



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1.Name of the Institution		SARAIGHAT COLLEGE
• Name of the Head of the institution		DR MANI SARMAH
• Designation		PRINCIPAL
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		7002210321
• Mobile No:		9435310553
• Registered e-mail		principalsaraighatcollege@gmail.com
• Alternate e-mail		manisarmah1971@gmail.com
• Address		CHANGSARI, DIST KAMRUP
• City/Town		CHANGSARI
• State/UT		ASSAM
• Pin Code		781101
2.Institutional status		
• Affiliated / Constitution Colleges		AFFILIATED
• Type of Institution		Co-education
• Location		Rural

• Financial Status	UGC 2f and 12(B)									
• Name of the Affiliating University	GAUHATI UNIVERSITY									
• Name of the IQAC Coordinator	JAYANTA KUMAR SARMA									
• Phone No.	9864052626									
• Alternate phone No.	9508135459									
• Mobile	9864052626									
• IQAC e-mail address	saraighatcollege.iqac@gmail.com									
• Alternate e-mail address	principalsaraighatcollege@gmail.com									
3.Website address (Web link of the AQAR (Previous Academic Year)	https://saraighatcollege.ac.in/upload/aqar/Annual%20Quality%20Assurance%20Report%20(AQAR)%202022-23.pdf									
4.Whether Academic Calendar prepared during the year?	Yes									
• if yes, whether it is uploaded in the Institutional website Web link:	https://saraighatcollege.ac.in/upload/acalendar/Academic%20Calendar%20for%20the%20year%20of%202024.pdf									
5.Accreditation Details										
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to					
Cycle 1	C+	60.75	2005	28/02/2005	27/02/2010					
Cycle 2	B	2.43	2015	15/11/2015	14/11/2020					
Cycle 3	A	3.04	2023	01/05/2023	30/04/2028					
6.Date of Establishment of IQAC	26/06/2010									
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,										

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil
8. Whether composition of IQAC as per latest NAAC guidelines		Yes		
• Upload latest notification of formation of IQAC		View File		
9. No. of IQAC meetings held during the year		3		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?		Yes		
• If No, please upload the minutes of the meeting(s) and Action Taken Report		View File		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?		No		
• If yes, mention the amount				
11. Significant contributions made by IQAC during the current year (maximum five bullets)				
Periodic verification and completion of all the promotional cases of Assistant Professors.				
Formation of NEP Task Force and sensitization about the directions in relation to NEP 2020 amongst the faculty members.				
Formation of Seven Sub-Committees for preparation of AQAR/SSR for the upcoming years.				
Opening up of Add on courses by different departments.				
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year				

Plan of Action	Achievements/Outcomes
1) IQAC resolved to complete all the verification of the documents in relation to the promotion of the faculty members on timely basis.	1) IQAC verified promotional documents of the faculty members who submitted the same for their placement in the next higher level.
2) Resolved to organize orientation program for the new comers/freshers about the course contents under the NEP, 2020.	2) In the beginning of the session special orientation program was conducted among the freshers and they were informed about the new courses, process of study under the FYUGP course designed under the NEP 2020.
3) Resolved to organize special workshop among the faculty members about the challenges and possibilities in relation to the implementation of the NEP, 2020 and the Four Years Under Graduate program (FYUGP) in the institution.	3) Special day long workshop was organized amongst the faculty members and various aspects of NEP 2020 had been thoroughly discussed.
4) Resolved to form committees for the timely completion of the AQAR and its timely submission.	4) Seven subcommittees had been formed to gather data and timely preparation of AQAR.
5) Resolved to work in the feeder schools of periphery and organise talks, classes, workshop and consultation with the mentees therein.	5) With the active initiative of the IQAC faculty members of the different departments of the institution visited the feeder schools of the periphery and special programs like lecture and talks in addition to discussion with the mentees had been conducted successfully.
13. Whether the AQAR was placed before statutory body?	Yes
Name of the statutory body	

Name	Date of meeting(s)
GOVERNING BODY	28/11/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
Nil	Nil

15. Multidisciplinary / interdisciplinary

Presently the College has eleven U.G. programs, offering both Honors and Regular courses. These are: English, Assamese, Economics, Anthropology, Education, Mathematics, Philosophy, Political Science, Geography, History and Persian. There is one B.Voc Program on Tourism and Travel Management. The College authority has submitted a memorandum to the Govt. of Assam for introducing B.com course. The college is affiliated to Gauhati University and follows the curriculum designed by the parent university as per UGC guidelines. The CBCS curriculum has already been introduced since 2019 and it provides the students a choice to select from a wide range of courses. The curriculum of the college has efficiently integrated crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability etc. for the holistic development of the students. The department of Tourism and Travel Management follows a flexible curriculum that enables students multiple entry and exits at the end of 1st, 2nd and 3rd years of UG education. After the implementation of NEP 2020 by the Parent University, other programs will also have the options of multiple entry and exits.

16. Academic bank of credits (ABC):

To fulfil the requirement of Academic Bank of Credits as proposed in NEP 2020, the institution has formed an NEP Task Force as per the order of the Directorate of Higher Education, Assam, dated 28th April, 2022, This Task Force will execute, coordinate and communicate to DHE in this regard. As per the framework of the Parent University and DHE, Assam, the roadmap for the execution and technical support system would be developed to fulfil the requirements of Academic Bank of Credits. The institution is in the process of signing MoU'S with neighboring institutions as well as foreign institutions for collaboration, joint degrees and to enable credit transfer.

17. Skill development:

Under the CBCS Curriculum of BA and BVoc programmes, Skill Enhancement Courses (SEC) has already been included for various semesters. Some such SE Courses include: Tour Guide, Guest Relation Executive, Front Office Management, Public Health and Epidemiology, Museum Method, Parliamentary Procedures and Practice, Conflict and Peace Building, Computer Algebra Systems and Related Software, Public Speaking, Functional Assamese, Functional Persian, Historical Tourism in NE India, Environmental Ethics, and Creative Writing etc. Besides this, to strengthen vocational education, the college has introduced a three years BVoc course in 'Tourism and Travel Management'. The college has also introduced an online certificate course in Sanskrit education with academic and technical support from Central Sanskrit University, New Delhi. The College has also got approval from Krishna Kanta Handique State Open University (KKHSOU) for introducing a diploma course in Yoga. The college has sent some batches of students to MSME Tool room and Training Centre, Amingaon and IIT Guwahati for various Skill-based courses. The college has plans to introduce short-term certificate courses in Computer Application, Beauty and Hygiene, Spoken English, Spoken Sanskrit etc. The institution is providing value based education through various courses and extra-curriculum activities.

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

Under the CBCS curriculum offered by the parent university, MIL (Modern Indian Language) has been incorporated as a compulsory course for the BA students. The college also offers Persian and English as core programmes. Indian knowledge system has been well incorporated by including studies in Classical Indian Literature, Indian Political and Social Systems and Thoughts, Ancient Indian Philosophical Thoughts and Historical Developments. Moreover, the college observes various important National and Regional days/events to inculcate among students patriotic and nationalistic feelings. The college has been providing classroom delivery system in bilingual mode, i.e. Assamese and English. Efforts are on to include Sanskrit as a core program in the college. Already, online certificate course on Spoken Sanskrit has been offered by the college in collaboration with Central Sanskrit University, New Delhi.

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

The CBCS Curriculum of UG course under Gauhati University has laid down the learning outcomes in terms of Programme outcome, Programme Specific outcome and Course outcome. The Students are made aware of the learning outcomes by organising Orientation Programme.

20.Distance education/online education:

At present the college does not offer its own Distance Education Course. But it has a Study Centre of Krishna Kanta Handique State Open University (KKHSOU) which offers various traditional and vocational courses for UG students under Distance Education. Online Education has gained popularity during the Covid Pandemic and online classes were conducted very effectively by all the faculties. There is further scope for strengthening the blended mode of learning in the college.

Extended Profile**1.Programme**

1.1	333
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	944
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	343
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	259
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic3.1 **33**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **30**

Number of Sanctioned posts during the year

File Description	Documents
Data Template	View File

4.Institution4.1 **29**

Total number of Classrooms and Seminar halls

4.2 **6214764**

Total expenditure excluding salary during the year (INR in lakhs)

4.3 **63**

Total number of computers on campus for academic purposes

Part B**CURRICULAR ASPECTS****1.1 - Curricular Planning and Implementation**

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

In the beginning of an academic year a routine is prepared and classrooms are allotted to all the subjects. Departments conduct selection tests for the honours students prior to the commencement of the regular classes. Orientation programs for the students of Honours and the Regular courses are also conducted. The Honours

classes are allotted in the permanent Honours classrooms attached with respective departments and the General/Regular classes are allotted in the General classrooms among various subjects according to 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 to the teachers at 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 for 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://saraighatcollege.ac.in/upload/routine/1701154529.pdf

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

Saraighat College executes all the academic activities in

adherence to the Academic Calender of the Gauhati University. These activities include- admission procedure, commencement of the semester classes for both the honours and the general classes along with seminar presentation, dissertation, field trip etc. The prospectus of Saraighat College gives a vivid picture about the all encompassing activities in relation to the plans, program, internal examination, field trips, group discussion and the seminars and provides the newly arrived students an academic roadmap for a

specific year. All the HODs of Saraighat College determines the dates of internal examination, submission and presentations of the seminars related to every semester. The Academic committee of Saraighat College, in presence of its principal, time to time assesses the progress of the students and gives directives to the mentors whenever such requirement arises. Whenever the Mentors feel necessary, invites the parents of the mentees to discuss the academic progression of the students.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://saraighatcollege.ac.in/upload/acalendar/Academic%20Calendar%20for%20the%20year%20of%202023.pdf

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

2

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

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

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

3

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

62

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

62

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The curriculum of the institution, designed by the parent university

, has effectively integrated crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability etc for the holistic development of the students. In order to inculcate professional ethics, human values, gender sensitivity and environmental awareness among the students, various programmes are organised where they are given roles and responsibilities to perform. The NSS unit and NCC wing also takes part in various functions like cleanliness drives, campaigns and awareness camps, free health checkup camps etc.

These issues are also incorporated in various courses offered by the institution. Following are some of the courses that include these issues:

- 1) English honours (5th Semester): Women's writings
- 2) Economics Honours (5th Semester): Economics of Health and education (6th Semester): Environmental economics
- 3) Travel and Tourism Management (B.Voc) 5th semester: 1) Maintain Standard of etiquette and Hospitable Conduct
- 4) Follow Gender and Age sensitive Service practice
5. Political science 5th Semester Honours: 1) Human Rights
- 6) Youth and the Nation Building
- 7) Philosophy 6th Semester Honours: 1) Mahatma Gandhi's concept of God and Religion
- 8) Sankardeva's Vaishnavism in Assam
- 9) History 3rd Semester (Skill enhancement Course): 1) Historical Tourism in North East India
- 10) Oral Culture and Oral History
- 11) Semester II (Compulsory for the students of both the Honours and General courses): Environmental studies
- 12) Honours: 3rd Sem. Value and Peace Education 5th Sem. Teacher Education in India.

13) 3rd Semester Value and peace education**14) 5th Semester Teacher education in India (Honours Course and Regular Course)**

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

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year**14**

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

1.3.3 - Number of students undertaking project work/field work/ internships**274**

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

758

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

177

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Based on the academic performance of the students in the classroom and examinations departments identify advanced and slow learners.

Following measures are adopted in relation to advanced and slow learners-

a. For the Advanced Learners: -

i. Guidance for career planning

ii. Holding discussions on advanced topic.

iii. Encouraging them to participate in various symposiums, quiz, debates in intra and inter institutional level.

b. For the Slow Learners:- remedial classes or extra classes are conducted with -

i. Appropriate focus on the subjects/topics in which the students are found to be slow in academic reception and understanding.

ii. Individual academic counselling is done by concerned subject

teacher to help the learners in recognising their limitations and thereby improving upon it.

iii. Personal counselling is done through mentoring system and also establishing a connection with the parents of the wards for providing much needed family support and guidance to slow learners.

File Description	Documents
Link for additional Information	https://saraighatcollege.ac.in/iqac_sub.php
Upload any additional information	View File

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

Number of Students	Number of Teachers
965	33

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Following student centric methods are applied to enhance different types of learning

1. Educational tour- To acquaint the students with the rich history, culture and geography of the state various departments conduct educational tours.
2. Field Survey- Departments like education anthropology and geography undertake field survey as part of their curriculum requirements.
3. Seminar Presentation & Group Discussion- Departments organize in-house departmental seminars and group discussions on various topics.
4. Extension activities- The departments along with various Cells & Committees of the college conduct extension activities both within & beyond campus.
5. The Departments also organize student exchange programme

Internship- B.Voc department conducts internship programmes to

enhance job skills of students.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

ICT tools are used to enhance blended mode of learning. The various ICT tools used by the faculties are:-

- 1. Use of Digital classroom with internet and projector facilities.**
- 2. Digital resources offered by the college library through OPAC, NDLI etc.**
- 3. ICT enabled seminar hall.**

Use of digital platforms like whatsapp, youtube, google meet, google class etc.

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

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

2.3.3.1 - Number of mentors

33

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

17

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

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

2.4.3.1 - Total experience of full-time teachers

709

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

As per Gauhati University (The affiliating University) guidelines the college conducts its internal assessments.

The following methods are adopted for ensuring transparency and robustness in the conduct of the said assessments-

- 1. Constitution of a central exam committee comprising of faculties from different departments by the principal for conduct of examination.**
- 2. Display of notifications relating to the conduct of examinations in college and departmental notice board.**
- 3. Results of the examinations are published within one week of conduct of examination.**

All examinations are conducted in classrooms with CCTV surveillance and any unfair methods are dealt strictly by the examination committee and the college authority.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Following are the mechanism adopted-

- 1. Evaluated answer scripts are shown to the students who express their dissatisfaction with the results.**
- 2. The faculties discuss the performances of the students in the internal examination and offers suggestions for betterment.**
- 3. Students who fail in the internal examination are given a**

second chance to sit for internal assessment before the final examination.

Absentee students are also given a chance to sit in the internal examination on a later date after evaluation and approval of the cause of their absence provided by valid documents by the HoD's and the principal.

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

2.6 - Student Performance and Learning Outcomes

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

- 1. The college conducts orientation programme for the students at the beginning of each academic session to make them aware about the programme and courses offered by the institution and their outcomes.**
- 2. The modalities of curriculum and assessment are discussed in details by the faculties with the students in the class.**
- 3. For the benefit of the students the programme outcome is displayed at the main entrance of the college and course outcomes are also displayed in the department.**

Information about the programme and courses along with their outcomes is provided in the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://saraighatcollege.ac.in/program_outcome.php
Upload COs for all courses (exemplars from Glossary)	View File

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

The level of attainment of PO's, PSO's and CO's are evaluated as follows-

1. Assessment of overall performance of the students in the classroom and outside through internal and external assessments, extension activities etc.
2. Departmental teaching diaries are maintained by the faculties to evaluate completion of courses.
3. Teaching plans are formulated.
4. Records relating to student placement and progression are maintained.

Conduct of students satisfaction survey related to academic and general environment of the college and analysis of the feedback received is carried out.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://saraighatcollege.ac.in/program_outcome.php

2.6.3 - Pass percentage of Students during the year

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

164

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://saraighatcollege.ac.in/upload/igac_file/1733292108.pdf

2.7 - Student Satisfaction Survey

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

https://saraighatcollege.ac.in/upload/igac_file/1735646807.pdf

RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	
24	

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

6

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

16

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

During this period Saraighat College conducted various programs in relation to uplift health and hygiene amongst the rural people located around the institution. Through these programs the Extension

Cell of Saraighat College alongwith NSS and NCC have educated villagers of Halogurichuk and Katamur under Sila Revenue Village about the need of hygiene in our day to day life. The NSS Cell of Saraighat College have conducted various programme at the adopted village ie.- free Health Checkup Camp, Plantation Drive, One hour shram daan for swatchhata, Cleanliness Drive, Mera Pehela Vote Desk ke liye, International Yoga Day etc..Volunteers from the college also conducted plantation drive in these localities under the Sawtchh Bharat Mission. These areas are inhabited by tribal population and most of them are under the BPL category. Following the instruction of the government of Assam and India volunteers of the Extension Cell on 12-08-2023 conducted program on "Meri Maati Meri Desh'' in Katamur Village. Making the Villagers aware about the value of pollution free soil and atmosphere along with imparting them training about how to protect the nature was really meaningful for the students participated in the program. The institution also arranged a trip of its students to the nearby IIT Guwahati Campus to motivate them and participate in the training program of "Viksit Bharat, Campus Dialogue programme '' at IIT Guwahati. And Viksit Bharat @ 2047- Voice of youth @ Gauhati University.

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/upload/iqac_file/1733986433.pdf
Upload any additional information	View File

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

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

2

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

3.3.3 - Number of extension and outreach programs conducted by the institution through

NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

28

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

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

1570

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Saraighat College has adequate infrastructure and physical facilities to cater to the needs of students and teachers. The total build up area is 4242.50 sqr. Mtr. The principal's office cum conference room visitor's rest room, college office cum receipt counter and IQAC chamber cum conference room are in the ground floor of the administrative block. The buildup area of the library is 1085 sqr. Mtr. And seat capacity of the reading room for students is 65 and for teachers it is 16. There are total 17554 text books and reference books and 8 computers for students use The college has 12 departments, 28 classroom, 3 laboratories, 1 computer centre and 1 language lab with total 42 computers for students use and 21 computers for teaching and non-teaching use. There are 4 digital

classrooms and 1 digital seminar hall with 861 sqr. Mtr. There are 2 common rooms for boys and girls with separate washrooms. There is 1 student's union office with computer facility. There is 1 teacher's common room cum mini conference room. There are 7 official chambers for various cells such as NCC, NSS etc. The whole campus and class rooms remain under CCTV surveillance.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saraighatcollege.ac.in/upload/dvv_file/1735363218.pdf

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

The college has established facilities for sports, games, gymnasium, yoga centre and cultural activities. The college has 1 open stage for conducting cultural and literacy activities. The college takes participation in deferent plays such as mimes, folk dance, one act plays and in different types of song competitions. The annual gathering function is also celebrated every year where students performs their cultural activities. The cultural committee organizes many cultural programmes and literacy event. The college has music equipments such as Harmonium, Tabla, Dotara etc. The college provides better infrastructure facilities for the indoor and outdoor games. Students participate in all university level sports related activities and competitions. Cricket, Football, Volleyball, Athletics are practiced in college playground. Chess, Table Tennis, Carom etc. are practiced in the college campus. There is a indoor badminton hall of 264 sqr. Mtre. The college has one small gymnasium of 55.75 sqre. Mitre with various gymnasium equipments. 1 instructor is appointed. Yoga is a gift of Indian heritage to peaceful global life. There is no separate yoga centre in the college, Therefore, the seminar hall used for Yoga sessions. Yoga day is celebrated in the college every year.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saraighatcollege.ac.in/upload/dvv_file/1735364436.pdf

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**4****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****4**

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saraighatcollege.ac.in/upload/iqac_file/1701166362.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****5981300**

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The Saraighat College Library is an ideal knowledge hub with all required modern facilities. The library has above 17554 text and reference books. It has also different types of dictionary, encyclopaedia, annual books and guide books for different types of competitive exams. Since 2011 the library uses the SOUL software

version 2.0 (LE) for the automation of the library. Now it is updated SOUL 3.0 (LE) version. The integrated Library Management system (ILMS) consist such types of modules Accessioning, Cataloguing, Classification, circulation, OPAC, Administration are used in our library automation. The library has different section like reference, periodical, circulation and reprography service for satisfaction of the users. It avails resources from the membership under N-LIST programme of INFILBNET consortia. The N-LIST provides access to 6000+ E-journals and more than 31+ lakhs E-books. The "D space" software is also in operation for digitalizing the library holdings such as exam question papers, Institutional repository and others. We are also registered NDLI (National Digital Library of India) membership and club member for e-resources. We are also provided Wi-fi access, book bank facilities for B.P.L. students, comfortable table chair for physically disabled students near by stack room, Newspaper clipping etc. The library committee has decided to give best reader award to create reading habit and encouraging among the students. The whole library has under CCTV surveillance.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://saraighatcollege.ac.in/library.php

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

233464

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

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

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

36

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The college updates its infrastructure regularly to meet the current technical requirements of the college. Every department has been provided desktop computers connected with Lan along with scanner printers to carry out their academic needs. The college has 1 computer lab. For the students as well as faculties. The college library also has an internet browsing centre for students and faculties. The college has 5 BSNL FTTH connections with Bandwidth of 300 MBPS (each connection) to provide campus internet and wifi service. To meet the requirements of digital mode of learning, 4 classrooms are being used as digital classroom. The class administrative office has adequate IT infrastructure. The college is using digital campus system since 2018. The college has its own software called "Aamar College" for college automation. Online feedback system is available. The college website is designed and developed by SS Technologies and also updated regularly. The library management software SOUL 2.0 LE is updated to SOUL 3.0 LE installed at the library to keep track of the library documents. Online public access catalogue "OPAC" service has been provided to the students where they can search the status and location of documents.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://saraighatcollege.ac.in/upload/iqac_file/1735629277.pdf

4.3.2 - Number of Computers**63**

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****5981300**

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The college governing body deliberates and approves the various infrastructural and academic needs of the college. The college has various committees to look after the maintenance, renovation and constructional works related to building construction and maintenance of the college physical infrastructure. The maintenance of classrooms, laboratories, and the campus is a regular exercise. The cleanliness of classrooms, laboratories and the campus is ensured by menial workers appointed locally by the college authority. Toilets are cleaned regularly by an appointed sweeper. The purchased committee makes the purchases when it is required after approval from the principal. The library committee and administration purchase, procure books and other materials as per the recommendation received from the departments of the college. IT facilities are maintained by computer skilled person of the college. In the college campus, there is a good environment for the benefits and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The girls hostel has a warden and night chowkidar The college has a generator system and solar system for uninterrupted power supply. Electrical works are done by a part timer electrician. The college has also running water system the college has an elaborate academic support mechanism. The examination system is very systematic and transparent in the admission process the college follows the rules of reservation as well as rules of state government regarding free admission to those students who belongs BPL

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****905**

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year**5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year****13**

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://saraighatcollege.ac.in/upload/igac_file/1734933185.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

87

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

87

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

9

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

28

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

examinations) during the year

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

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: (a). President - 1, (b). Vice President 1, (c). General Secretary - 1, (d). Assistant General Secretary - 1, (e). Magazine Secretary 1, (f). Cultural Secretary - 1, (g). Major Games Secretary 1, (h). Minor Games Secretary - 1, (i). Gymnastics Secretary - 1, (j). Debating Secretary - 1, (k). Girls Common Room Secretary - 1 and (1). 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, Teachers' Day, Saraswati Puja, Milad-e-Mehfil etc. and publishes 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. 7. The union body takes active steps in regard to ensuring maximum student participation in various college events, excursions, youth festivals (organised by affiliating university) as well as other programmes and competitions held outside.

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/upload/iqac_file/1733811044.pdf
Upload any additional information	View File

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

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

8

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

5.4 - Alumni Engagement

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

There is a registered Alumni association in the college. The 'Saraighat College Alumni Association' is registered under the Society Registration act, 1860, bearing registration no. RS/KAM(R)/264/k/02 of 2023-24 It has a saving bank account at SBI Changsari branch bearing A/c no 41595784398 and IFSC no SBIN0016944. The association actively involves in the various activities of the college and organizes different programmes in the college like Teacher's day celebration, Free Health checkup camp etc. Apart from that most of the academic departments of the College have separate Alumni Cells. Alumni are invited to participate in various central and departmental activities like College Foundation Day, Annual College week, Freshmen Social, Saraswati Puja, Miladd-E-Mahfil, Alumni Meet, Farewell Meet, Teachers' Day etc. The college and the departments maintain a close relationship with the alumni through social networking mode. The alumni are involved in regular informal interaction with the Principal and staff members regarding the overall development of the college.

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/alumni_panel.php
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Democratic Participation and Social Welfare are the two guiding principles on which is based the governance of this institution. The college caters majorly to the marginalized students who belong to the BPL category and who shows poor performance in secondary education. These students are given the chance to get admitted into the college and efforts are put in by both the academic and

administrative staff to cater to their aspirations and turning their weaknesses into strength. Through various extension activities undertaken by different cells and committees along with departmental ventures, students are given exposure to go beyond the classroom and experience the socioeconomic and political experiences unfolding in the society. The institute undertakes various gender sensitization programmes, community development programmes, academic deliberations to encourage a sense of participation, responsibility and belongingness not just towards the institute but with the larger society in view. The faculties take added initiatives to improve the quality of teaching learning by giving extra and targeted guidance to both the advanced and the slow learners to develop their potentialities holistically. Blended methods, counselling, excursion, exchange programmes are a few of the initiatives undertaken in this regard. The governance mechanism is built on the foundation of democratic socialism. Grievances accruing from any quarter of the college are met with urgent and effective response.

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/upload/dvv_file/1735365186.pdf
Upload any additional information	View File

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

The College has a participative and a decentralized model of functioning. The Governing Body headed by the President is at the help of the administrative and academic affairs of the college. The Principal is the secretary of the Governing Body and the institutional head of the College. The IQAC headed by a Coordinator supervises the quality and progress of each cell. There is a continuous process of engagement in place that is carried out through timely convention of meetings of various cells with their members, meetings of the Teachers' Unit, Governing Body meetings, IQAC meetings as well as a general teaching and non-teaching staff meetings. The teachers' unit as well as the nonteaching staff through their representatives presents the needs and grievances concerning the college before the Governing Body. One of the prime example of the decentralized mode of working in the institute is visible in the Conduct of Students' Union Election in the College. The Principal in consultation with the GB President, IQAC Coordinator, Teachers' Unit, Non-Teaching Unit and representatives

of the existing Students' Union forms the Election Committee. The committee convenes its general meeting and decides upon the dates of conducting the election. Accordingly the following process is executed-Issue, Submission and Verification of Nomination Papers, Publication of List of Contesting Candidates, holding of elections and declaration of results

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/organogram.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

STRATEGIC PLAN

Saraighat College ensures the phased implementation of its strategic and perspective plans. The annual plan is designed to align with these goals, enabling the institution to achieve its objectives in line with its mission and vision. The college has plans to encourage a sense of social obligation in students by integrating them in a variety of community activities. NCC, NSS, the Women Cell, and other programs are implementing initiatives to increase participation in social and community-based activities, including active participation by teachers as well as students in neighbouring schools and localities. Proposals will be filed to the government for the expansion and growth of the college campus, infrastructural enhancements such as smart classrooms, and the preservation of a green and sustainable campus. The college actively participates in the National Institutional Ranking Framework (NIRF) annually and takes part in the All India Survey of Higher Education (AISHE) each year. This year has marked the successful implementation of strategic plans and programs aligned with NEP 2020. All key components of the college management system have remained vigilant to ensure the effective deployment of the institutional strategic and perspective plan.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://saraighatcollege.ac.in/perspective.php
Upload any additional information	View File

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

The academic and administrative structure of the college is built according to the organogram depicted in the attached file. This organogram is reflective of the complete structure of the college executive ecosystem which is formulated in accordance with the UGC guided and Government of Assam mandated service rules, policies and administrative procedures for provincialized institutions of Higher Education. The college is an affiliated institution of Gauhati University offering courses at Undergraduate level in Humanities and Social sciences (Arts stream). It also offers Higher Secondary Courses under Assam Higher Secondary Education Council. The GB consists of a President, Principal as Secretary, 2VC nominees, 2 Teachers Representatives, 2 Non-Teaching Office representatives, 2 representatives from the locality and the Librarian of the college. The Principal is the academic and administrative head of the institution and functions according to the guidance of the GB&DHE. Next to Principal is the IQAC (Internal Quality Assurance Cell) responsible for overall quality assurance and enhancement of the college. Under General Administration, the administrative office is headed by the Principal and assisted by the office staff (Senior Assistant-Junior Assistants Grade IV). Along with it there is a well knitted support services which undertakes various quality improvement and assurance facilities. All the support services are administered with active student-teacher participation. The Students Union is the elected and representative body of the student community which looks into as well as works for the welfare of the students of the college

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/organogram.php
Link to Organogram of the Institution webpage	https://saraighatcollege.ac.in/organogram.php
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College Administration undertakes certain effective welfare measures for the employees (Teaching and Non-Teaching Staff). Following are some welfare provisions that are currently in practice and enforces from time to time as per necessity or requirement

1. Different Leaves are sanctioned to permanent teachers -

i). Study Leave for Ph.D , Research scholar, FIP (Faculty Improvement Programme), FDP(Faculty Development Programme).

ii). Maternity Leave for Ladies Staff.

iii). Child Care Leave for Ladies.

iv). Medical Leave for all staff.

v). Duty Leave for all teachers in respect of participation in Academic courses , examination works, Government matters.

2. Different Facilities

i). Day Care facilities for all staff

ii). Group Insurance and Provident Fund facilities to all permanent staff

iii). Sports and Yoga facilities for employees at free of cost

iv). Gymnasiums facility for all employees at free of cost

v). Emergency First- Aid facility to all employees

vi). Provisional Pay Revision to Contractual teachers

3. Other facilities

i) Financial Assistance for Medical treatment or for urgent needs

ii). College Canteen facility for teachers by keeping separate arrangement.

iii). Provisions of safe drinking water facility

iv). Parking campus for vehicles of employees

v). Facility of Air Conditioned Conference Hall

vi). Central Library facility to all faculty members for borrowing books

vii). Provision of Institutional e-mail IDs to all faculty members and administrative personnel's for Official Communications

viii). Provision of teachers Common Room with attached wash room

ix). TA/DA for teacher in charge who accompany the students in Excursion or Educational Field Tour

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/upload/dvv_file/1735370558.pdf
Upload any additional information	View File

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

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

0

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

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

21

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The institution has a regular performance appraisal mechanism at place. With regard to academic performance, the activities and progress of teachers are monitored through API in case of teachers seeking promotion, their academic performance is also recorded through their publications in referred journals, UGC Care List, Scopus, Web of Science, participation and presentations in various

state and national and international seminars, workshops. In addition to it, teachers' performance in the classroom is appraised through a feedback mechanism where in feedback forms are provided to the students to record their opinions about the teachers' and the teaching environment through multiple choice questions in both online and offline mode. The students provide their response regarding the presence and punctuality of the teachers in the classroom and the department, their level of course completion, their problem solving capacity etc. A Grievance Redressal Cell is in function for speedy redressal of the grievances of teachers', staff and students. With regard to attendance, the attendance of the teachers as well as of the non-teaching staff are recorded through bio-metric system and maintenance of physical attendance register. Leave grants of Teaching and Non-Teaching Staff are maintained. The Principal regularly interacts with the office staff and reviews their performance in dispensing their assigned duties. The internal audit also proves to be another method of assessment and appraisal of the financial status and regularity of the institution which brings all the employees of the college under observation and acute scrutinization

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/upload/igac_file/1703847026.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college conducts both internal and external audits for financial transparency and optimum accountability. The internal audit is conducted by a Chartered Accountant appointed by the Governing Body of the College. The accountant looks into the various financial transactions conducted by the college regarding physical infrastructure as well as academic support. Documents like vouchers, utilization statements, cash receipts, Ledger and cashbooks are scrutinized. After the completion of the audit, the audit report is placed before the Governing Body of the college for its approval and necessary actions. The external audit is an independent verification of financial transactions of the college conducted by the officials of Directorate of Audit (Local Fund) Govt. of Assam. The college has

to apply for the external audit and await its approval by the concerned authority. The auditors of both internal and external audits verifies the transactions of the college under different heads-Admission fees, Examination Fees, Scholarships, Grants and aids received from different sources like UGC, RUSA and other Govt. and Non-Govt. agencies etc. Any objections related to auditing are reviewed in meetings of the Governing Body and necessary actions are taken for their mitigation and redressal.

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/upload/audit_report/1735620766.pdf
Upload any additional information	View File

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

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

0

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

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

Saraighat College being a provincialised degree college under the Govt. Of Assam, it receives various grants under different financial schemes both of the State Government as well as of UGC and schemes like RUSA. However, the institution is working towards increasing its pool of funds through a dedicated approach to resource mobilization and effective and optimal utilization of its existing

- The college is offering a State Government sponsored undergraduate vocational degree/ diploma course in Travel and Tourism Management from which admission and examination fees

regenerated.

- Moreover, it's in house canteen generates income.
- The scraps generated in the college are sold from time to time and this contributes to the College Fund.

The Teachers' Unit collects monthly fees from its faculties to organize various teacher centric programmes along with observance of certain occasions.

- A students' welfare fund is created to meet the needs of students in cases of emergency like accidents, illness etc along with helping the needy.
- Funds received by the college from various heads are saved in different Savings Bank Accounts of Public Sector Banks respectively. Interests accrued from the savings deposit are in turn utilized to further various developmental activities related to the college.
- Funds received as admission and exam fees from the students are deposited in the College development head and are utilized to give salaries to contractual workers employed in the college in Contractual service.

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/upload/audit_report/1735620766.pdf
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

The IQAC employs a systematic mechanism to regularly review the academic performance of the College's departments. It records and organizes academic review meetings focusing on various aspects of the teaching-learning process and assesses student learning outcomes through specific parameters. Based on these evaluations, the IQAC provides suggestions to faculty members to enhance overall performance.

As part of its quality enhancement efforts, the IQAC conducts internal assessments, which are a key component of its processes. The IQAC Coordinator, who is also a member of the Academic Committee, plays a pivotal role in suggesting improvements and

fostering quality enhancement based on the insights gained from meetings and discussions.

At the beginning of each academic session, the orientation program serves as a vital platform to help students gain a clear understanding of their enrolled programs. Additionally, the IQAC implements an annual student feedback mechanism in collaboration with the departments. The feedback is analyzed, and relevant suggestions are conveyed for continuous improvement.

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/minutes.php
Upload any additional information	View File

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

As recommended by the peer team of NAAC in the 3rd Cycle of Assessment and Accreditation to make the teaching-learning process more participatory; the IQAC has initiated the process of recording student feedback regarding various dimensions relating to the teaching learning process. These are namely, observations regarding the performance of the teachers in the classroom along with the overall academic atmosphere of the college, the active engagement of the students in the teaching-learning and extra-curricular activities etc. This periodic assessment benefits the college to learn about the strength and weakness of the teachers, their quality of participation in academic and co-curricular activities as well as their punctuality and dedication to their occupation.

The feedback of the students are collected in a form containing objective type questions related to the course content, syllabus coverage, participation of teachers in the classroom and their approach in solving problems related to the academic and other aspects of students' lives.

The IQAC further convenes regular meetings with the Academic Council and Heads of different departments to review the continuous evaluation process, attainment of the learning outcomes and any problems arising in meeting the set targets along with other departmental extension activities related to the holistic development of the students. It also directs the cells and

committees to conduct regular student friendly activities with active engagement of the students as well as organize programmes relating to developing awareness regarding issues of gender, employability, community development, personality development etc.

File Description	Documents
Paste link for additional information	https://saraighatcollege.ac.in/upload/routine/1722830577.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://saraighatcollege.ac.in/upload/nirf/Institute%20Data%20for%20NIRF%202024.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The institution has always promoted gender equity in all the spheres.

From the student's election results, we can infer that 50% of the

post holders are girls; thus, girls & boys share posts equally in the students union of Saraighat College.

There are separate common rooms for boys & girls.

Separate toilet facilities with 24 hours running water are made available for all boys & girls.

Drinking water facilities have been made available at convenient spots for both boys & girls.

A vending machine for dispensing sanitary napkins has been procured to facilitate girl students.

The library has a large Reading Hall with air conditioner to accommodate both girls & boys with adequate chairs and tables.

Both girls and boys are provided with equal opportunities to express themselves in the fields of reading, writing, and other forms of creativity.

An annual College Magazine is published where girls & boys showcase their talents. Similarly, there are Cultural & Sports Cells to hone their talents.

File Description	Documents
Annual gender sensitization action plan	https://saraighatcollege.ac.in/upload/igac_file/1733473907.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://saraighatcollege.ac.in/upload/igac_file/1733387610.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The College has adopted several measures for the management of degradable and non-degradable waste. The following are some of the waste disposing system of the College:

Solid Waste Management: College has a place on its campus where the solid wastes materials are disposed. The primary focus is to reduce and reuse the waste. The college management has also advised to refuse anything which is not needed. The college has two different pits to separate the different waste like degradable waste and non degradable waste. Vermicompost pit constructed in the college is operational where the biodegradable wastes are collected. Every day the waste is collected in bins and disposed to a place where it can be converted into manure. In additions to this wastes are collected in different dust bins have been placed at different side of the college. This ensures that solid waste segregated at the source. In addition to this the college has Sanitary Napkin Incinerator in the bathrooms of the college girls common room. It plays a significant role in the minimizing of solid waste.

The NSS Unit and NCC have organized Swach Bharat Mission initiatives to promote cleanliness.

Liquid waste management: The waste water is carried out through the drainage system .The drainage system for managing liquid waste is effectively operating.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://saraighatcollege.ac.in/upload/iqac_file/1733477598.pdf
Any other relevant information	View File

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

C. Any 2 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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

Saraighat College has relentlessly been trying to provide its

students an inclusive environment which favours socio-communal harmony, and promotes cultural, linguistic and socio-economic diversities etc. As initiative of the efforts to create an inclusive atmosphere as mentioned above the college authority endeavours through its ethical guidelines that every teaching, non-teaching employees and the students of Saraighat College respect human rights and non discrimination against persons for reasons based on caste, creed, sex language, social status, age or physical/mental disability. At the commencement of each session freshmen social have been oriented with this ethical guideline. Therefore, from its admission policy to celebration of different programs inside the college campus Saraighat College is always guided to achieve the aim of communal harmony. So our college celebrates programs like Mehfil-e-Milad, Saraswati Puja, Women's Day, Ethnic Cultural Meet etc. On different occasions, the college authorities and its various departments have organised awareness programs in relation to gender issues, socio-cultural diversities and environment among students and in the adopted villages. Training Programs of folk songs and dance along with essay competition have been also conducted as part of this concerted attempt.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

To sensitize the students and employees of the Institution to the constitutional obligations: Values, rights, duties and responsibilities of citizens, our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country.

The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up plantation drives to

provide a clean and green environment for all. Swachha Bharat Abhiyan has also been an important initiative taken by the college where we have organized an awareness camp for the students.

Our students across all UG courses study constitutional obligations. Every year Republic Day is celebrated on 26th January and for highlighting the importance of Indian constitution. Independence Day is also celebrated each year to highlight the struggle of freedom and the importance of Indian Constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

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

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

Saraighat College is one of the leading Higher Educational Institution situated on the North bank of river Brahmaputra nearby

AIIMS . Our college celebrates National and International days enthusiastically every year. All teaching and non-teaching staff members and students gathering the college to celebrate these days. Celebration of cultural and Regional, National and International

festivals and celebration has become a vital activity . The academic calendar has incorporated all important events which show the enthusiasm of the institution in celebrating many Regional, National as well as International days, events and festivals. Republic day and Independence Day is celebrated every year in the college with great pride and enthusiasm.

Besides these two national days, a number of other national and international days are also celebrated in our institution so that students get knowledge about the great personalities in our political, social history such as Mahatma Gandhi, Netaji Subhas Chandra Bose, Sardar Ballav Bhai Patel etc. International Women's Day is also celebrated in our college on 8th March every year. International Yoga Day is also celebrated on 21st June every year in the college. The day aims to raise awareness of many benefits of practicing Yoga. Teachers day is also celebrated on 5th September every year to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. This day is celebrated to promote the values and principles of a true leader

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

Best Practice 1: Clean and Green Campus

The college promotes environmental sustainability through initiatives like reducing plastic use, minimizing AC usage, managing waste, and maintaining a clean campus. The college campus spans 12,014.22 m², with 52.11% open space, including grassland, gardens, and medicinal plants. Key objectives include raising environmental

awareness, conserving resources, promoting alternative energy, and minimizing paper usage. The practice includes planting various plant species, using solar energy for lighting, replacing bulbs with LED lamps, implementing water harvesting, and setting up vermi-composting for waste management. The campus is plastic- and tobacco-free, with campaigns and e-governance policies. The initiative has resulted in a greener campus, increased environmental awareness, reduced tobacco use, decreased energy consumption, and minimized plastic waste. However, challenges include financial constraints and power cuts.

Best Practice 2: Contributing to Community Development through Educational Engagement

The college aims to contribute to community development by engaging in educational initiatives with local schools, particularly those with socio-economic limitations. Through activities like Human Rights Day observances, tutoring in academic subjects, and mentoring under the Arohan program, the college helps students build their confidence and prepare for future success. The initiative has strengthened the bond between the college and the community, with many local students choosing to pursue higher education at the college. Challenges include time constraints, different academic calendars, and resource mobilization.

N.B. We have attached the PDF file of the best practices as per NAAC format provided in the Manual

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

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

The College was established in 1981 with a vision to bring Higher Education closer to the people and emphasis was laid on its accessibility to the underprivileged sections of the society. In keeping with its prime vision statement the college has over the years accommodated a significant number of students belonging to this category. At present, the total number of students admitted to

the undergraduate degree FYUGP course in Arts stream in 1st Sem.444 for the Session 2023-2024. Out of its total strength, 27 belong to the Scheduled Castes, 22 belong to the Scheduled Tribes, 128 are the Other Backward Classes and 267 are of General category that includes Minorities. While merit is a determining criterion for admission yet the college does not constrict its admission to only those students securing higher percentages. Average and below average students securing less than 40 % in Secondary and Senior Secondary levels have also been admitted in the college. Students belonging to the Below Poverty Line Category are given free admission to unburden their financial distress. This is reflective of our inclusive character and marker of our thrust to make Higher Education a right of all.

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

7.3.2 - Plan of action for the next academic year

- 1. To Conduct Orientation Programme among the newly enrolled students**
- 2. To fully implement the FYUGP courses as per guidance of NEP, 2020**
- 3. To intensified the community service**
- 4. To organize free health checkup for the students and staff**
- 5. To organize students exposure/internship visits**
- 6. To strengthen the feedback mechanism**
- 7. To increase bonafied students of Student-Aid fund**
- 8. To introduce Add on courses**