games Secretary – 1 9. Gymnastics Secretary – 1 10. Debating Secretary – 1 11. Girls Common Room Secretary – 1 11. Boys Common Room Secretary – 1 Activity of Student Council: 1. Saraighat College Students' Union holds the Annual college week under supervision of faculties in which literary sports and cultural events have been organised for development of student's quality in the specific areas. 2. Saraighat College Students' Union holds Fresher's social and publish college Magazine Annually. 3. Maintaining discipline among the students. 4. Organizes Games and Sports and cultural Competitions. 5. Provide financial assistance to poor and distressed students. 6. Support IQAC and RUSA monitoring committee and Grievance Redressal Cell in decision making.

## 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

130

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

Most of the academic departments of the College have separated alumni Cells and alumni are invited to participate in various department activities like Freshmen Social, Alumni Meet, Farewell Meet, Teachers' day and other departmental events. The departments of the college maintain a close relationship with the alumni through social networking mode. The alumni are involved in activities like Regular informal interaction with the principal and staff members regarding the overall development of the college. Departmental Alumni Meets English - 14/11/2019 Education- 14/09/2019 Philosophy-04/11/2019 Geography-11/11/2019 History- 03/09/2019

## 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 various subcommittees under IQAC hold timely review meetings wherein participation of teaching and nonteaching staff along with students takes place to discuss the status of progress and completion of various activities as well

as chart the future course of actions. The Principal convenes regular meetings with the HoDs, staff and the students' union to take important decisions related to academic and other college related matters. Representation of the students', alumni, parents and other stakeholders is ensured in various important committee like IQAC, RUSA and Governing Body. 2. The Academic committee holds meetings to discuss about academic and examination related matters and take resolutions accordingly.

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

**Partial**

## 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 |
|---|---|
| Admission of Students | For the last time, the admission process has been fully digitised. Databases of students have been created for official and record keeping purposes. Free admission policy of the state govt. Is implemented for the students of BPL Category. |
| Industry Interaction / Collaboration | The College in collaboration with EPITOME (an ISO 9001: 2015 Certified Institution) is providing Computer Education at a reasonable rate to the students. |
| Human Resource Management | All the teaching and non-teaching staff and student representatives have been engaged in different Sub committees under IQAC. The AQAR of the last 3 years could be completed and sent to NAAC through the constitution of these committees. |
| Library, ICT and Physical Infrastructure / Instrumentation | The central library has been converted into fully digital mode by use of Library Automation and open Access Software. Library resources particularly procurement of books and journals are done annually in accordance with the funds sanctioned by the State Govt. and RUSA. The college also provides some fund from its own sources. New construction is being carried out for expansion of the physical infrastructure with funds from RUSA, State Govt. And college Development Fund. |
| Research and Development | Presently the scope for research and development in the college is limited. However, a Research and development cell has been constituted to take measures. |
| Examination and Evaluation | All the term end examinations and evaluations are conducted as per the |

| | |
|---|---|
| | norms of the affiliating university. The students are also evaluated through internal assessments. Students who fare poorly in internal examinations are encouraged to reappear in the said examination afresh. Strict measures are taken to ensure a free and fair conduct of all examinations. Even CCTV cameras are installed inside the examination halls for monitoring the whole examination process and check any unfair means and practices. |
| Teaching and Learning | The foundation of any educational institution is based upon the teaching learning process. The college keeps the students at the centre of this process and makes constant efforts to ensure that learning becomes a truly enriching experience for them. In this regard , the teachers employ both the traditional and participatory modes of teaching. The teachers in order to enrich their knowledge and experience are encouraged to participate in various short term courses, Refresher courses, orientation programmes, Faculty Development Programmes conducted by UGC Human Resource Development Centres of various universities across India. |
| Curriculum Development | As the college is affiliated to Gauhati University, so it follows the curriculum prepared and prescribed by the affiliating university. |

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

| E-governace area | Details |
|---|---|
| Student Admission and Support | For the first time, the admission process has been fully digitized. Databases of students have been created for official and record keeping purposes. Students certificates and mark sheets are being issued through Online mode. |
| Examination | All examination related affairs are under the jurisdiction of the affiliating University. Examinations are being conducted in offline basis as per the University guidelines. Form filling process is being carried in online mode and admit cards and End Semester Mark sheets are being issued through the University web portal. |
| Planning and Development | The college is planning to introduce Management Information System (MIS) in the near future. As of now, only the |

| | students admission has been digitized. |
|---|---|
| Administration | With the aim to encourage paperless communication, the college fraternity has created whatsapp groups. A college App has been formally inaugurated for all official communication and other academic activities from this academic year. |
| Finance and Accounts | The college has introduced college Management software namely "Our college" by s.s Technologies to carry out online admission payment collection through payment gateway/challan. Salary Bills of the permanent staff is being sent online to the District treasury. Payment of RUSA/UGC grants has been made through Public Financial Management System (PFMS). All other payments are made through RTGS/NEFT system. |

## 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 |
|---|---|---|---|---|
| Nill | N/A | N/A | N/A | Nill |

No file uploaded.

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) |
|---|---|---|---|---|---|---|
| Nill | NIL | N/A | Nill | Nill | Nill | Nill |

No file uploaded.

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 | 1 | 27/11/2019 | 10/12/2019 | 14 |
| Faculty development programme | 1 | 10/06/2020 | 16/06/2020 | 7 |

| | | | | |
|---|---|---|---|---|
| Faculty Awareness programme | 1 | 31/05/2020 | 10/06/2020 | 11 |
| Refresher Course | 1 | 19/02/2020 | 03/03/2020 | 14 |
| Short term course | 1 | 15/11/2019 | 21/11/2019 | 7 |
| Refresher Course | 1 | 11/09/2019 | 24/09/2019 | 14 |
| Faculty development programme | 2 | 26/05/2020 | 30/05/2020 | 5 |
| Faculty development programme | 3 | 26/01/2020 | 28/02/2020 | 3 |
| Orientation Programme | 1 | 14/10/2019 | 03/11/2019 | 21 |
| Short term course in cyber security | 1 | 06/01/2020 | 11/01/2020 | 6 |

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

| Teaching | | Non-teaching | |
|---|---|---|---|
| Permanent | Full Time | Permanent | Full Time |
| 1 | 1 | Nill | Nill |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|---|
| NIL | NIL | Students Aid fund |

**6.4 – Financial Management and Resource Mobilization**

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

1. The college conducts both internal and external audit. At the end of each financial year the college undertakes internal audit of the college accounts by the internal auditor of the college. The internal audit of the college for the financial year 2019-20 has been completed. It has been placed before the Governing Body (GB) meeting held on 07/10/2020 and the Body has accepted the report. After acceptance of the report in the GB meeting, the directorate of audit (Local fund), government of Assam has been invited officially to audit the college account which conducts the external audit. 2. Audit for RUSA/UGC grants are done separately by the Chartered Accountants.

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 | N/A |
| **No file uploaded.** | | |

6.4.3 – Total corpus fund generated

| 5476309 |
| --- |

## 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 | Nill | No | Nill |
| Administrative | No | Nill | No | Nill |

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

The Departments conduct regular parent teacher meetings to discuss various academic and personal issues concerning the students. These meetings are aimed to involve the parents with the academic environment of the college and make them active stakeholders in the Higher Education system. Parents are invited to the departments to discuss about the performance of their wards in various academic and other co-curricular activities of the students both within the department and outside. Teachers offer counselling and guidance to the parents regarding various ways to develop the personalities of the students and convert their weaknesses into strengths which will benefit the progression not only of the college in general but also the students at large.

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

The Support Staff is continuously encouraged to make progress from traditional modes of administrative working to digital mode of working. The onus is upon going digital and going paperless. The staff is acquainted with the usages of Microsoft excel, Microsoft word and Google workspace accounts for the conduct of digital record keeping and ease of conducting office work. A Staff Welfare Fund for the non teaching staff is in place that aims to fulfil their urgent/emergency needs. Moreover for the mental and physical well being of the Support Staff, they are given free access and membership to the College Multi Gym.

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

1. Extension of the administrative block and the New Academic Building funded by the State Government 2.Renovation of the Old Academic Building and Construction of a new RCC single storied building at the backyard of the college under RUSA Scheme 3. Augmentation of Lab infrastructure and purchase of new equipments for the Departments of Education, Geography and Anthropology 4. Expansion of Central Library Facilities through purchase of more books, reference books etc provision of Seminar facilities to students and departments, Library automation, N-List membership and central Wi-Fi 5. Development and Expansion of Toilet facilities for staff and students, New Girls Common Room, Installation of Sanitary Pad Vending Machine, Potable and Safe Drinking water 6. Construction of Indoor Stadium and Installation of Multi-Gym and Badminton Court along with purchase of more sports equipments.

6.5.5 – Internal Quality Assurance System Details

| a) Submission of Data for AISHE portal | Yes |
| --- | --- |
| b)Participation in NIRF | Yes |
| 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 |
|------|------|------|------|------|------|
| 2019 | workshop on Revised Assessment Accreditation of NAAC | 07/09/2019 | 07/09/2019 | 07/09/2019 | 35 |
| 2019 | Free Health Checkup for students and staff | 25/09/2019 | 25/09/2019 | 25/09/2019 | 260 |
| 2019 | College App Inauguration | 26/11/2019 | 26/11/2019 | 26/11/2019 | 34 |
| 2020 | Parent-Teachers Meet | 14/03/2020 | 14/03/2020 | 14/03/2020 | 55 |
| 2020 | Food distribution to poor families during Covid Pandemic | 03/06/2020 | 03/06/2020 | 03/06/2020 | 69 |
| 2020 | Covid Awareness Program at adopted village | 19/03/2020 | 19/03/2020 | 19/03/2020 | 150 |

**No file uploaded.**

## 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 |
| Awareness Programme on Micro-Financing SHG-Issure and Solutions | 18/11/2019 | 18/11/2019 | 27 | 3 |

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 |
|------|
| The college is committed towards energy conservation. A 7KWp Solar Panel was set up in 10/08/2018 which is being installed in the college campus to provide electricity requirement in the administrative block of the college. Most of the rooms in the various blocks of the college are provided with LED bulbs. The Eco Club of the college has organized some environmental awareness programmes in the college. |

## 7.1.3 – Differently abled (Divyangjan) friendliness

| Item facilities | Yes/No | Number of beneficiaries |
|---|---|---|
| Rest Rooms | Yes | Nill |
| Provision for lift | No | Nill |
| Ramp/Rails | Yes | Nill |
| Braille Software/facilities | No | Nill |
| Scribes for examination | Yes | Nill |
| Special skill development for differently abled students | No | Nill |

## 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 |
|---|---|---|---|---|---|---|---|
| 2019 | 1 | 1 | 18/11/2019 | 1 | Awareness Program on Micro-Financing SHG-Issues and Solutions | Micro-finance, | 30 |

**No file uploaded.**

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

| Title | Date of publication | Follow up(max 100 words) |
|---|---|---|
| A Handbook On Professional Ethics , Rules And Regulations | 24/08/2019 | All the policies of the college in relation to its academic, infrastructure, environmental and other field have been formulated in consonance with the principles laid down by the Handbook on Rules and Regulation. Since the beginning of the execution of the guidelines contained in this handbook, a well balanced and multi-dimensional cum integrated educational environment has been |

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

| Activity | Duration From | Duration To | Number of participants |
|---|---|---|---|
| Celebration of Teachers Day | 05/09/2019 | 05/09/2019 | 95 |
| Cultural Exchange Program | 14/03/2020 | 14/03/2020 | 34 |
| Celebration of Saraswati Puja | 30/01/2020 | 30/01/2020 | 550 |
| Celebration of Milad-E-Mehfil | 18/02/2020 | 18/02/2020 | 300 |

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

1. Regular cleaning of college campus 2. Provision of Dustbins at various points of the college campus 3. Tree plantation drive 4. Use of solar energy and LED bulbs 5. Declaration of college campus as plastic-free zone. 6. Bio Degradable waste and leaf litter are collected in vermi compost and it is used for gardening

## 7.2 – Best Practices

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

Best Practice: 1 Title: Moulding the Marginalised: For a Better Future Context: Though the College is located at the periphery of North East India's only metro city Guwahati, the population pattern of the greater Changsari area is primarily rural. The college receives a significant quantity of students from agricultural and allied backgrounds with poor socio-economic conditions. This status of marginalization is a prima facie cause for the college to admit the under performers and down trodden students into the institution. To enable the marginalized to avail the opportunity to receive higher education and create a better tomorrow, the college has adopted numerous pro-student practices. Objectives: ? To include the last standing individual into the realm of Higher Education ? To secure the holistic development of the learners ? To provide financial assistance to poor students ? Focus on Health and Hygiene Practice: In consonance with our college motto "Nothing is holier than knowledge" the college seeks to bring Higher Education to the doorsteps of the economically meager sections of the nearby population. In this regard, the following steps are undertaken so far: 1. Free Admission to BPL Category- Facility of free admission is provided to the students in this category by Government of Assam whose parents annual income is less than 2 lakhs rupees 2. Government funded scholarship for ST/SC and OBC category students 3. Ishan Uday Scholarship is also provided to the economically backward students coming from north eastern region of India. 4. Minority Scholarship (Govt. funded) 5. Student Aid Fund(College Aided) Certain financial assistance is provided to needy students in their times of crisis from this fund. A sum of Rs.10 is collected from each student at the time of admission for generation and maintenance of this fund. 6. Book Bank facility: BPL students can avail and apply the facility of receiving free textbooks for one academic session from the College Central Library. A maximum of five books are allowed to be taken by the concerned student. 7. Walk to Library: At the beginning of every academic session students are taken to the College library by the faculties of every departments to orient them about the library and thereby inculcate the habit of reading books among the learners. 8. Admission to low performers: As the students of the college comes mostly from the underprivileged section of the society, many

with low academic grades in secondary and senior secondary sections, the college admits these low performers by keeping a low cut off as admission marks at entry level. 9. Free Health Check-Up: The College organizes regular health checkup programme for the learners with the help of NSS unit of the college. Impact of the Practice: Due to numerous facilities and opportunities provided to the students, they are able to improve their academic record. The college boasts of good performance and results with excellent pass percentage. With an improved result, a significant number of students are able to get admitted into post graduate institutions in regular mode. Moreover, allowing students with low academic result to pursue under graduation in the institute, the college has been able to maintain a high enrollment ratio. In addition, the initiatives of book bank and walk to library have succeeded in increasing the student library interface. Students are encouraged to utilize the library to their best of capacity in order to initiate the habit of self learning instead of spoon feeding or rote learning. Obstacles: In the process of implementing the practice of promoting welfare of the marginalized students, the college faces certain obstacles such as 1. Insufficient resource: The college endeavours to cater to the needs of all the needy students however due to insufficient fund position, the college is being unable to do so. 2. Lower Student Participation in the Programmes: There is low student participation in programmes addressed or undertaken for their welfare as many live in remote areas and communicating to and from the college becomes a hardship for them. Resources Required: ? The college proposes to apply for the increase in government as well as corporate funding to take up numerous benevolent programmes for students ? The college is short of adequate teaching and non-teaching staff to cater to student centric programmes with utmost focus ? The college is considering to increase the number of free health checkup for students as well as to increase the number of participants in such programmes. Best Practice 2: Title: Yoga and Meditation Context: Yoga involves movement, meditation and breathing techniques to promote mental and physical wellbeing of a person. It is a belief that the mind gets disciplined through meditation and the body is aligned and strengthened through Yoga. The practice of yoga and meditation is also considered as a pathway to an individual's spiritual awakening. Keeping with the spirit of Yoga and Meditation, Saraighat College introduced this programme as a best and healthy practice amidst the students since 2019. In today's contemporary world, young minds are disturbed by anxiety and stress due to highly competitive environment and excessive dependence on virtual world along with financial hardships, eating disorders etc. It is in this context introducing Yoga and Meditation as Physical and Psychological Detox Mechanisms becomes paramount and the college hence keeping the best interest and welfare of the students in mind is duty bound to carry forward this practice. Objectives: The practice has been promulgated with the following objectives namely: ? To promote the idea of physical and mental well being of the learners ? To increase memory and retention capacity amongst learners ? To encourage young minds to adopt healthy habits and stay away from unhealthy addictions like excessive mobile usage and substance abuse. Practice: Yoga and Meditation classes are being conducted on a weekly basis in the college premises from 3rd September 2019 onwards except on Sundays and Public Holidays. A certified Yoga teacher is engaged to impart training to the students. This programme began with 58 students who have received training in basic Yoga and Meditation techniques. International Yoga Day is observed at the college with participation of the college staff as well as students from other neighbouring educational institutions like S.B.M.S College, Suwalkuchi North Gauhati College, Amingaon Faculty Higher Secondary School, North Guwahati etc. Impact of the Practice: The practice of training students in Yoga and Meditation has helped the students to value their physical and mental well being. An awareness has been seen amongst students to make health their top priority. Yoga helps keep the students fit and healthy. Along with it the practice has also enabled them to shift focus from virtual world

i.e. excessive use of mobile phones which distracts the students from academic engagement to other frivolous concerns unto the real world. Obstacles faced: ? Financial Hardship: There is no regular head for resource generation especially finance to pursue and promote this practice on a continuous basis ? Low participation: Participation of students in this programme is not satisfactory owing to the non-inclusion of this practice as a specific programme under the existing curriculum ? The corona pandemic and the ensuing global lockdown hampered the effective and continuous progression and conduct of this practice amongst the students. Resources Required: For the continuation and popularization of this practice a permanent Yoga and Meditation centre needs to be established in the college. In addition to it, the practice needs to be introduced as a compulsory programme in the curriculum to increase students' participation in it.

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

http://saraighatcollege.ac.in/bestpractices.php

## 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

Institutional Distinctiveness Since its inception in 1981, the college is dedicated towards building a healthy student centric environment especially to the marginalized section. As an institution of higher education, the college tries to keep the best interest of the last standing individual and endeavours to provide them a proper platform to avail the benefits of higher education. In this context, as majority of the feeders of the college comes from vernacular schools, as a part of learner centric approach the college imparts teaching-learning in vernacular medium i.e. Assamese language even to the Honours students. Although there is paucity of available study materials in vernacular medium yet the faculties compensates this constraint with their personal engagement and dedication. It may be regarded as a distinctive feature of this institution that it accommodates a significant number of students without considering their dismal academic record at the entry level. With this category of underperformers admitted, the college pursues to convert them into good performers in different aspects i.e. both academic and co-curricular. At present, in the session 2019-20, the college has admitted 1096 students. Out of it 64 belong to Scheduled Tribe (ST), 62 belongs to Scheduled Caste(SC), 332 are Other Backward Classes (OBC) and 636 belongs to Unreserved Category (UR). Mention maybe made that out of the total number of 1096 students, 743 students are Below Poverty Line. The BPL students are provided free admission under State Government scheme. In addition to it, college provides financial assistance to the needy students under Student Aid Fund and gives easy access to the book bank facility of the Central and Departmental Libraries. The students are also encouraged to think beyond the conventional orbit of education. Learning beyond classroom is a major focus. In this regard, to provide them adequate exposure and to acquaint them with the outside world, the college undertakes various educational excursions cum study tours both within and outside the state. Various cultural and literary programmes are conducted to make education more participatory and engaging in nature. As students are the stakeholders of a better tomorrow, the onus of developing a strong nation rest in building the personalities of today's youth. A student is a student for the college but she/he is an asset for the community and the nation at large. With a view to building a strong personality, a sense of confidence and belongingness to the college in particular and the society at large, personality development programmes are initiated by the institution at different levels. Moreover, to promote the spirit of heterogeneity and

plurality, the college organizes functions like Milad-e-Mehfil, Bodo Cultural Meet, Saraswati Puja etc.

| Provide the weblink of the institution |
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| http://saraighatcollege.ac.in/vision.php |

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

The future plans of Action for the next Academic year (2020-21) are as follows: 1. To complete the third cycle of NAAC Assessment and Accreditation process with timely submission of all pending AQAR's and SSR. 2. To provide community services and organise awareness programs in the feeder schools. 3. To expand the digitization functions of the college through development and utilisation of the College App. 4. To conduct online classes during the Covid Pandemic. 5. To conduct webinars for the benefit of students and faculties. 6. To conduct Academic and Administrative Audit(AAA) and Green Audit. 7. To conduct Faculty Development Programs and to initiate Industry Institute collaboration as well as Students Skill Programs.