



INTERNAL QUALITY ASSURANCE CELL

SARAIGHAT COLLEGE

Changsari :: Kamrup (R), Assam

Pin : 781101

Ref:.....

Date :.....

ACTION TAKEN REPORT

SESSION: 2017-18

Date	Plan of Action	Action Taken Report
14/06/2016	To introduce B Voc course in Travel and Tourism Management	B Voc course in Travel and Tourism Management introduced from the session 2017-18 under State Govt grant
14/03/2017	To conduct national/international seminar	International seminar conducted by Persian Dept on 9 th Feb 2018
14/03/2017	To carry out Extension activities by the Departments/ NCC/NSS/Extension cell	Extension activities carried out
14/03/2017	To install Multi-Gym in college	Multi-Gym installed under RUSA scheme
14/03/2017	To provide computers to all Departments	Computers, Printers and Scanners provided under RUSA grant
14/03/2017	To provide books for Department Seminar Libraries	Books provided to all Departments under RUSA scheme
14/03/2017	To provide Lab equipments to the Departments of Education, Geography, Anthropology	Lab equipments procured under RUSA grants
14/03/2017	To provide E-Resource to Library	E- Resource worth 2 lakhs procured for college Library
09/06 / 2017	To re-constitute Research and Development cell	Research and Development cell re-constituted

Principal
Saraighat College
Chairperson

Co-ordinator, IQAC
Saraighat College
Changsari
Coordinator



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ACTION TAKEN REPORT

SESSION: 2018-19

Date	Plan of Action	Action Taken Report
26/09/2018	To organize Gender Sensitization Program	Gender Sensitization program organized among students
26/09/2018	Career Counseling for students	Students counseling sessions conducted
26/09/2018	Observation of Days of National/International importance	World Environment Day , International Yoga Day observed
26/09/2018	Students mentoring	Departments have been notified
26/09/2018	Eco-club to ensure a plastic free campus	Steps taken for ensuring plastic free campus
10/06/2019	Students exchange program	Departments have organized student exchange programs

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ACTION TAKEN REPORT

SESSION: 2019-20

Date	Plan of Action	Action Taken Report
18/06/2019	AQAR compilation process of 2018-19 to be completed by end of 2019 and send to NAAC	Target completed (AQAR of 201819 submitted to NAAC on 30/12/2019)
18/06/2019	NIRF data of institution to be submitted	Submitted on 27/11/2019
21/08/2019	To organize workshop on "Revised Assessment & Accreditation Framework & Compilation of SSR"	Workshop organized on 07/09/2019
25/11/2019	Saraighat College APP to be installed	Installed on 26/11/2019
25/11/2019	Free health check up camp to be organized	Organized on 25/09/2019 with 260 students getting benefit of free health check up
25/11/2019	Covid awareness program to be organized in adopted village	Program conducted on 19/03/2020
25/11/2019	Cultural Exchange Program to be organized under scheme "Ek Bharat Srestha Bharat"	Program conducted on 14/03/2020 with participation of 30 students
28/11/2019	Departmental Alumni Meet to be organized	English - 14/11/2019 Education- 14/09/2019 Philosophy-04/11/2019 Geography-11/11/2019 History-03/09/2019
21/08/2019	To organize student-teacher workshop on 'Uses of ICT in Higher Education'	Action Taken
28/11/2019	Departmental parents-teachers meet to be organized	English - 23/11/2019 Education-16/10/2019 Philosophy- 05/12/2019 Geography-09/11/2019 History-16/11/2019 Economics- 05/09/2019 Political Science 04/11/2019
02/03/2020	Food distribution in adopted village during Covid Pandemic	Food distributed among 100 families
02/03/2020	To form 7 committees (Criteria-wise)	Committees formed


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ACTION TAKEN REPORT

SESSION: 2020-21

Date	Plan of Action	Action Taken Report
	Decision to conduct online classes/Internal exams to support students during pandemic	Classes were taken via online/digital technology. Internal exams were also conducted online
	Decision to conduct webinars on various academic topics	Webinars for students and faculties were conducted
22/09/2021	Decision to organize Students Orientation Program after reopening of regular classes	Orientation Program organized by IQAC
22/09/2021	Decision to open a new, Girl Students Rest Room and provide Sanitary Napkin vending machine	A new Rest Room for girl students with washrooms and vending machine facility inaugurated
05/10/2021	Decision to employ one gardener to maintain the garden	Gardener employed on contractual basis
05/10/2021	Decision to employ one physical trainer for Gym	Physical trainer employed on contractual basis
05/10/2021	Decision to procure additional sports items for students and open the indoor hall for badminton	Sports items were procured and indoor hall opened for students
05/10/2021	Decision to conduct one week long training program for TET aspirants	Training conducted by Career counseling and Guidance cell and some aspirants successfully cleared TET


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Date :.....

ACTION TAKEN REPORT

SESSION: 2021-22

Date	Plan of Action	Action Taken Report
22/09/2021	Formation of SSR Preparation Committees	Committees had been formed by IQAC
22/09/2021	Canteen service to be reopened by following Covid protocol	Action taken
22/09/2021	Classes to be conducted maintaining Covid protocol	Action taken
22/09/2021	Mental Counselling to students	Programs organised
05/10/2021	Sanitary Napkin Vending Machine to be procured	Action taken
05/10/2021	Construction of ramps	Action taken
14/02/2022	IQAC to be reconstituted by including the name of newly appointed Principal as Chairperson	Action taken
14/02/2022	Computer Assistant to be appointed for technical assistance in IQAC	Interview conducted and technical person appointed
14/02/2022	Talk on NAAC Orientation by inviting expert	Action taken
14/02/2022	Talk on NEP-2020 to be organised	Action taken
14/02/2022	Department of Assamese, Economics & Mathematics to be shifted to new block	Action taken
21/02/2022	AQAR'S of 2019-20 & 2020-21 to be submitted	AQAR'S already submitted
21/02/2022	Academic & Administrative Audit to be done	Academic & Administrative Audit conducted on 22 nd Nov, 2022
21/02/2022	Alumni Meet to be organised	Alumni Meet organised on 10/04/2022
31/08/2022	Workshop on 'Sexual harassment & other grievances to be organised	Workshop organised by Women's Cell

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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

SARAIGHAT COLLEGE 2021-2022



Academic and Administrative Audit Report

Saraighat College, Changsari

Session: 2021-22

Date of Formation of the Audit Committee: 28/10/2022

Date of visit by the Auditors: 22/11/2022

1. Members :

- a. Prof. (Dr) Sarat Phukan, HOD, Department of Geological Sciences, Gauhati University
- b. Prof. (Dr) Dilip Bora, Department of MIL, Gauhati University

2. Profile of the College

2. a. Introduction

Saraighat college is situated in Changsari, near National Highway No. 31 on the north bank of river Brahmaputra. It is approximately 15 kms away from Gauhati University and about 1 km from AIIMS, Guwahati. It was established on 21st July, 1981 with the objective of providing quality higher education to the weaker sections of the society. The journey of the college began humbly with only 116 students, 8 faculties and 2 non-teaching officials. Initially only the intermediate (Arts) classes were held but with the passage of time the college developed into a full-fledged U.G.(Arts) college, with adequate infrastructure to accommodate more than 1500 students. It is a co-educational institution with an enrolment of 1014 students in UG courses during the current academic session (2022-23).

The college is affiliated to Gauhati University and it was brought under the Deficit Grants-in –Aid system by the Government of Assam on 25th March, 1998. It has been registered under 2(f) and 12(b) of the UGC Act 1956 on 24/10/2008 and 13/04/2009 respectively. The college was brought under the Govt. Provincialised system, w.e.f. 1st January, 2005. The college has been accredited twice by NAAC. The 1st cycle of A&A was conducted by NAAC in 2005 and the college was awarded C grade. The 2nd cycle of A&A was conducted in 2015 and the college was awarded B grade (CGPA 2.43). The college has also been actively participating in NIRF and All India Survey on Higher Education. The college has been following the CBCS Curriculum prescribed by the parent university since 2019.

2.b. Present Status

The college has eleven full-fledged departments (in Arts) which runs 11 Undergraduate programs (both Honours and Regular). There is also one B. Voc Program in Tourism and Travel Management. Keeping in pace with the emphasis on integration of Indian Knowledge System in NEP 2020, the college has recently introduced one certificate course in Spoken Sanskrit with technical and academic support from Central Sanskrit University, New Delhi, and a diploma course in Yoga under KKHSOU. Saraighat college caters to the higher educational needs of the socially and economically underprivileged section of greater Changsari area. More than 90% students of the college fall under BPL category and they get free admission in the college under the State Govt. scheme. The college has one Girl's Hostel, a Multi-gym, an indoor hall for Badminton, a Canteen, a Vermin-composting plant, Solar panels, Boy's and Girl's Common Rooms, Student's Union Room, Departmental and General classrooms, Laboratories of Anthropology, Education and

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At present there are a total thirty-two (32) numbers of sanctioned teaching posts out of which two posts are vacant. There are a total seven (07) numbers of clerical posts out of which four (04) are vacant. There are five (05) fourth grade posts out of which three (03) are vacant. The college appoints some part-time teachers as per requirement of the Departments. The college also appoints a security guard, a night- choukidar, a gardener and one or two sweepers on contractual basis for the maintenance of the campus.

2c. Academic Strength

Name of the Dept.	UG	Session	No. of Teachers		No. of Students		Seat Capacity per semester	No. of Value Added/Certificate Program Offered
			Permanent	Temporary	Honours	Regular		
Assamese	UG	2019-20	3	1	62	976	40	
		2020-21	3	1	65	657	40	
		2021-22	3	1	41	966	40	
English	UG	2019-20	3	1	21	448	40	
		2020-21	3	1	22	387	40	
		2021-22	3	1	22	379	40	
Economics	UG	2019-20	3	-	16	10	40	
		2020-21	3	-	17	20	40	
		2021-22	3	-	19	24	40	
Education	UG	2019-20	3	1	62	558	30	
		2020-21	2	2	45	643	30	
		2021-22	2	2	41	659	30	

History	UG	2019-20	3	-	24	23	40	
		2020-21	3	-	25	27	40	
		2021-22	3	-	19	69	40	
Mathematics	UG	2019-20	3	-	-	7	15	
		2020-21	3	-	-	6	15	
		2021-22	3	-	-	4	15	
Anthropology	UG	2019-20	2	1	-	139	50	
		2020-21	2	1	-	162	50	
		2021-22	2	1	-	205	50	
Persian	UG	2019-20	2	1	22	56	40	
		2020-21	2	1	18	42	40	
		2021-22	2	1	22	52	40	
Geography	UG	2019-20	3	-	25	335	40	
		2020-21	3	1	22	322	40	
		2021-22	3	1	27	346	40	
Philosophy	UG	2019-20	3	1	61	318	30	
		2020-21	2	1	62	363	30	
		2021-22	2	1	68	384	30	
Political Science	UG	2019-20	3	1	27	263	30	
		2020-21	3	1	24	206	30	
		2021-22	3	1	30	337	30	
B.Voc (TTM)	UG	2019-20	2	-	-	16	20	
		2020-21	2	-	-	20	20	
		2021-22	2	-	-	9	20	

3. Methodology of the Audit:

A questionnaire in tune with the current NAAC assessment accreditation framework has been prepared as shown in Annexure-1. The metrics are considered where the academic department needs to be involved. Weights for each metric are fixed as per their importance for enhancing the quality of the College. A score on a scale of 0-4 is provided based on validation by the audit committee members on the claim made by the departments of the College. CGPA for every department has been evaluated using the following formula.

$$CCPA = \frac{\sum \text{metrics Score in the individual metric} \times \text{Weights of the metric}}{\text{Total Weights (500)}}$$

The CGPA for individual departments are shown in the Table-1.

Table-1

Sl No.	Name of the Department	CGPA
1	Assamese	2.28
2	English	2.45
3	Economics	2.56
4	Education	2.72
5	History	2.68
6	Mathematics	2.38
7	Anthropology	2.47
8	Persian	2.22

9	Geography	2.65
10	Philosophy	2.21
11	Political Science	2.31
12	B.Voc (TTM)	2.15

4. Observations

4a. Curricular Aspects

Saraighat College is an affiliated college under Gauhati University and as such, the college follows the curriculum developed by the Gauhati University. Most of the departments are found to maintain course files. The Departments should maintain detailed lesson plans with course progress. It appears from the discussions with the teachers and students that the departments follow detailed lesson plans. However, several departments are found to be poor in maintaining supporting documents regarding this aspect. The college follows the academic calendar of Gauhati University. However, we would like to advise the academic departments to tweak the GU academic calendar so that the specific goals of teaching-learning approaches of individual departments can be served properly.

There are no add on/Certificate programs conducted by any departments. There are no PG courses offered by any Department in the college.

4b. Training learning aspects

Identification of slow and advanced learners and assessment of learning levels of them is very important in imparting education effectively. A detailed unit-wise plan for experimental and participative learning needs to be maintained for enhancing the learning experience of the students. Most of the departments lag in this aspect and whatever plan is followed the supporting documents related to it are not properly maintained. The academic departments primarily do this through internal assessment/home assignments etc. The mentor-mentee system is followed by all departments, but we got to know from interaction with the students that the students are not very much aware of the merit of this system.

- The academic departments should put more thrust on regular interactions between mentors and mentees. Few departments are found much advanced in teaching leaning aspects than the others.
- The IQAC of the college can arrange regular interactions among the Heads of the departments so that all the departments can improve in these aspects and maintain supporting documents.

- The college can incorporate more different methods of continuous internal evaluation, e.g., group discussion, extempore speech, quiz etc.
- The academic departments should follow similar methods of internal evaluation.
- The official syllabuses of most of the departments do not have documented program and course outcomes. However, the departments can add the course and program outcomes in the syllabus themselves.

Observations regarding the Feedback

The college carries out online feedback from students. But the feedback analysis reports are not shared with the academic departments. Sharing of the feedback analysis reports will help the academic departments in augmenting the teaching-learning approaches in more student friendly ways. Since the feedback analysis reports are not shared with the departments, the departments could not prepare the Action Taken Reports. However, few departments take feedback from the students on their own for improving their own teaching-learning methods.

4c. Research, Innovation and Extension

Observations and suggestions

- Research activities by the teaching faculties in the college are very less. The departments need to put strong effort to uplift the motivation for research.
- The teachers should put emphasis on publishing articles in index journals.
- Extension activities of most of the departments are very minimal. Several departments wrongly show activities inside the college premise as extension activities in the departmental profiles.
- Some collaborations between the academic departments of Saraighat College with nearby colleges and other institutions were observed. However, supporting documents regarding these collaborations are not present in most of the cases.
- The college authority should encourage more collaborations and do it through proper official procedures and notifications. Sponsored academic projects, MoUs with other organizations and documentary evidence of implementation of the same are almost absent. The college should encourage the teaching faculties to increase their research activities and apply for research funds to sponsoring organizations such as UGC, DST, ICSSR etc.

- The academic departments should organize workshops and seminars through proper official notifications by the college. In many cases supporting documents regarding already organized seminars and workshops by some departments were not found.
- Much effort should be made for increasing internship, skill and entrepreneurship development programs, workshops and collaboration.

4d. Students support and Progression

- The number of skill enhancement and capacity building programs organized by the college and the individual academic departments are very low. The college should put more thrust on it. Whenever such programs are organized, there should be proper official notification by the college.
- In organizing fieldworks and other extension activities, the events should be official and supported by official notification.
- The college should create a dedicated career counselling and guidance cell to support student placement and progression. Coaching for examinations like TET, CUET, Civil Service examinations etc. will be very helpful for the students in augmenting their futures.
- The placement and student progression data shown by the academic departments in the departmental profiles are mostly not supported by any documents and seem to be redundant.

4e. Professional development activities

- Very few teachers had participated in the faculty development programs in the current assessment years. Numbers of Ph.D. in most of the academic departments are also very low.
- The college should encourage the teaching faculties to participate in faculty development programs (FDP) regularly. The faculty members should also be encouraged to do Ph.D.

5. Strength, weakness, opportunity & Challenges (SWOC)

Institutional Strength

1. The college has a good locational advantage as it is situated in front of National Highway 37 and near Changsari Railway Station.

2. The fringe villages and most of the feeder schools are well connected to the college with good road condition and transport connectivity.
3. Boy's and Girl's Common room with pure drinking water facility and washrooms.
4. Well-maintained Multi-Gym and Indoor badminton hall.
5. Well-maintained Canteen.
6. Reasonable Parking space.
7. College Campus under 24X7 CCTV surveillance.
8. Girls Hostel with a Lady Warden.
9. Active NCC and NSS units.
10. Solar panels for alternative energy.
11. Online admission facility.
12. Experienced Teaching faculty and Non –Teaching staff with requisite norms of U.G.C. & Assam College Employees (Provincialization) Act, 2005
13. K.K. Handique State Open University (KKHSOU) Study Centre offering general and professional courses.
14. Online Feedback mechanism for all Stakeholders.
15. Reasonably stocked Library with INFLIBNET E-resource facility for both teachers and students.

Institutional Weakness

1. Inadequate number of permanent faculty.
2. Untrained office staff.
2. Absence of ICT enabled classrooms for individual academic departments.
3. Insufficient Land for Campus expansion.
4. Lack of auditorium, Boys' Hostel, and a playground.
5. Very few seat capacity in the Girls' Hostel.
6. Lack of well-equipped sports facilities.
7. Lack of awareness about NEP 2020 among all the stallholders.

8. Multidisciplinary/interdisciplinary approach under NEP 2020 cannot be implemented if Commerce & Science Streams are not introduced by the Govt.
9. Scope of self resource mobilization is limited.
10. Lack of collaboration with industries and commercial enterprises for facilitating Campus Placement.

Institutional Opportunity

1. Scope for introducing Commerce and Science streams.
2. Scope for introducing some more Vocational and Skill- based courses to generate employability.
3. PG programs can be introduced in some departments.
4. Scope for constructing multi-storied RCC building by dismantling the existing Assam type building.
5. Clustering with neighbouring colleges for credit transfer and student-faculty exchange.
6. Sports activities of students can be improved by opening some courses and by appointing coaches.
7. NCC and NSS wings of the college are actively involved in many programs related to nation building and social service. NCC can be offered as an optional course in the UG curriculum.

Institutional Challenges

1. Being a single-stream college, proper implementation of NEP 2020 guidelines will be a big challenge for the college in days to come.
2. Lack of sufficient numbers of permanent teaching faculty in most of the departments pose a challenge in the academic sphere.
3. As the physical space of the college is limited, future expansion of the college faces a big challenge. The college authority has already approached the Chief Minister for allocation of Govt land.
4. Unavailability of playgrounds and auditorium poses challenge in managing co-curricular activities of the students.

5. As majority students of the college are from BPL category and avail free admission offered by the Government, therefore they cannot afford to register for Self-financing Professional Courses.
6. Managing funds for academic, co-curricular and extension activities is a major challenge as the college has to appoint contractual teaching faculties for most of the departments.

6. Recommendations

1. Adequate nos. of ICT classrooms in the academic departments should be made available.
2. The academic departments should collectively prepare lesson plans for effective delivery of course curriculum ensured with well documented assessment of learning outcomes.
3. The course files of the Academic Departments should be assessed by the IQAC.
4. The fieldworks and other extension programs should be organized with proper official notification and such notifications should be preserved as supporting documents.
5. The academic departments should tweak the academic calendar prescribed by the affiliating university to incorporate course specific requirements such as fieldwork, seminar and extension programs so that the students are aware of these activities from the beginning.
6. A placement centre in the college should be created to support student progression and placement. The placement cell should preserve the department-wise data regarding placement and progression of students.
7. More vocational and add-on courses should be introduced.
8. The office staff are found to be less trained on handling official procedures and examination records. They should be trained on an urgent basis for improvement of the functioning of the office and also efficient management of examination related activities.
9. The college should encourage more participation of students in extension activities, NCC and NSS camps. Data and documents related to students' participation in such activities and camps should be preserved properly by the college authority.

10. The college authority should approach higher authority to introduce science and commerce streams in the college.
11. Many of the best practices as documented by academic departments are actually extension activities. The departments should collectively discuss and chose best practices and proper documents regarding exercise of best practices should be preserved.
12. Collaboration with academic and research organizations, student exchange and internship programs should be given more impetus by the academic departments. The college authority should encourage these activities and proper official notifications by those against such activities should be made.
13. There is a centralized and online feedback system in the college. However, the analysis of the feedback from the stakeholders is not shared with the academic departments and as such no 'Action Taken Report' is prepared by them. The feedback should be shared with the departments and the departments should take proper initiative if there are any grievances of the students and parents regarding the teaching-learning methods.
14. The college should create an alumni association soon. The college can gather some development funds from the alumni if such an association exists and work efficiently to maintain a proper network.

Part B: Administrative Audit

Methodology

Detailed verification with supporting documents along with the discussions with the employees involved in each segment have been taken as aids to observe and understand the extent of administrative effectiveness. After on the spot verifications and observations suitable suggestions have been given to the Saraighat College Authority

The units covered are-

- Administrative
- Finance
- General Infrastructure and the Library
- Resource Mobilization

Administration

Our team of auditors visited the administrative branch of the college and found requirements of improvement in many places.

- During detailed discussions with the non-teaching staff, it was found that shortage of man-power in this segment of the institution is alarmingly less than expectations.
- It was found that the non-teaching employees of the college are hard-working. However, officials with technical knowhow about the office management, IT knowledge and maintenance of record found very meagre.
- The Office Automation initiative was not up to the mark. The space for the existing employees is messy and needs to be improved.
- Most of the non-teaching officials are not acquainted with a computer friendly filing and documentation system.
- Systematic space for cash-counter and transactions, inquiry and guard-file need to be managed.
- Documentation section and activities related to it were found less developed in this college. Documentation in relation to the correspondence of the institution with its parent University and the department of Higher Education, Assam not properly maintained.
- Likewise, maintenance of the General Log Book on different heads is not in proper tune and it should be kept as UpToDate. At least records of the last five years should be reflected in the log book.

Considering all the facts mentioned above our team of auditors suggest the college authority to immediately take suitable measures of improvement. In precise, our team suggest to-

- Train the office employees about the Office Management and Office-Automation
- Resolve the issue related to shortage of manpower.
- Organize workshop and training program for all the office staff on basic IT use and operation of computers.
- Ensure spacious work environment and quality furniture for the non-teaching staff.

Finance

It was found that the college administration regularly goes through the process of financial audits internally and externally. The audit reports of the financial year 2021-2022 found completed with the appointment of a chartered accountant. However, the office staff could show the internal audit reports only for the last three years. The college authority should do the needful to arrange all such matters in an orderly manner from the preceding years.

Infrastructure

It was found that the basic infrastructure facilities are available in the college. However, in some areas improvements are required.

Library

- The college library is well maintained and very systematic. However, seating capacity for students (65) and teachers (8) are very limited.
- The college should put effort in expanding reading space. Most of the departments have some books in their departmental libraries.
- The sports infrastructure is not adequate. However, the college is approaching the government for acquiring more land for the college. This will definitely help strengthen sports infrastructure.

ICT Facility

- ICT facilities in the college are not adequate. Some departments documented the presence of ICT facilities in their departments. However, during our visit we found that such facilities in the department were either very inadequate or absent.
- The college should put much effort into acquiring hardware for ICT facilities in every academic department. The Wi-Fi network in the college is found to be fast.

Department cum Hostel Facility

- Ambience of academic department needs to be improved with better Notice-Boards, Drinking Water Facility and furniture,
- The hostel facilities in the college are also not adequate. There is one girl hostel with very limited seat capacity.

- There is no boys' hostel. The college should put effort into increasing hostel capacities through government grants like RUSA.
- Furniture for conference, faculty members and working staff needs immediate improvement.

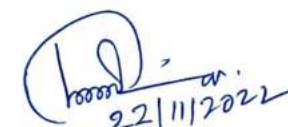
Resource mobilization and utilization

It was found that the college authority needs to strengthen its financial position and mobilize the resources. In addition to the regular funds coming from the agencies like the UGC and the RUSA, the college authority should take appropriate measures to introduce new and self-financing courses.

As the college is located in a predominantly rural and agricultural area, it is suggested that some income generating short term certificate courses may be introduced in consultation with the concerned horticulture and agriculture departments of Government of Assam. That will encourage the feeder locality to send more students to this college.


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 Gauhati University
 Guwahati-781014


 (Dr. Mani Sarmah)
 Principal
 Saraighat College

Principal
 Saraighat College

ANNEXURES

Template for Academic Audit

Name of the Department:

Annexure-1

Year of Establishment:

Head of the Department:

Metric No	Description	Response	Weightage
	Total No. of Seats (Major)		
	Total No. of Students at present		
	No. of sanctioned faculty positions		
	No. of filled up faculty against sanctioned posts		
	No. of other faculty		
1.1.1.	The Institution ensures effective curriculum delivery through a well-planned and documented process: (Response-Yes/ No) a. Lesson plan is maintained by the teachers b. Course progress record is maintained by the teachers c. Course completed in stipulated time d. Feedback on teachers collected from the students e. Internal examination results are analyzed and necessary action taken		10
1.1.2.	The institution adheres to the academic calendar including for the conduct of CIE (Response-Yes/ No) a. Academic calendar is maintained for teaching b. Academic calendar is maintained for CIE		5
1.2.2	Number of Add on /Certificate programs offered during: 2021-22		10
1.2.3	No. of students enrolled in Certificate/ Add-on programs last year		10
1.3.1.	Following issues are integrated to curriculum: (Response-Yes/ No) a. Professional Ethics b. Gender c. Human Values d. Environment and Sustainability		10
1.3.2	No. of courses that include experiential learning through project work/field work/internship		10
1.3.3	No. of students undertaking project work/field work/ internships		10
2.2.1	Department assesses the learning levels of the students and organises special Programs for advanced learners and slow learners		30 QLM (100 words)
2.2.2	Student- Full time teacher ratio		20
2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences		20 QLM (100 words)

2.3.2	No. of Teachers use ICT enabled tools for effective teaching-learning process.		15
2.3.3	Ratio of mentor to students for academic and other related issues		15
2.4.2	No. of Teachers with PhD		20
2.4.3	Average teaching experience of full time teachers in the same institution		20
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode		15 QLM (100 words)
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient		15 QLM (100 words)
2.6.1	Teachers and students are aware of the stated Program and course outcomes of the Programs offered by the institution.		15 QLM (100 words)
2.6.2	Attainment of Program outcomes and course outcomes are evaluated by the institution.		15 QLM (100 words)
2.6.3	Pass percentage of final year Students in the last year		30
3.1.1	Grants received from Government and non-governmental agencies for research projects / endowments		5
3.1.2	No. of research projects funded by government and non-government agencies		5
3.1.3	Number of Seminars/conferences/workshops conducted		5
3.2.1	Number of papers published per teacher in the Journals notified on UGC website		5
3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings		10
3.3.1	No. of Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development		10
3.3.2	Number of awards and recognitions received for extension activities from government / government recognised bodies		10
3.3.3	No. of Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programs such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs)		20
3.3.4	No. of students participating in extension activities at 3.3.3. above		20
3.4.1	No. of collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc		10

3.4.2	Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc.		10
4.1.3	No. of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc		10
5.1.3	Capacity building and skills enhancement initiatives taken by the department include the following 1. Soft skills 2. Language and communication skills 3. Life skills (Yoga, physical fitness, health and hygiene) 4. ICT/computing skills Options: 1. All of the above 2. 3 of the above 3. 2 of the above 4. 1 of the above 5. none of the above		10
5.2.1	No. of placement of outgoing students		10
5.2.2	No. of students progressing to higher education		15
5.2.3	No. of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)		5
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level		10
5.3.3	No. of number of sports and cultural events/competitions in which students of the Institution participated		5
6.3.3	No. of number of professional developments /Administrative training programs organized		5
6.3.4	of teachers undergoing online/face-to-face Faculty development Programs (FDP)		5
7.2.1	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.		20 QLM (250 Words each)

Part B: Administrative Audit

The following units were covered in the process of Audit of this part

- **Administrative**
- **Finance**
- **Library**
- **Overall infrastructures**

Resource mobilisation and utilisation

Recommendations



Academic Calendar

Saraighat College, Changsari, Assam

Session -2021-22

For B.A. Semester Course

(From July, 2021 to June, 2022)

Month/ Year	Date	Days	Particulars	No of Class/Working/ Exam Days	No of Holidays*	Academic & Other Activities
July 2021	1-31	Thu –Sat	Summer Vacation		31 days	College Foundation Day on 21 st July.
August 2021	1	Sun			1 day	Celebration of Independence Day on 15 th August. Commencement of Even Semester (2 nd 4 th & 6 th) Examination.
	2-7	Mon-Sat	Online Classes	6 days		
	8	Sun			1 day	
	9-14	Mon-Sat	Online Classes	6 days		
	15	Sun	Independence Day		1 day	
	16-21	Mon-Sat	Online Classes	6 days		
	22	Sun			1 day	
	23-26	Mon-Thu	Online Classes	4 days		
	27	Fri	Tithi of Madhab Dev		1 day	
	28	Sat	Online Classes	1 day		
	29	Sun			1 day	
September 2021	30	Mon	Janmastami		1 day	Commencement of Admission of Under Graduate (UG) Odd Semesters as per GU notification.
	31	Tue	Online Classes	1 day		
	1-4	Wed-Sat	Admission	4 days		
	5	Sun			1 day	
	6-7	Mon-Tue	Classes (In blended mode)	2 days		
	8	Wed	Tithi of Shrimanta Sankaerdev		1 day	
	9-11	Thur-Sat	Classes	3 days		
	12	Sun			1 day	
	13-18	Mon-Sat	Classes	6 days		
	19	Sun			1 day	
October 2021	20-25	Mon-Sat	Classes	6 days		Orientation programme and Commencement of U.G. 1 st Semester Classes. Library Orientation programme for U.G. 1 st Semester Classes
	26	Sun			1 day	
	27-30	Mon-Thu	Classes	4 days		
	1	Fri	Classes	1 day		
	2	Sat	Gandhi Jayanti		1 day	
	3	Sun			1 day	
	4-9	Mon-Sat	Classes	6 days		
	10	Sun			1 day	
	11-20	Mon-Wed	Durga Puja/Janmotsav of Shrimanta Sankardev/ Kati Bihu/Lakshmi Puja		10 days	
	21-23	Thu-Sat	Classes	3 days		
	24	Sun			1 day	
	25-30	Mon-Sat	Classes	6 days		
	31	Sun			1 day	

Month/ Year	Date	Days	Particulars	No of Class/Working/ Exam Days	No of Holidays	Academic & Other Activities
November 2021	1-3	Mon-Wed	Classes	3 days		
	4-6	Thu-Sat	Kali Puja/Diwali/Bhai Dooj		3 days	
	7	Sun			1 day	
	8-9	Mon-Tue	Classes	2 days		
	10	Wed	Chhat Puja		1 day	
	11-13	Thu-Sat	Classes	3 days		
	14	Sun			1 day	
	15-18	Mon-Thu	Classes	4 days		
	19	Fri	Guru Nanak's Birthday		1 day	
	20	Sat	Classes	1 day		
	21	Sun			1 day	
	22-23	Mon-Tue	Classes	2 days		
	24	Wed	Lachit Divas		1 day	
	25-27	Thu-Sat	Classes	3 days		
	28	Sun			1 day	
December 2021	29-30	Mon-Tue	Classes	2 days		Educational Tour for Students of all Departments.
	1	Wed	Classes	1 day		
	2	Thu	Asom Divas		1 day	
	3	Fri	Classes	1 day		
	4	Sat	Students' Union Election	1 day		
	5	Sun			1 day	
	6-8	Mon-Wed	Classes	3 days		
	9-11	Thu-Sat	Sessional Exam for U.G. students.	3 days		
	12	Sun			1 day	
	13	Mon	Sessional Exam for U.G. students.	1 day		
	14-18	Tue-Sat	Test exam for H.S. Final year	5 days		
	19	Sun			1 day	
	20	Mon	Test exam for H.S. Final year	1 day		
	21-24	Tue-Fri	Classes	4 days		
	25	Sat	Christmas		1 day	
January 2022	26	Sun			1 day	H.S. Pre-Final Examination Girl Child Day to be observed on 24 th January by the College Women's Cell.
	27-31	Mon-Fri	Preparatory break for semester Examination	5 days		
	1	Sat	Classes	1 day		
	2	Sun			1 day	
	3-8	Mon-Sat	Classes	6 days		
	9	Sun			1 day	
	10-12	Mon-Wed	Classes	3 days		
	13-19	Thu-Wed	Winter Vacation/Magh Bihu		7 days	
	20-21	Thu-Fri	Classes	2 days		
	22	Sat	Classes	1 day		
	23	Sun			1 day	
	24	Mon	Classes	1 day		
	25	Tue	Gwther-Bathou-San-Puja		1 day	
	26	Wed	Republic Day		1 day	
	27-29	Thu-Sat	Classes	3 days		
Feb 2022	30	Sun			1 day	
	31	Mon	Me-Dum-Me-Phi		1 day	
	1-4	Tue-Fri	Classes	4 days		
	5	Sat	Saraswati Puja		1 day	
	6	Sun			1 day	
	7-12	Mon-Sat	U.G. Classes & H.S. 1 st year Test Examination	6 days		
	13	Sun			1 day	
	14-15	Mon-Tue	Classes	2 days		
	16	Wed	Bir Chilarai Divas		1 day	
	17-19	Thu-Sat	Classes	3 days		
	20	Sun			1 day	
	21-26	Mon-Sat	College Week	6 days		
	27	Sun			1 day	
	28	Mon	Classes	1 day		

Month/ Year	Date	Days	Particulars	No of Class/Working/ Exam Days	No of Holidays	Academic & Other Activities
March 2022	1	Tue	Shivratri		1 day	International Women's Day to be Celebrated on 8 th March Commencement of H.S. Final year Examination.
	2-5	Wed-Sat	Classes	4 days		
	6	Sun			1 day	
	7-12	Mon-Sat	Classes	6 days		
	13	Sun			1 day	
	14-17	Mon-Thu	Classes	4 days		
	18	Fri	Holi/Doul Jatra		1 day	
	19	Sat	Classes	1 day		
	20	Sun			1 day	
	21-26	Mon-Sat	Classes	6 days		
	27	Sun			1 day	
April 2022	28-31	Mon-Thu	Classes	4 days		Alumni meet of the College. Commencement of H.S. 1 st year Final Examination.
	1-2	Fri-Sat	Classes	2 days		
	3	Sun			1 day	
	4-9	Mon-Sat	Classes	6 days		
	10	Sun			1 day	
	11-13	Mon-Wed	Classes	3 days		
	14-16	Thu-Sat	Bohag Bihu		3 days	
	17	Sun			1 day	
	18-23	Mon-Sat	Classes	6 days		
May 2022	24	Sun			1 day	
	25-30	Mon-Sat	Classes	6 days		
	1	Sun	May Day/International Labour Day		1 day	
	2	Mon	Classes	1 day		
	3-4	Tue-Wed	Eid-Ul-Fitre		2 days	
	5-7	Thu-Sat	Classes	3 days		
	8	Sun			1 day	
	9-14	Mon-Sat	Classes	6 days		
	15	Sun			1 day	
	16	Mon	Buddha Purnima		1 day	
	17-21	Tue-Sat	Sessional Exam. For U.G. Even Semester	5 days		
June 2022	22	Sun			1 day	World Environment Day to be Celebrated by the College on 5 th Commencement of U.G. Even Semester Final Examination
	23-28	Mon-sat	Preparatory break for Examination.	6 days		
	29	Sun			1 day	
	30-31	Mon-Tue	Classes	2 days		
	1-4	Wed-Sat	Classes	4 days		
	5	Sun			1 day	
	6-11	Mon-Sat	Classes	6 days		
	12	Sun			1 day	
	13-18	Mon-Sat	Classes	6 days		
	19	Sun			1 day	
	20-25	Mon-Sat	Classes	6 days		
	26	Sun			1 day	
	27-30	Mon-Thu	Classes	4 days		

Number of Working days – 246

Number of Holidays – 119

* Holidays and working days may change subject to notifications received from Gauhati University from time to time.

* Educational study tours/programmes/Annual College Week/Students Union Election shall be conducted in compliance with the Government notified Covid-19 protocols.

CODE OF CONDUCT FOR STUDENTS

For the maintenance of an environment conducive to carrying out all the educational goals, Saraighat College, Changsari has framed rules, regulations and professional ethics to cover all areas of importance. Every individual is free to conduct his or her own academic and non-academic life within the framework established in these rules, regulations and professional code. However, the privileges of being free and making independent decisions, involve the acceptance of responsibility of respecting the binding rules and regulations of the college. Saraighat College expects from the students to uphold the standards of both personal and social conduct at all times when they are associated with the institution, and assume that individual decisions will be accompanied by careful consideration of the standards maintained by the college.

LET'S KNOW WHAT ARE THE RIGHTS AND EXPECTATIONS-

All the students have their right and freedom of inquiry. At the same time, they are expected to know and adhere to the standards of academic reach and integrity.

A general outline for Students

- In their activities, the students of Saraighat College shall maintain ethical standards of very high standard.
- Students shall comply with the disciplinary measure imposed by the college time to time. They shall avoid using, possessing or distributing liquor and illegal drugs.
- Students shall greet the institutional staff and communicate courteously with everyone.
- Use of language with any insulting, inciting, threatening form when talking with fellow students by anyone shall be considered unacceptable. Students should totally avoid violence in any form.
- Students shall avoid such act or manner outside the institution that could bring disrepute to the college.
- Students shall use mobile phones/audio-video equipment judiciously within the college premises. At any moment, the college authority may impose restriction upon such items or method of use.
- Students are expected to read notices/circulars displayed on the college website and

notice board regularly and should comply with the directions contained in it.

- Students shall pay all kinds of fees as stipulated by the college in time.
- Inside the college campus, students shall adhere to the vehicle use, speed limit within the campus and park the vehicles in the allotted place.
- Students shall maintain the decorum and conduct themselves well while attending college functions. They shall promptly stand to solemn attention during national anthem.
- Students shall avail the dust bin facility to keep the classroom and the campus clean.
- Students shall maintain the beauty, serenity and greenery of the campus.
- Students shall always try to preserve the infrastructure of the college.
- Students should behave responsibly while posting their views about the college on social media.
- Students shall not engage themselves in any political activity or other movement.
- Students shall conduct meetings and activities in the college campus only with the written permission of the Principal. Likewise, students shall circulate / display any circulars / Notices only with the written permission of the Principal. Without the permission of the principal students shall not be the part of any tour, field visit or picnic.
- Students shall not endanger the health or safety of others. Storing, possessing or using real or replica firearms or other weapons, explosives (including fireworks), ammunition, or toxic or otherwise dangerous materials in the campus by the students are strongly prohibited and shall be considered as unethical.
- Students shall avoid making false accusations against any member of the institution. They shall avoid giving false information to the college. Students are expected to avoid forging, altering or misusing any document or record issued by the college.

For students

Directives related to Students' Identity Cards

The college authority will issue photo identity card for every student. It will be duly signed or attested by the principal. They shall wear the ID cards in the college campus. Students ID card and its uses: borrowing books from the library; appearing for examinations; during tour/ picnic/industrial visits; entering the office; multi facility centre; classroom; office.; performing monetary transactions such as paying fees, receiving scholarships etc.; representing the college in any events hosted by other institutions; availing ticket concession

to travel by bus, rail or air and using postal and bank services.

Directives related to academic-life inside the campus

- In attending classes and all activities of the college, students are expected to be regular and punctual. They shall not miss the classes under the pretexts like paying fees, taking books from libraries etc. Time fixed for such purposes during working hours must be strictly followed.
- In the lecture halls/seminar halls/ auditorium prior to the commencement of the class or any program students are expected to be seated in. They shall not leave the classroom during class hours.
- Students shall observe silence in the class, irrespective of the presence or absence of the faculty.
- It is expected that the students shall greet when the faculty enters the class.
- Students shall visit the library / college office / staff rooms only during the working hours.
- Dress code
- On week days students shall wear prescribed uniforms and the cloth should be clean and properly washed. Boys and girls are expected to wear black shoes along with the prescribed uniform. Casual pattern of dress of the color of uniform will not be accepted.
- For proper discipline, the college authority may prescribe specific tailor to prepare the uniforms.
- Students shall wear decent and formal dress on some prescribed days.

Mechanism to redress the grievances

- For grievance redressal, the authority of Saraighat college has its own mechanism. Representation of complaints and grievances shall be made individually to the Grievance redressal cell either in oral or written form.
- The committee with directions of the principal will redress the grievances.
- The principal's decision shall be final in all matters for resolving of grievances.

- Entering the college, students shall bear in mind that they have responsibility as members of an academic community, their actions have a broad effect on the interests of the college, including its interests in attracting future students and members of the faculty. Therefore, they shall be mindful for their own academic interest and the same

of the institution with sincerity, honesty, and commitment.

- Students are responsible for any actions in which they may be involved which are harmful to the welfare or property of the college or other members of the college community.
- For the interest of the college and the academic life of the entire students' community, as a head of the institution, the Principal may initiate necessary action against any student who may be considered a violator of the principles laid down by the college as appropriate inside its premises.

Alumni Feedback Report

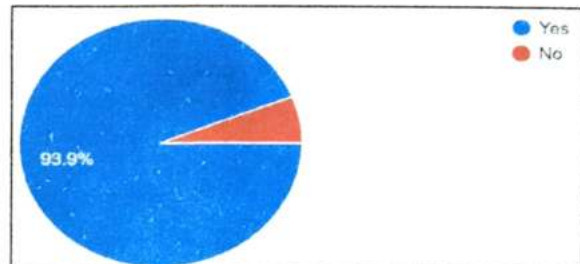
Session: 2020-21

(Average analysis of all 7 points criteria)

1. Have you seen any change in the college since passing out? (Total responses = 131)

Yes – 123

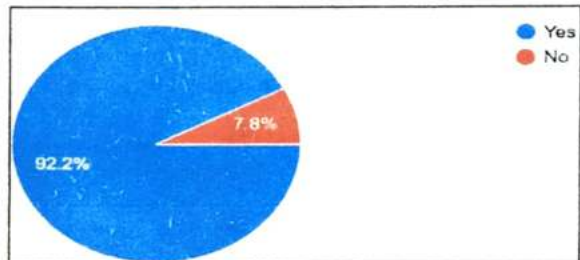
No – 8



2. Has there been positive change since last NAAC accreditation? (Total responses = 129)

Yes – 119

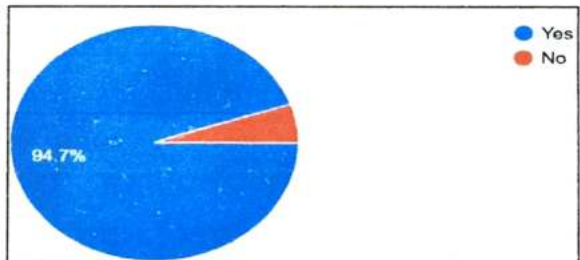
No – 10



3. Have you kept contact with the college? (Total responses = 131)

Yes – 124

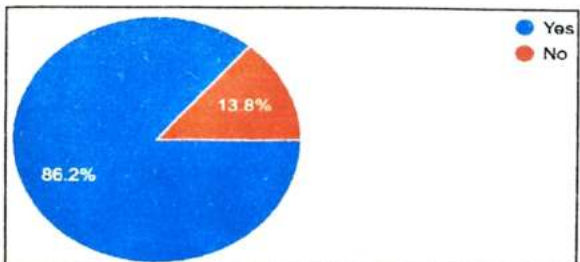
No – 7



4. Are you willing to share your ideas with the college fraternity? (Total responses = 130)

Yes – 112

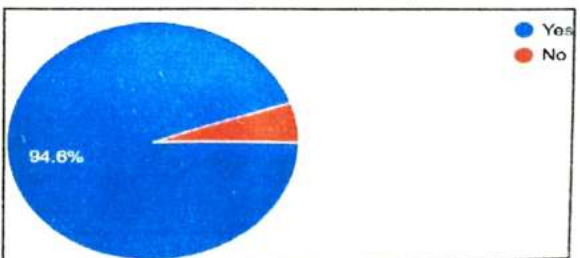
No – 18



5. Are you satisfied with the present functioning of the college? (Total responses = 130)

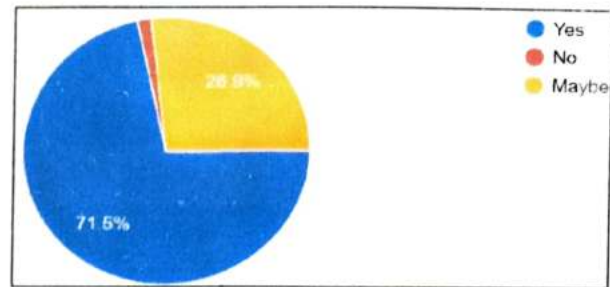
Yes – 123

No – 7



6. Do you want to be a member of Saraighat College Alumni Association? (Total responses = 130)

Yes – 93
No – 2
Maybe – 35



7. Give your suggestions for further improvement of the college. (Maximum 100 words) (Total responses = 134)

1. Need to encourage student's participation in various educational activity as well as sports, short story writing, debates.
2. Campus Cleanliness
3. To create a sustainable Farm.
4. To focus on creating platforms where students can come together.
5. To make campus green.
6. Educational Tour.
7. Improving the digital learning in classrooms to attract the students more.
8. To renovate the main gate of Saraighat college
9. To appoint more faculties in the departments.
10. Student Welfare Association to be formed.
11. Science, commerce and some other important vocational courses should be introduced in the college.
12. To open PG courses in all relevant subjects.

Analysis of the Feedback: (Session-2020-21)

Based on the feedback report of the Alumni, following suggestions may be made:

1. Student's participation in co-curricular and extra-curricular activities needs to be encouraged.
2. Emphasis should be given on Campus cleanliness, greenery, and farming.
3. Educational tours/field studies should be encouraged.
4. Digital learning to be encouraged.
5. Commerce and Science streams should be introduced.
6. PG courses should be opened.

Alumni feedback Form

1. Have you seen any change in the college since passing out?

Question Type

Multiple choice

Yes
No

2. Has there been positive change since last NAAC accreditation?

Yes
No

3. Have you kept contact with the college?

Yes
No

4. Are you willing to share your ideas with the college fraternity ?

Yes
No

5. Are you satisfied with the present functioning of the college ?

Yes
No

6 Do you want to be a member of Saraighat College Alumni Association ?

Yes
No
Maybe

7. Give your suggestions for further improvement of the college. (Maximum 100 words)
*

Long answer text


Coordinator, NAAC
Saraighat College
Changrai
Changrai
Saraighat College
Coordinator, NAAC


Principal
Saraighat College

Parents Feedback Report

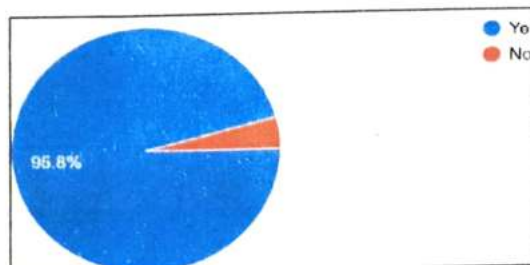
Session: 2020-21

(Average analysis of all 8 points criteria)

1. Are you satisfied with the teaching imparted in the college to your son/daughter
(Total responses = 433)

Yes – 415

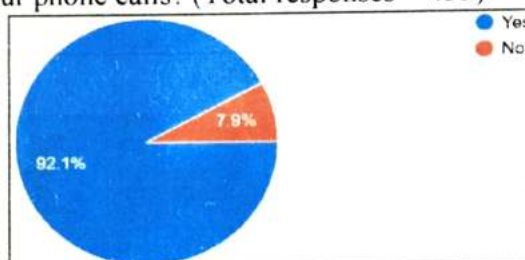
No – 18



2. Does the college administration respond to your phone calls? (Total responses = 433)

Yes – 399

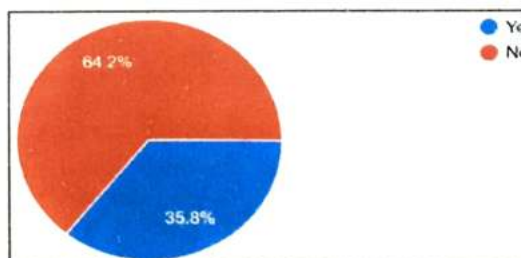
No – 34



3. Did you face any difficulty when you came to college to meet any teacher/office staff? (Total responses = 433)

Yes – 155

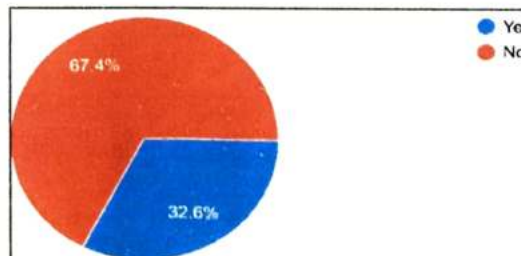
No – 278



4. Has your son/daughter told you about any difficulty / problem faced in the college?
(Total responses = 432)

Yes – 141

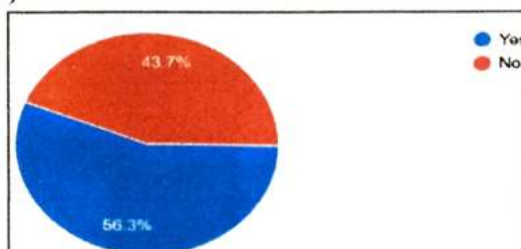
No – 291



5. If your son/daughter told you about any difficulty/problem, did you inform it to college administration? (Total responses = 430)

Yes – 242

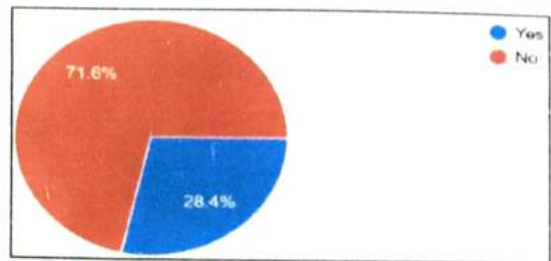
No – 188



6. If your son/daughter is getting any scholarship, is there any difficulty in getting the scholarship money? (Total responses = 430)

Yes – 122

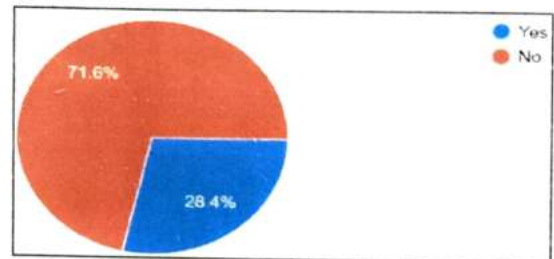
No – 308



7. Did your son/daughter get free admission? (Total responses = 430)

Yes – 302

No – 130



8. Give your suggestions for further improvement of the college (Maximum 100 words)

Some important suggestions given by the parents are identified as follows:

1. Improvement of Gym facility
2. Computer centres for student
3. Cleanliness of campus.
4. Emphasis on games and sports.
5. Washrooms/toilets should be kept clean
6. More career counselling programmes
7. Internal assessment marks of students should be send to parents
8. Notes and reading materials should be shared with students in whatsapp groups.

Analysis of the Feedback:

1. Office staff and Teaching Faculties need to be more responsive when parents visit the college for any query/problem.
2. Problems faced by the students in the college need to be properly redressed.
3. The complaints of parents regarding their ward's problems/grievances need to be registered and resolved in a time bound manner.
4. Based on the suggestions of the parents, the college fraternity should open Computer centres, give emphasis on Games and Sports, conduct more Career Counselling, report to the Parents on the performance of their wards in internal assessments, and provide sufficient reading materials to students in Whatsapp groups on regular basis as most students can't afford to buy reference books due to financial problem.

FEEDBACK FORM OF PARENTS

Name of the Parent

Question Type

Required

Address

*

Phone Number

*

Student Name

*

Student class

*

1. Are you satisfied with the teaching imparted in the college to your son/daughter

Yes

No

2. Does the college administration respond to your phone calls ?

Yes

No

3. Did you face any difficulty when you came to college to meet any teacher/office staff?

Yes

No

4. Has your son/daughter told you about any difficulty / problem faced in the college?

Yes

No

5. If your son/daughter told you about any difficulty/problem , did you inform it to college administration?

Yes

N. Patanwar
Coordinator, IQAC
Saraighat College
Changsal

No

6. If your son/daughter is getting any scholarship, is there any difficulty in getting the scholarship money?

Yes

No

7. Did your son/daughter get free admission ?

Yes

No

8. Give your suggestions for further improvement of the college (Maximum 100 words)

*


Co-ordinator, IQAC
Saraighat College
Changsari


Principal
Saraighat College

Students feedback

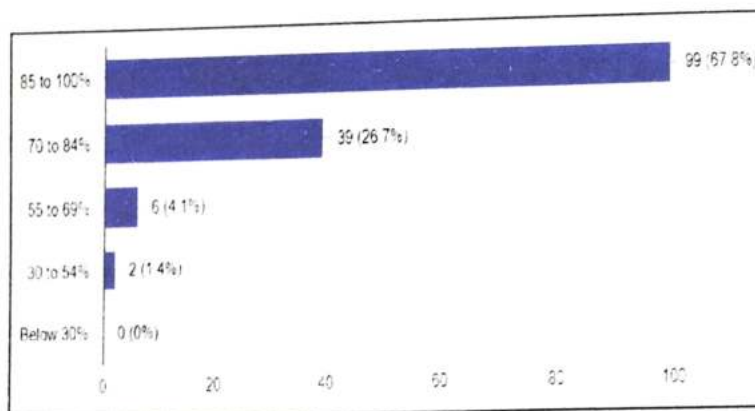
Session: 2019-20

(Average analysis of all points criteria)

Teaching Learning Process

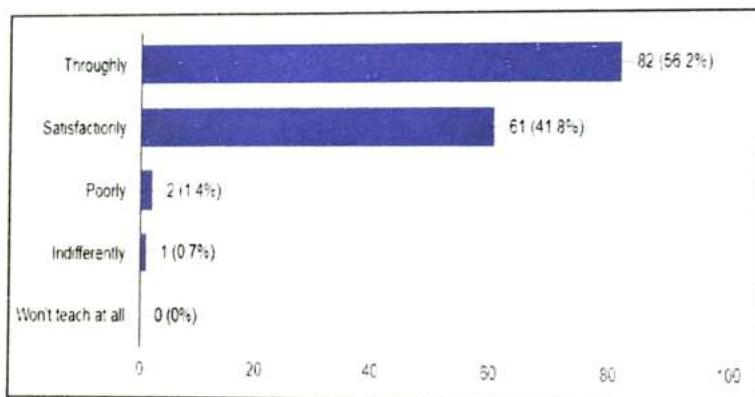
1. How much of the syllabus was covered in the class? (Total responses = 146)

Value	Count
85 to 100%	99
70 to 84%	39
55 to 69%	6
30 to 54%	2
Below 30%	0



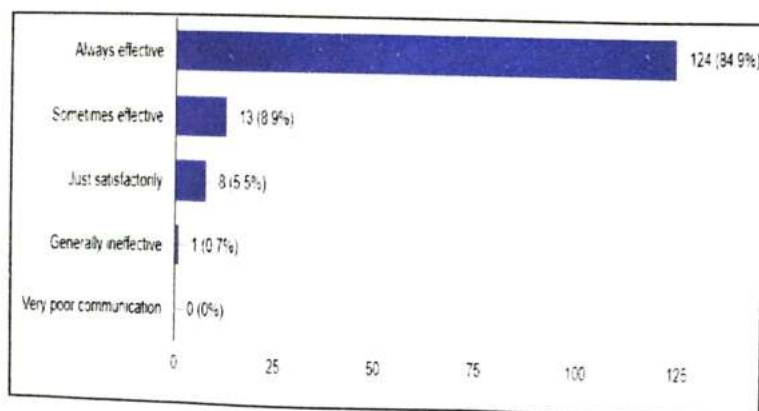
2. How well did the teachers prepare for the classes? (Total responses = 146)

Value	Count
Thoroughly	82
Satisfactorily	61
Poorly	2
Indifferently	1
Won't teach at all	0



3. How well did the teacher able to communicate? (Total responses = 146)

Value	Count
Always effective	124
Sometimes effective	13
Just satisfactorily	8
Generally ineffective	1
Very poor communication	0

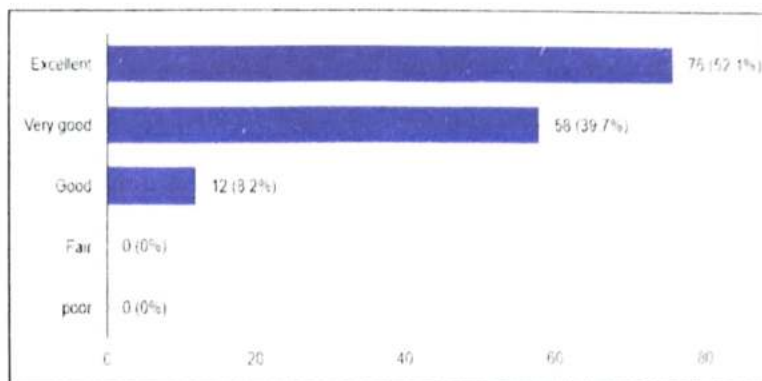


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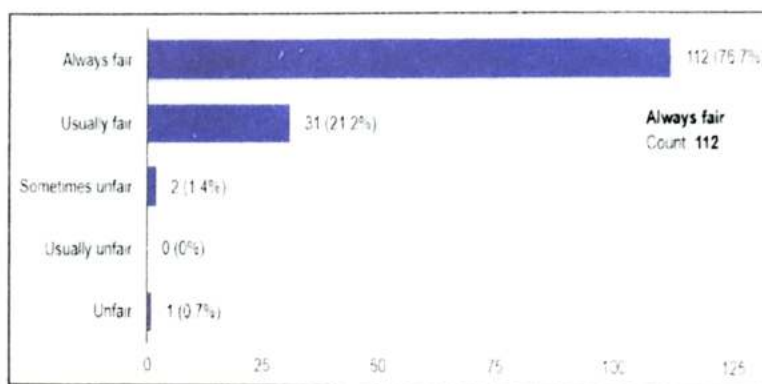
4. The teacher's approach to teaching can best be described as (Total responses = 146)

Value	Count
Excellent	75
Very good	58
Good	12
Fair	0
Poor	0



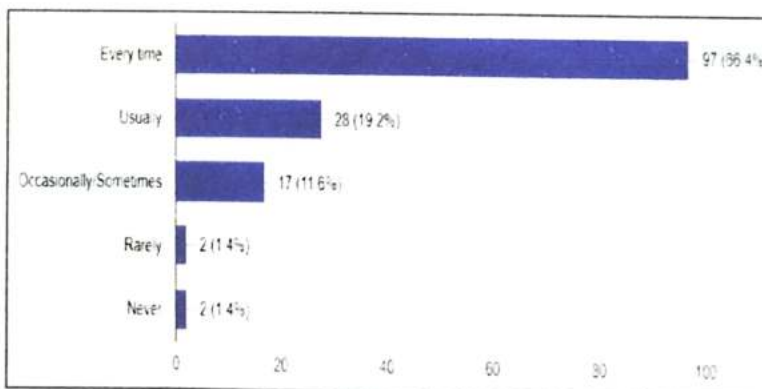
5. Fairness of the internal evaluation process by the teacher (Total responses = 146)

Value	Count
Always Fair	112
Usually Fair	31
Sometimes Unfair	2
Usually Unfair	0
Unfair	1



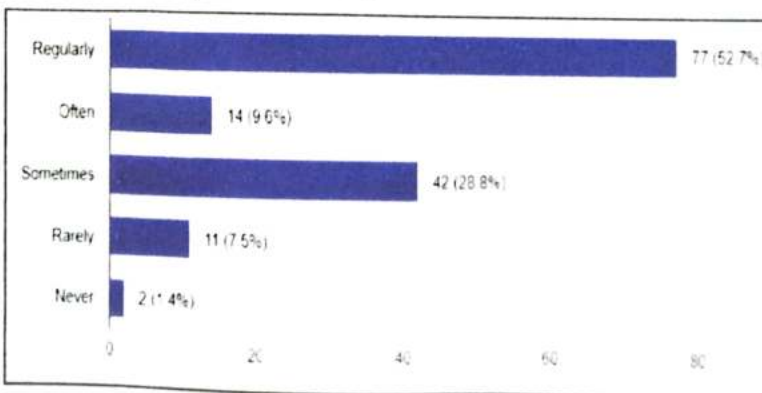
6. Was your performance in assignments discussed with you? (Total responses = 146)

Value	Count
Every time	97
Usually	28
Occasionally/Sometimes	17
Rarely	2
Never	2



7. The institution takes active interest in promoting internship, student exchange, and field visit opportunities for students. (Total responses = 146)

Value	Count
Regularly	77
Often	14



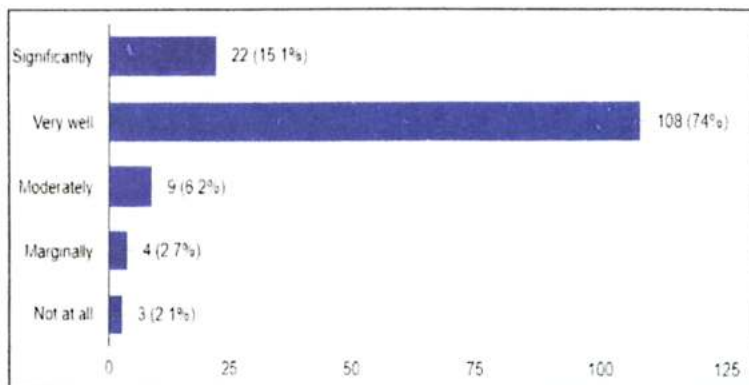
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Sometimes	42
Rarely	11
Never	2

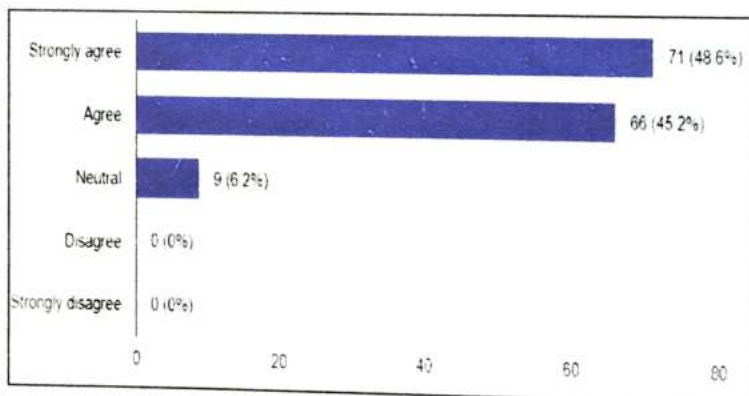
8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth. (Total responses = 146)

Value	Count
Significantly	22
Very Well	108
Moderately	9
Marginally	4
Not at all	3



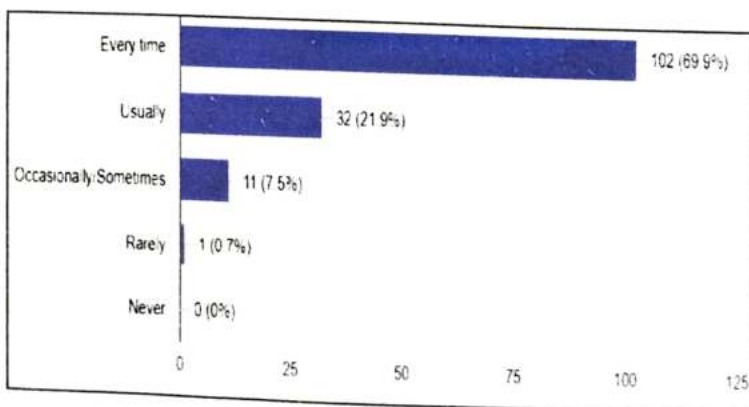
9. The institution provides multiple opportunities to learn grow. (Total responses = 146)

Value	Count
Strongly Agree	71
Agree	66
Neutral	9
Disagree	0
Strongly Disagree	0



10. Teachers inform you about your expected competencies, course outcomes and program outcomes. (Total responses = 146)

Value	Count
Every Time	102
Usually	32
Occasionally/Sometimes	16
Rarely	2
Never	1

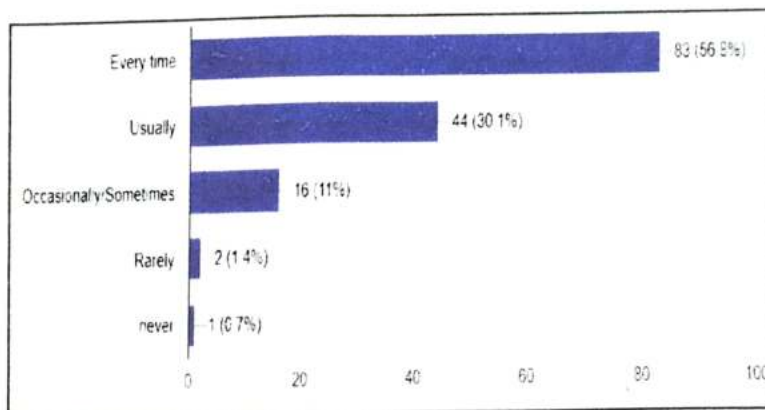


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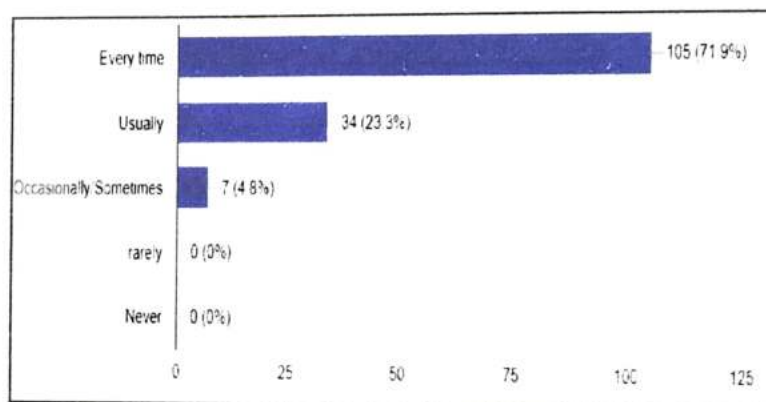
11. Your mentor does a necessary follow-up with an assigned task to you. (Total responses = 146)

Value	Count
Every Time	83
Usually	44
Occasionally/Sometimes	16
Rarely	2
Never	1



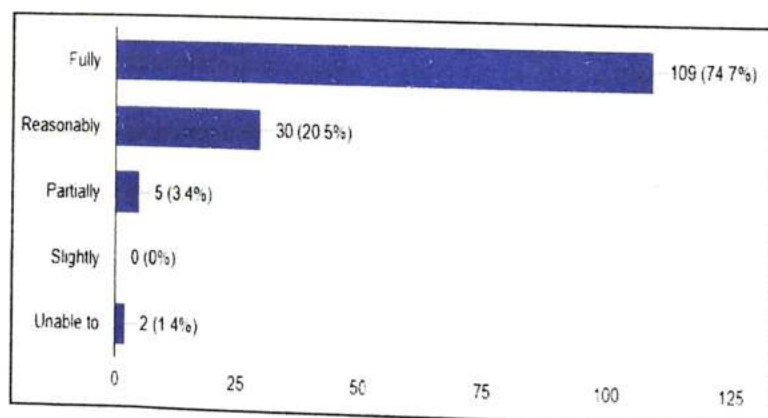
12. The teacher illustrates the concepts through example and applications. (Total responses = 146)

Value	Count
Every Time	105
Usually	34
Occasionally/Sometimes	7
Rarely	0
Never	0



13. The teacher identifies your strengths and encourages you with providing right level of challenges. (Total responses = 146)

Value	Count
Fully	109
Reasonably	30
Partially	5
Slightly	0
Unable to	2

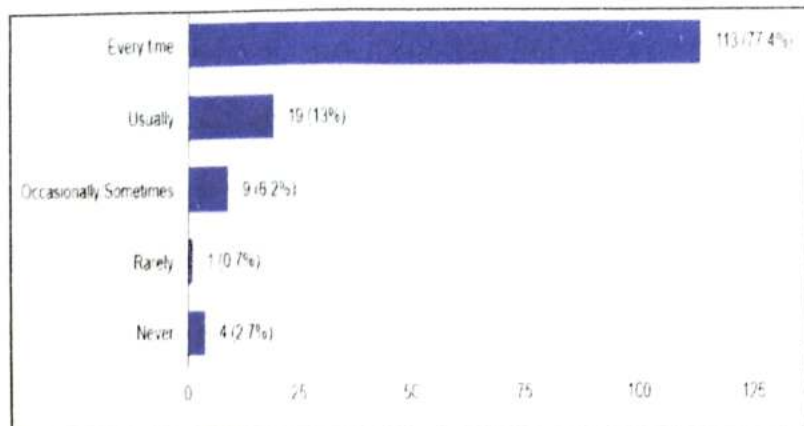


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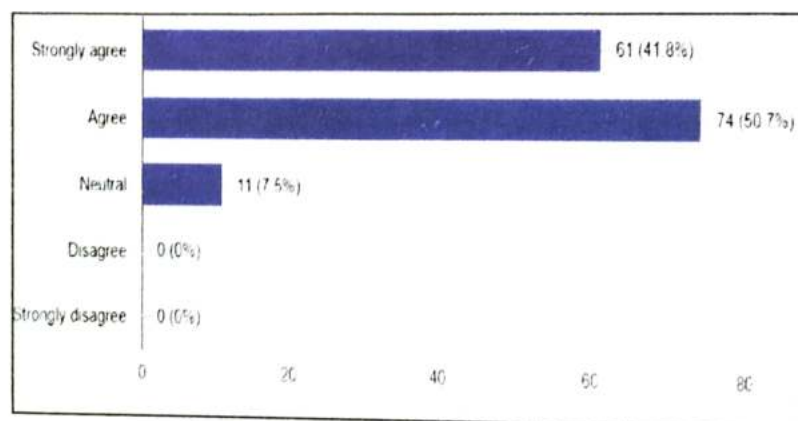
14. Teachers are able to identify your weaknesses and help you to overcome them.
(Total responses = 146)

Value	Count
Every time	113
Usually	19
Occasionally/Sometimes	9
Rarely	1
Never	4



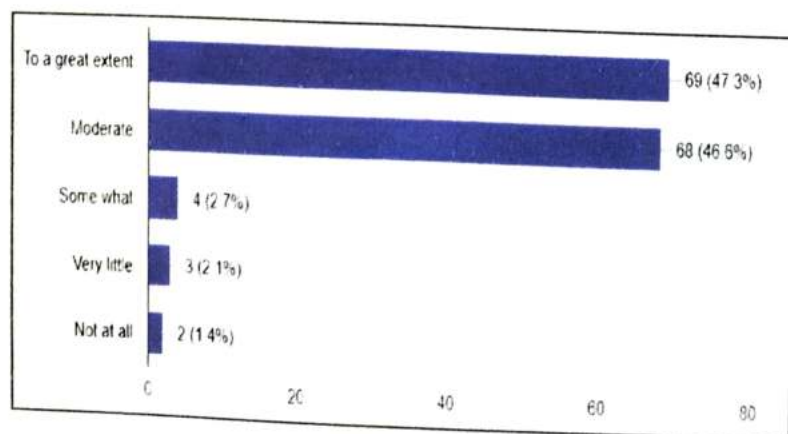
15. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process. (Total responses = 146)

Value	Count
Strongly Agree	61
Agree	74
Neutral	11
Disagree	0
Strongly Disagree	0



16. The institute/ teacher use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences. (Total responses = 146)

Value	Count
To a great extent	69
Moderate	68
Some what	4
Very Little	3
Not at all	2

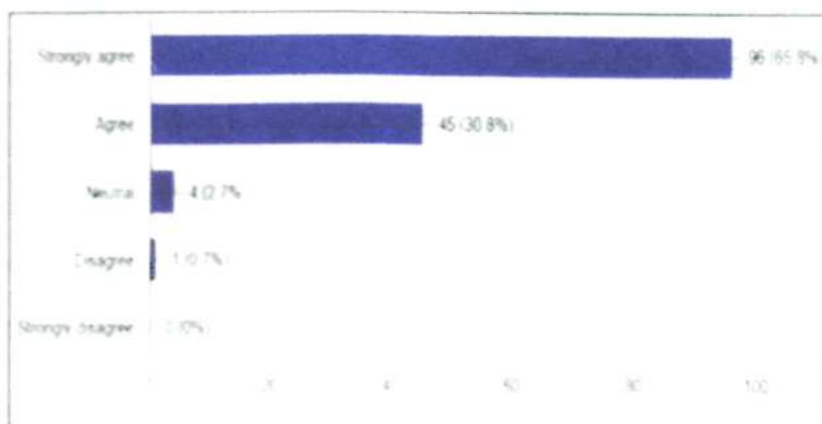


N. Patowary
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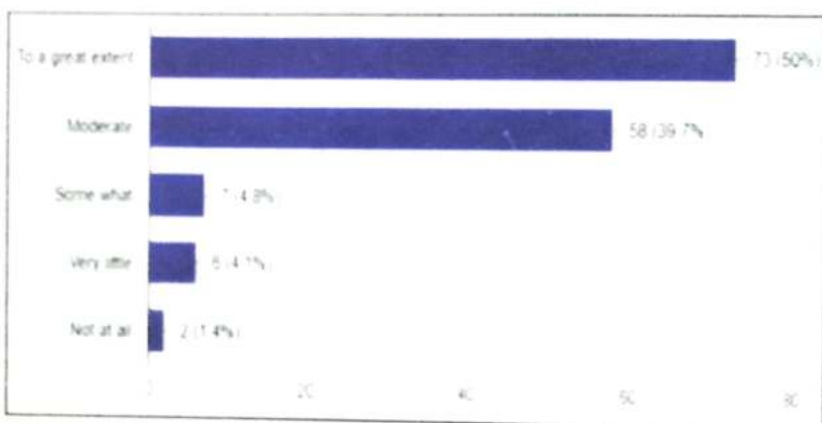
17. Teachers encourage you to participate in extracurricular activities. (Total responses = 146)

Value	Count
Strongly Agree	96
Agree	45
Neutral	4
Disagree	1
Strongly Disagree	0



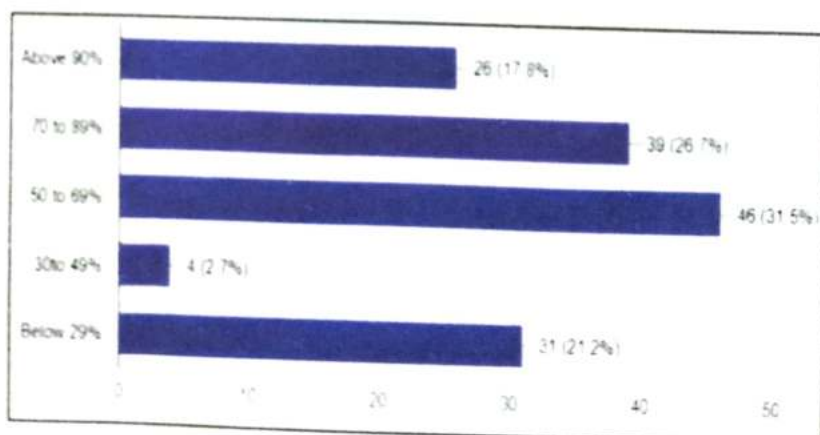
18. Efforts are made by the institute teachers to inculcate soft skill, life skills and employability skills to make you ready for the world of work. (Total responses = 146)

Value	Count
To a great extent	73
Moderate	58
Some what	7
Very Little	6
Not at all	2



19. What percentage of teachers use ICT tools such LCD projector, Multimedia, etc while teaching (Total responses = 146)

Value	Count
Above 90%	26
70 to 89%	39
50 to 69%	46
30 to 49%	4
Below 29%	31

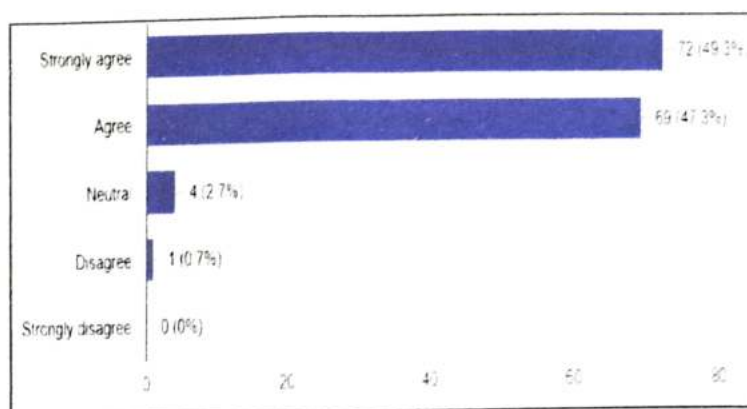


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20. The overall quality of teaching learning process in your institute is very good.
(Total responses = 146)

Value	Count
Strongly Agree	72
Agree	69
Neutral	4
Disagree	1
Strongly Disagree	0



21. Give three observation / suggestions to improve the overall teaching-learning experience in your institution.

- To improve ICT facilities
- Extra activities, digital learning
- Extra activities, digital learning, improve the class rooms
- As there are differences in students it is necessary to explain the subjects separately and easily to the students with differences.
- Teachers are able to identify our weakness and help us overcome them.
- When teachers have given us notes while they explain about it.
- Teacher has to do the whole syllabus cover.
- To Improve ICT facilities
- Try to reach every student and ask for their problems.
- Many competitions can be conducted and more informative seminars, lecture by an expert required.
- MCQ test every month for students.
- Extra activities, digital learning, improve the class room
- Improve our classroom, digital learning, extra activities
- Use better graphics and visual media to engage students well
- Try to reach every student and ask for their doubts.
- Make teaching a two way interaction.
- Extra activities, digital learning, improve the classroom.
- Need more improvement in teaching methods
- Teacher are very good, teachers are good behaviour, teachers teach us very well
- Need more improvement in teaching methods,
- Field visits, entrepreneurship programmes, usage of newer technology like ICT projector for study
- We need more educational field visit for our learning development
- More opportunity should be given to include sports activities.
- Value added and professional courses should be introduced
- More Books for competitive exams be made available in the collage library
- More student exchange programmes should be taken.
- Courses in computer education should be conducted.
- More inter college function and competition should be held.
- Papers on life-skills can be introduced.
- Career counselling workshops should be conducted frequently in the college.
- Girl's common room should have more facilities like cupboard Chairs etc.
- Safety and security of students should be regularly checked and followed.

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33. Post graduate courses should be opened.
34. Teachers can use more audio visual tools to teach
35. More Books for competitive exams be made available in the college library.
36. College can be made more clean and green.
37. I need a computer lab in my College..
38. The fee for college from fil lup should be online.
39. College should have a help desk. Because the student has a lot of problem during the time of from fill up.

Analysis of the Feedback :

During the academic session 2019-20, a structured feedback has been collected from the students on "Teaching Learning Process". Based on the analysis of the feedback received the following points have been suggested for improvement:

1. The student's performance in internal assignments and class tests be discussed with them and suggestions for improvement be given.
2. The departments should take more interest in promoting internship, student exchange and field visits.
3. The institution should provide multiple opportunities to students to learn for their cognitive, social and emotional growth.
4. Teachers should inform the students about course outcome and program outcome.
5. Mentoring should be encouraged by all the departments.
6. Teachers should use students centric methods, like experiential learning, participative learning nad problem solving methodologies.
7. More efforts need to be given by the institution to inculcate soft skills, life skills and employability skills to make the students ready for the world of job.
8. The use of ICT needs to be encouraged. All the teachers should be asked to use ICT Tools while teaching.



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Students Satisfaction Survey

Students' Satisfaction Survey on Teaching Learning Process

Following are the questions for students' satisfaction survey regarding teaching learning process

How much of the syllabus was covered in the class?

*

85 to 100%
70 to 84%
55 to 69%
30 to 54%
Below 30%

How well did the teachers prepare for the classes?

*

Thoroughly
Satisfactorily
Poorly
Indifferently
Won't teach a

How well did the teacher able to communicate?

*

Always effective
Sometimes effective
Just satisfactory
Generally ineffective
Very poor communication

Question

Option 1

Question

Option 1

The teacher's approach to teaching can best be describe as

*

Excellent
Very good
Good
Fair

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poor

Fairness of the internal evaluation process by the teacher

*

Always fair

Usually fair

Sometimes un

Usually unfair

Unfair

Was your performance in assignments discussed with you?

*

Every time

Usually

Occasionally/S

Rarely

Never

The institution takes active interest in promoting internship, student exchange, and field visit opportunities for students.

*

Regularly

Often

Sometimes

Rarely

Never

The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.

*

Significantly

Very well

Moderately

Marginally

Not at all

The institution provides multiple opportunities to learn grow.

*

Strongly agree

Agree

Neutral

Disagree

Strongly disag

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Teachers inform you about your expected competencies, course outcomes and program outcomes.

*

Every time
Usually
Occasionally/£
Rarely
Never

Your mentor does a necessary follow-up with an assigned task to you.

*

Every time
Usually
Occasionally/£
Rarely
never

The teacher illustrate the concepts through example and applications.

*

Every time
Usually
Occasionally/£
rarely
Never

The teacher identify your strengths and encourage you with providing right level of challenges.

*

Fully
Reasonably
Partially
Slightly
Unable to

Teachers are able to identify your weaknesses and help you to overcome them.

*

Every time
Usually
Occasionally/£
Rarely
Never

The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.

*

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Strongly agree
Agree
Neutral
Disagree
Strongly disag

The institute/ teacher use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.

*

To a great ext
Moderate
Some what
Very little
Not at all

Teachers encourage you to participate in extracurricular activities.

*

Strongly agree
Agree
Neutral
Disagree
Strongly disag

efforts are made by the institute/ teachers to inculcate soft skill, life skills and employability skills to make you ready for the world of work.

*

To a great ext
Moderate
Some what
Very little
Not at all

What percentage of teachers use ICT tools such LCD projector, Multimedia, etc. while teaching.

*

Above 90%
70 to 89%
50 to 69%
30to 49%
Below 29%

To overall quality of teaching learning process in your institute is very good.

*

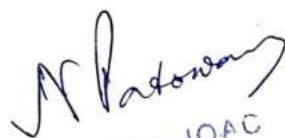
Strongly agree

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Agree
Neutral
Disagree
Strongly disag

Give three observation / suggestions to improve the overall teaching-learning experience in your institution.


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Students Feedback on Infrastructure & other Facilities

Session: 2020-21

(Average analysis of all 11 points criteria)

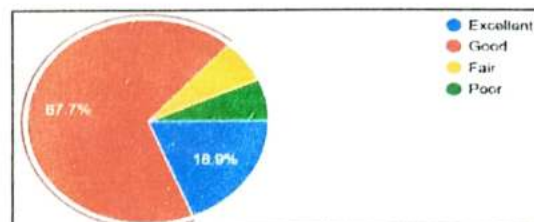
1. Sports facility in college (Total responses = 942)

Excellent – 178

Good – 638

Fair – 63

Poor – 63



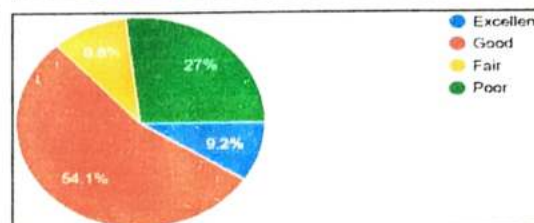
2. Medical facility in College (Total responses = 938)

Excellent – 86

Good – 507

Fair – 92

Poor – 253



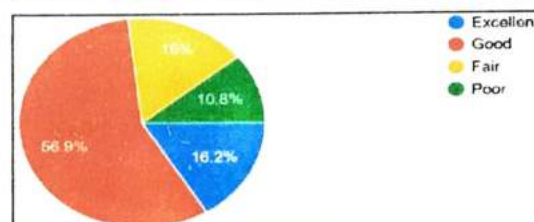
3. Internet facility in college (Total responses = 936)

Excellent – 152

Good – 533

Fair – 150

Poor – 101



4. Toilets/ Washrooms are clean and properly maintained (Total responses = 935)

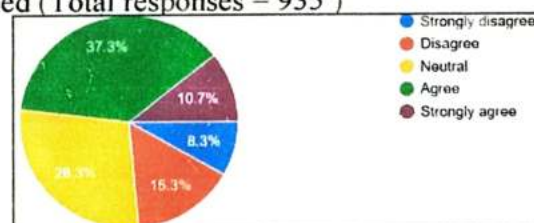
Strongly disagree – 78

Disagree – 143

Neutral – 265

Agree – 349

Strongly agree – 100



5. Clean drinking water is available in college (Total responses = 939)

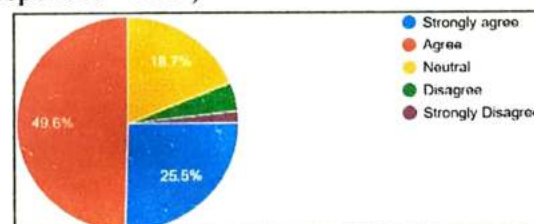
Strongly agree – 239

Agree – 466

Neutral – 176

Disagree – 41

Strongly Disagree – 17



6. Grievances / problems are redressed/ resolved well in time (Total responses = 918)

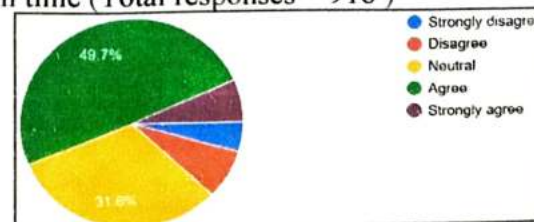
Strongly disagree – 43

Disagree – 69

Neutral – 290

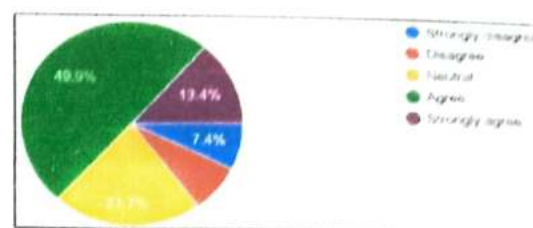
Agree – 456

Strongly agree – 60



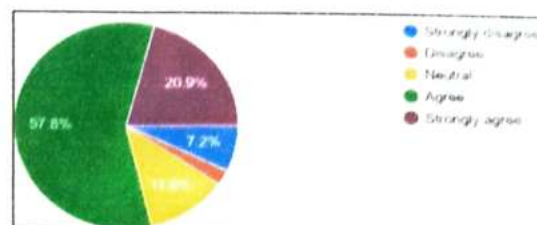
7. Classrooms are clean and well maintained (Total responses = 938)

Strongly disagree – 69
 Disagree – 71
 Neutral – 204
 Agree – 468
 Strongly agree – 126



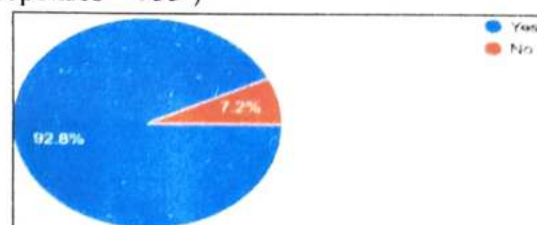
8. Library staff are cooperative and helpful (Total responses = 936)

Strongly disagree – 67
 Disagree – 22
 Neutral – 110
 Agree – 541
 Strongly agree – 196



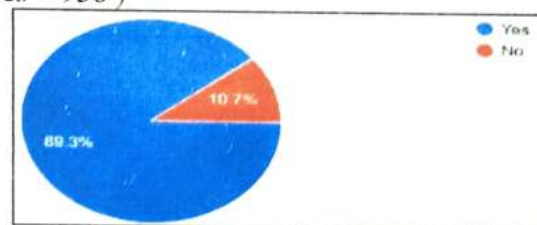
9. Prescribed books are available in the library (Total responses = 933)

Yes – 866
 No – 67



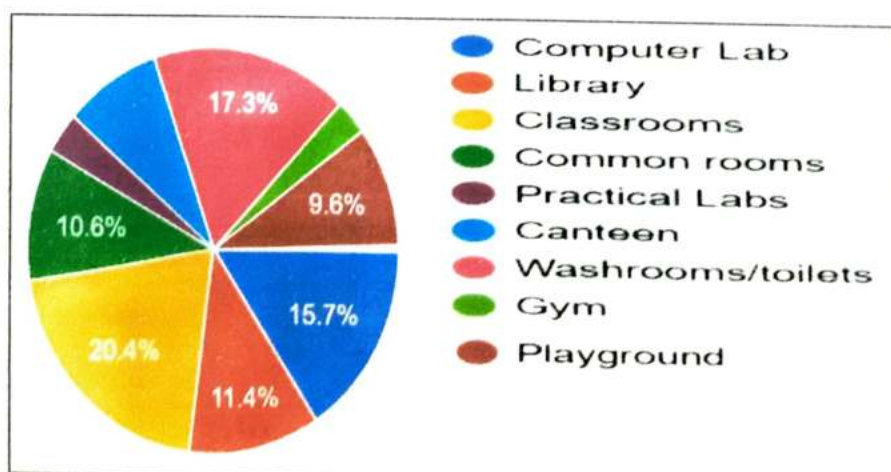
10. Office staff is cooperative and helpful (Total responses = 938)

Yes – 838
 No – 100



11. What areas of college infrastructure, do you think need to be improved (Total responses = 942)

Computer Lab – 148
 Library – 107
 Classrooms – 192
 Common Rooms – 100
 Practical Labs – 31
 Canteen – 79
 Washrooms – 163
 Gym – 27
 Playground – 90



Analysis of the Feedback :

Based on the feedback received from students on infrastructure, library and other facilities available in the college, the following observations can be made:

1. Toilet /washrooms need to be cleaned on a daily basis.
2. Grievances/problems of students need to be resolved on a timely and smooth manner.
3. Classrooms should be cleaned every day.
4. Library staff needs to be proactive in resolving the students demands and must suggest students all the reference books needed for their study.
5. Computer lab should be opened for student access.
6. Library books need to be increased.
7. Classrooms and Students Common Rooms need to be modernized and well maintained.
8. College canteen and washrooms for students need to be properly maintained.
9. College playground should be developed by acquiring land from Govt.


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Students Feedback Form

1. Sports facility in college is.

Question Type

Multiple choices

Excellent
Good
Fair
Poor

2. Medical facility in college is

Excellent
Good
Fair
Poor

3. Internet facility in college is

Excellent
Good
Fair
Poor

4. Toilets/ Washrooms are clean and properly maintained

Strongly disag
Disagree
Neutral
Agree
Strongly agree

5. Clean drinking water is available in college

Strongly agree
Agree
Neutral
Disagree
Strongly Disag

6. Grievances / problems are redressed/ resolved well in time

Strongly disag
Disagree
Neutral
Agree
Strongly agree

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7. Classrooms are clean and well maintained

Strongly disag

Disagree

Neutral

Agree

Strongly agree

8. Library staff are cooperative and helpful

Strongly disag

Disagree

Neutral

Agree

Strongly agree

9. Prescribed books are available in the library

Yes

No

10. Office staff is cooperative and helpful

Yes

No

11. What areas of college infrastructure, do you think need to be improved

Computer Lab

Library

Classrooms

Common room

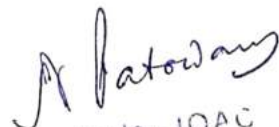
Practical Labs

Canteen

Washrooms/to

Gym

Playground


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STUDENTS FEEDBACK ON TEACHERS
Session 2021-2022
(Average Analysis of All Departments on 12 Points Criteria)

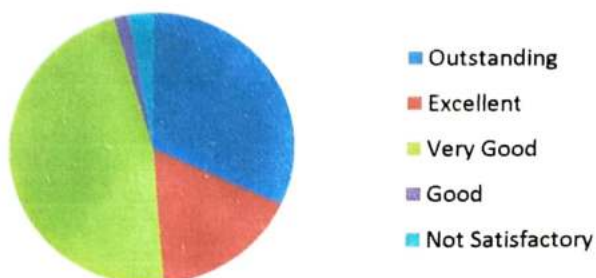
Sl No	Criteria	Session	Total Students	Rating					Total (%)
				Not Satisfactory (%)	Good (%)	Very Good (%)	Excellent (%)	Outstanding (%)	
1	The faculty completes syllabus of the course in time?	2021-22	66	2	1	31	11	21	100
2	Control mechanism in effectively conducting the class?	2021-22	66	2	1	32	9	22	100
3	Overall, how you would rate the quality of instruction received in the course?	2021-22	66	2	0	29	13	22	100
4	Any other comment which you would like to mention?	2021-22	66	2	0	31	10	23	100
5	Mastery over the course content?	2021-22	66	1	1	29	15	20	100
6	How well did the teacher prepare for the classes?	2021-22	66	2	1	30	10	23	100
7	Availability of the faculty member after class hours for guidance?	2021-22	66	2	0	29	13	22	100
8	Relevance of theory to practical session, if applicable?	2021-22	66	2	2	20	8	21	100
9	Skill of linking subject to life experience & creating interest in the subject?	2021-22	66	3	0	25	12	22	100
10	Competent and effective in communicating the concepts?	2021-22	66	2	1	30	10	23	100


Co-ordinator, IQAC
 Saraighat College
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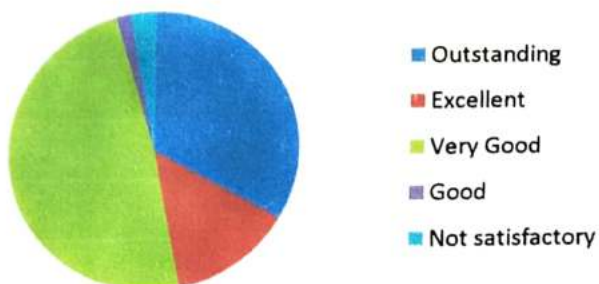

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 Saraighat College

11	Helping approach towards varied academic interests of students?	2021-22	66	3	0	31	8	24	100
12	Helps students in realizing their strengths and developmental needs and developing professional skills among students?	2021-22	66	2	1	31	10	24	100

C 1



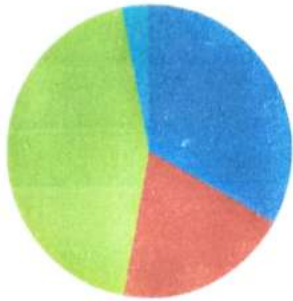
C 2



[Signature]
 Co-ordinator, IQAC
 Saraighat College
 Changsan

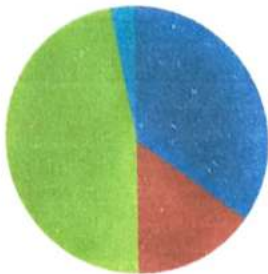
[Signature]
 Principal
 Saraighat College

C 3



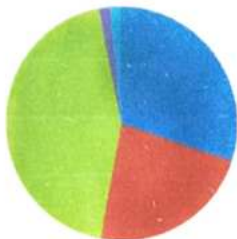
- Outstanding
- Excellent
- Very Good
- Good
- Not Satisfactory

C 4



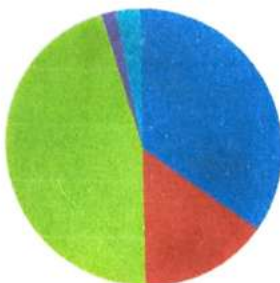
- Outstanding
- Excellent
- Very Good
- Good
- Not satisfactory

C 5



- Outstanding
- Excellent
- Very Good
- Good
- Not satisfactory

C 6

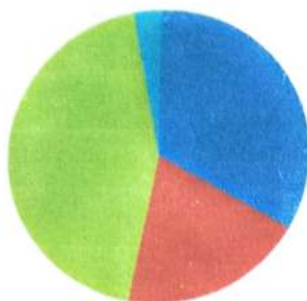


- Outstanding
- Excellent
- Very Good
- Good
- Not satisfactory

M. Pattnayak
Co-ordinator, IQAC
Saraighat College
Changsal

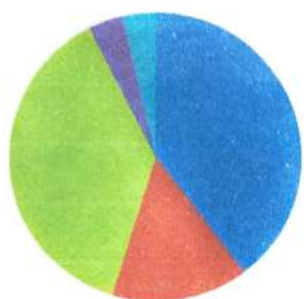
[Signature]
Principal
Saraighat College

C 7



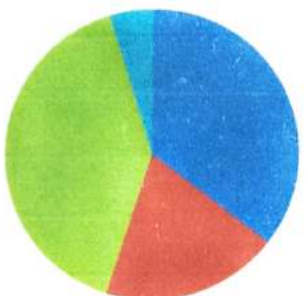
- Outstanding
- Excellent
- Very Good
- Good
- Not satisfactory

C 8



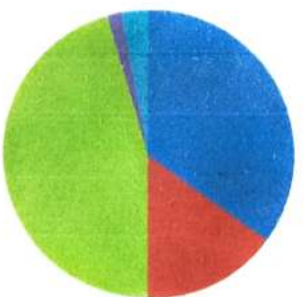
- Outstanding
- Excellent
- Very Good
- Good
- Not satisfactory

C 9

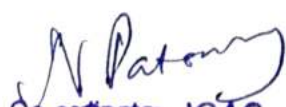


- Outstanding
- Excellent
- Very Good
- Good
- Not satisfactory

C 10

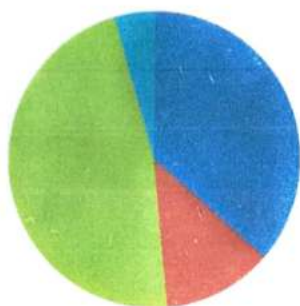


- Outstanding
- Excellent
- Very Good
- Good
- Not satisfactory


Co-ordinator, IQAC
Saraighat College
Changbari

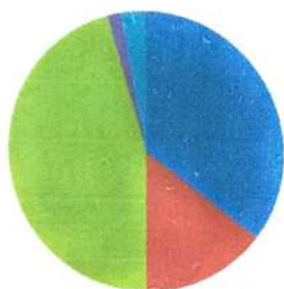

Principal
Saraighat College

C 11



- Outstanding
- Excellent
- Very Good
- Good
- Not satisfactory

C 12



- Outstanding
- Excellent
- Very Good
- Good
- Not satisfactory

Principal
Saraighat College

Co-ordinator, IQAC
Saraighat College
Changbari

Teachers Feedback Report

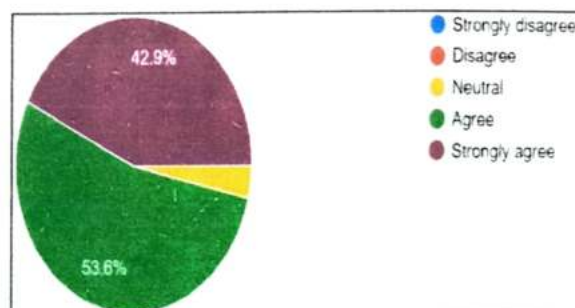
Session: 2020-21

(Average analysis of all 20 points criteria)

Total responses = 28

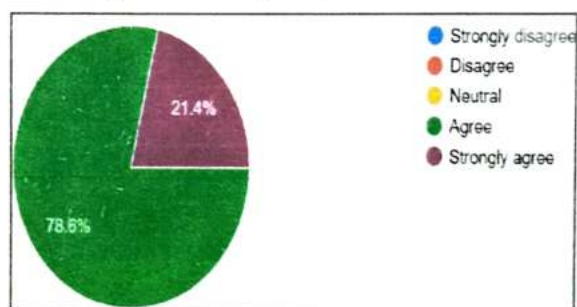
1. The admission process followed by the college is active and transparent.

Strongly disagree – 0
Disagree – 0
Neutral – 1
Agree – 15
Strongly agree – 12



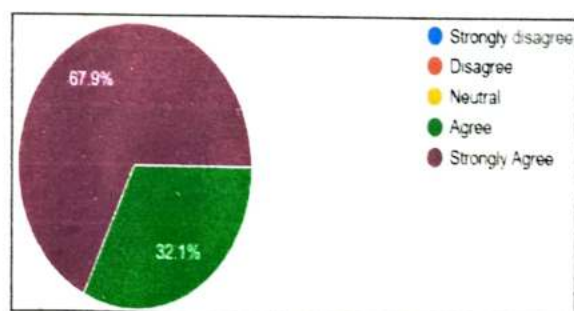
2. The library is enriched with latest reference/textbooks/journals as per syllabus.

Strongly disagree – 0
Disagree – 0
Neutral – 0
Agree – 22
Strongly agree – 6



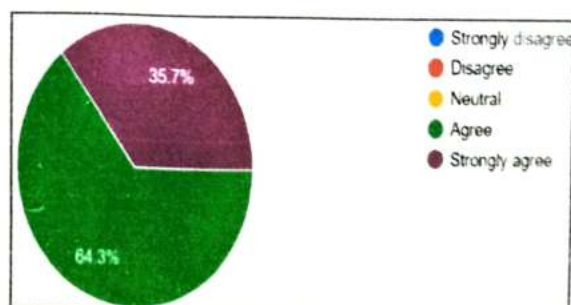
3. The library staffs are cooperative.

Strongly disagree – 0
Disagree – 0
Neutral – 0
Agree – 9
Strongly agree – 19



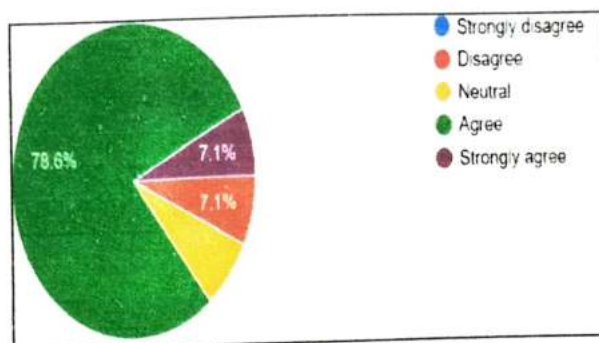
4. The internal examination system is transparent and effective.

Strongly disagree – 0
Disagree – 0
Neutral – 0
Agree – 18
Strongly agree – 10



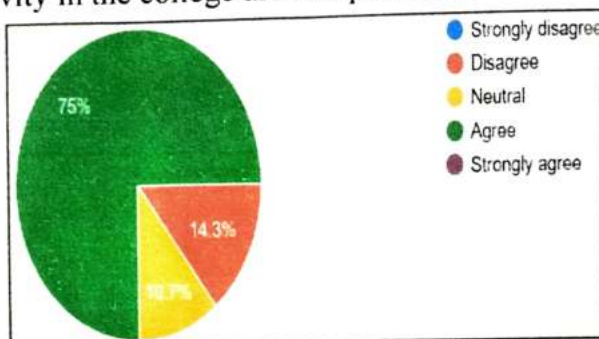
5. The classrooms and practical laboratories are clean and well maintained.

Strongly disagree – 0
 Disagree – 2
 Neutral – 2
 Agree – 22
 Strongly agree – 2



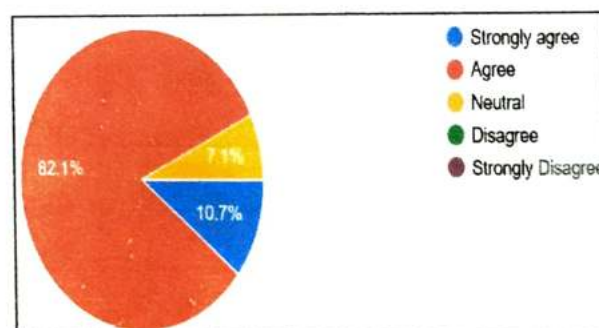
6. ICT facilities , WiFi and internet connectivity in the college are adequate and satisfactory.

Strongly disagree – 0
 Disagree – 4
 Neutral – 3
 Agree – 21
 Strongly agree – 0



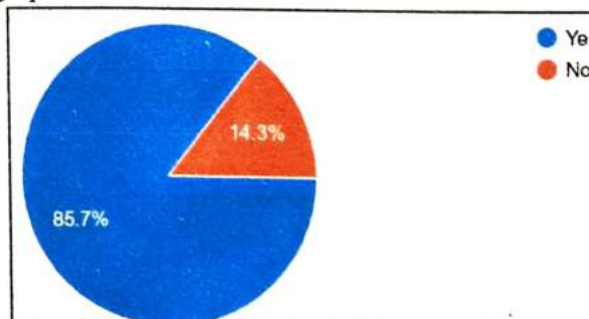
7. The instruments in laboratories/ classrooms/departments are in working condition and servicing of the same is regularly done.

Strongly agree – 3
 Agree – 23
 Neutral – 2
 Disagree – 0
 Strongly disagree – 0



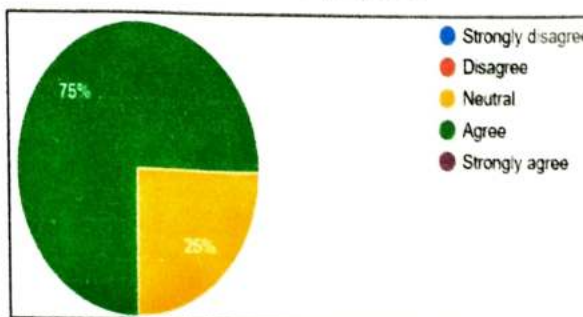
8. Clean drinking water is available in college premises.

Yes – 24
 No – 4



9. Clean, properly maintained and enough number of washrooms are present.

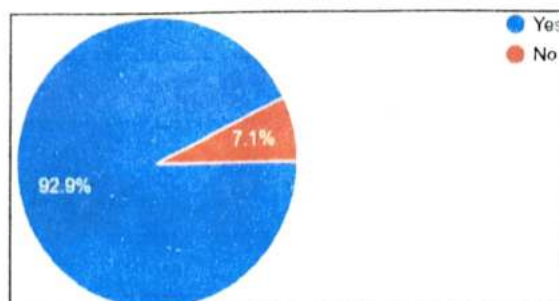
Strongly disagree – 0
 Disagree – 0
 Neutral – 7
 Agree – 21
 Strongly agree – 0



10. Enough parking facility is available.

Yes – 26

No – 2



11. Well-equipped sports facilities are available and accessible.

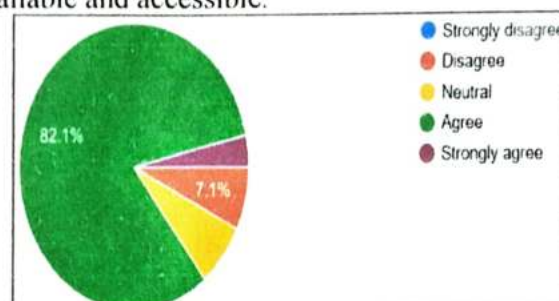
Strongly disagree – 0

Disagree – 2

Neutral – 0

Agree – 23

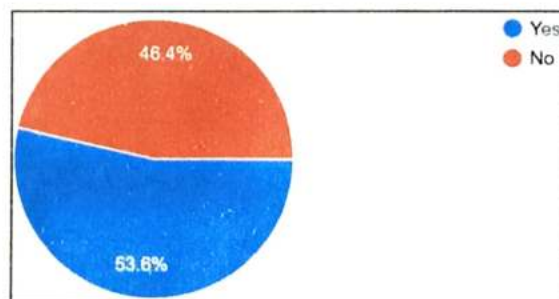
Strongly agree – 1



12. Separate space in college canteen is available for teachers.

Yes – 15

No – 13



13. The teachers are motivated to undertake research projects from different funding agencies.

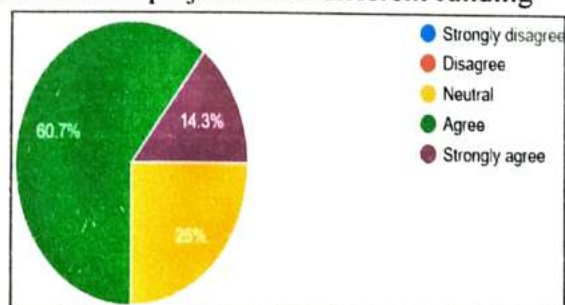
Strongly disagree – 0

Disagree – 0

Neutral – 7

Agree – 17

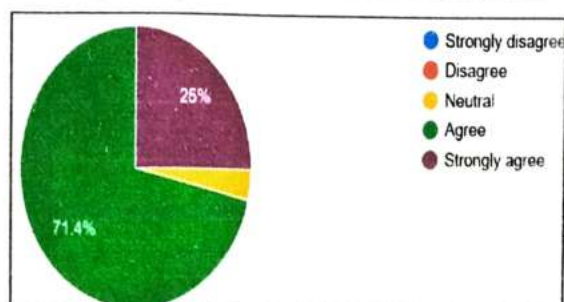
Strongly agree – 4



14. The teachers are encouraged to organize and participate in seminars / workshops / conferences.

Strongly disagree – 0

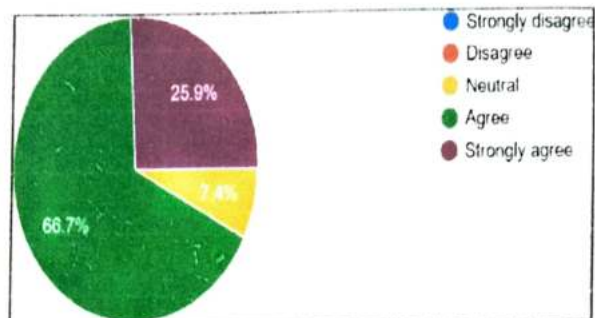
Disagree – 0



Neutral – 1
 Agree – 20
 Strongly agree – 7

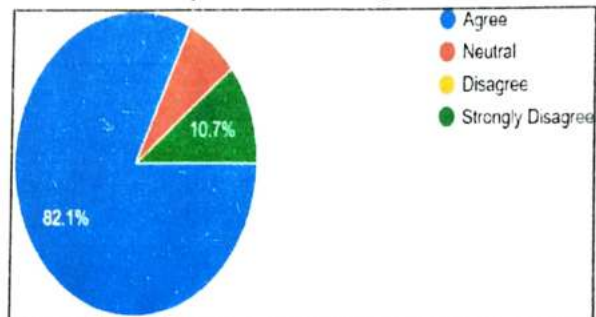
15. The college provides adequate opportunities and support to faculty members for upgrading their skills and qualifications.

Strongly disagree – 0
 Disagree – 0
 Neutral – 2
 Agree – 18
 Strongly agree – 7



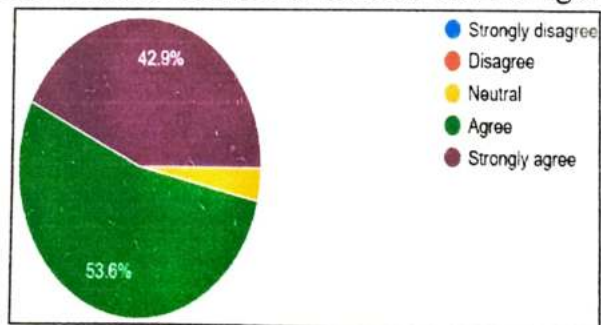
16. Administration is sincerely putting efforts for development of college.

Strongly agree – 0
 Agree – 23
 Neutral – 2
 Disagree – 0
 Strongly disagree – 3



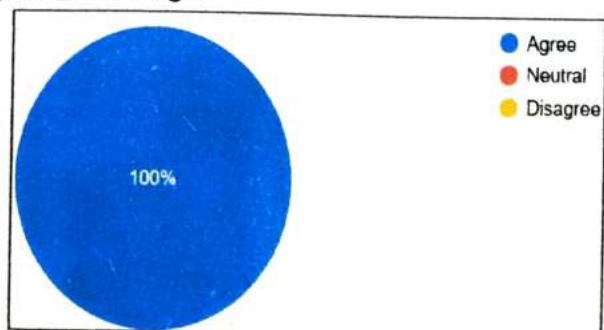
17. Faculty are given freedom to express their views for benefit of students and college.

Strongly disagree – 0
 Disagree – 0
 Neutral – 1
 Agree – 15
 Strongly agree – 12



18. The IQAC efforts are promoting quality of the college.

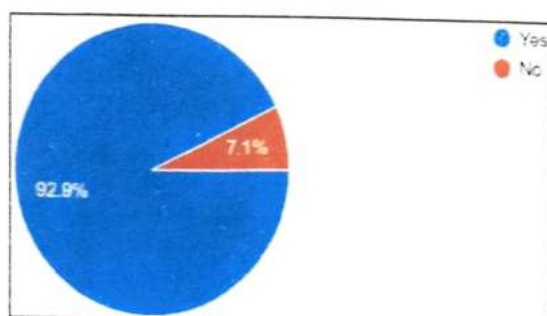
Agree – 28
 Neutral – 0
 Disagree – 0



19. The governance is decentralized.

Yes – 26

No – 2



20. Suggestions for improvement (Maximum 100 words).

More digital classroom required. Centrally accessible Wi-Fi facility for teachers as well as students.

Number of class room with ICT facilities should be increased. Condition of gym and sports amenities should be improved. Furniture for department and seminar hall needs to be purchased and quality should be monitored while buying. Examination control room needs to be spacious.

Proper maintenance of gardening, improvements of poor student's fund, development of playground.

1. Digital classrooms for all departments 2. Internet connectivity poor at present 3. Canteen needs renovation 4. Microphone for large classrooms 5. Power backup in whole campus

Drinking water facility, clean toilets, neat and clean classroom, sufficient black/white boards in classroom.

1. Appointment of adequate number of teaching and non teaching staff 2. Drainage system to be developed 3. More books in library needed 4. Commerce and Science streams to be opened

More digital classroom required. Adequate Wi-Fi facilities for students. Recruitment of teaching and non teaching vacancies.

College should implement the NC/DC system for students which may pave more students attendance.

More infrastructure facilities are needed for both students and teachers. The condition of college canteen must be improved. College authority should put more emphasis in the field of improvement of students cultural and sports qualities by providing adequate instruments and materials. Power supply must be regularized. Well equipped teachers common room is most essential along with fully furnished department. Drinking water facility is not satisfactory still. Though the process is going on to fulfill most of our needs, still we are lacking to get many more and hope the authority must put interest to solve them immediately phase by phase.

Ratio of teacher and students should be maintained by recruiting more teachers. Strict measures should take to compel the students to present in the classes. No student should be allowed to sit in the examination who don't have minimum 75% of attendance.

Efforts should be taken for developing infrastructure of sports, students' union room, Girls' common room, Boys' common room, washrooms, drinking water facilities, canteen and air conditioned study rooms. Similarly, opportunities should be given to students for having job-oriented courses as far as possible by the authority.

Campus should be more clean and green, Drinking water facility should be more, and class room should be clean with good environment.

1. Considering that Changsari is a culturally rich area, the establishment of a museum inside the college will help in teaching & research purposes and also emphasize on the diverse

cultures & traditions followed by people of this area, thus spreading awareness. 2. As stated by Prof. JC Kalita, the proposal of insisting final year major students to donate a pot of plant when they pass out, should be embraced by our college too and encouraging such students to do the same should prove to a fruitful venture which will aid in making our campus more greener and beautiful. 3. NCC NSS students along with other volunteers could be tasked with cleaning the college campus once in a month.

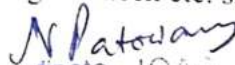
Firstly, Geography as practical subject based on subject of the department is facing some problems while imparting education from H.S to Degree level. Minimum 4 to 5 teachers are essential for smooth conducting of teaching programme both for honours and regular course in geography. Secondly, the department does not have any permanent laboratory Bearer without which it is very difficult for smooth running of laboratory activity. Thirdly, a spacious with good ambience and well equipped functional laboratory with computer will inspire student's participation in practical classes. Fourthly, Introduction of new technologies will help in interactive learning and teaching. Lastly, on analysis of drop out, it is noticed that dropout is not for academic reasons but because of financial problem. Hence, plan should be drawn out to provide financial assistance by examining case to case basis.

Measure the Students Outcomes and Improve the student outcomes are very effective. To improve the learning process of the students, introduce new practices and analysis so that they can experience a higher quality of education and learn something. Provide Opportunities to Learn the College must involve itself in various programs and activities that would encourage students to learn outside the classroom. Our college must involve itself in various programs and activities that would encourage students to learn beyond the classroom. Giving students opportunities to learn other things allows them to grow as a good person in the society. Improve Teaching System to improve teaching system, try to take a look at a classroom setting and check on the reports of the student's performance and the results of their grades. Another way that would help to improve teaching system is to create a friendly relationship with students which improve student's academic and extra-curricular performance and creates a good environment where learning is at a comfortable pace. Introduce Innovative Infrastructure and Technology Another way to raise a college's quality of education is to introduce technological advancements and have state-of-the-art facilities on the campus, such as adopting digital learning. Improving infrastructure can also be a big deal for the students which can put them in a good mood and a more receptive attitude during class sessions. Continuous Quality Improvement To improve the quality of education in the college is to maintain it in its best condition by improving the teaching system, technology, or campus culture, and always adjust it to its most efficient and engaging levels by adapting new programs and courses as well.

Drinking water should be improved. Class room should be clean and environment should be green and clean.

Infrastructure facilities should be improved Laboratory room should be properly arranged and equipment's must be available Students Teachers Ratio should be adequate in Regular courses College canteen should be arrange properly and foods must hygienic and also be economic for students Mentoring system must implement to identify students talent

1. Well available online facilities can help to maintain transparency in the academic and administrative process of the college. 2. In order to get more attendance in class teachers must be encouraged to use classroom management software to make learning more interesting and attractive. 3. Introducing a fully digital library useful for students to expand their innovative thoughts. 4. ICT classroom should be available. 5. Student support programs should be encouraged. 6. The problems such as pure drinking water, boys and girls common room, college canteen etc. should be developed.


Co-ordinator, IQAC
Saraighat College
Changsal

(1) Give importance on parent-teacher meet and discuss about the drawbacks of students and find out remedies. (2) Community participation (3) Give importance on remedial class for medium and low IQ students (4) Appreciate students for their performance. (5) Motivated students for their skill development.

Organize adequate number of career advancement and teacher training programmes for faculties. Create avenues for optimum utilization of available resources. Enhance the administrative strength and digital acumen through proper training. Create a strong alumni association and also increase the exposure of students to more academic and co-curricular avenues and opportunities outside campus.

Continuous or periodic student survey may help the authority to obtain students' opinions about curriculum, college atmosphere, teaching methods etc. The feedback from the students is intuitive information that can help to understand more regarding the effectiveness of the education process in use, it can also help in major decisions regarding education and student's welfare. The infrastructure facilities of laboratory and classrooms should be improved to meet the basic standards. Better equipment, effective utilization and proper coaching is required to make sports an integral part of students academic career.

1). More posts of Teachers to be created & sanctioned by the Govt. in consultation with the Dept. of Higher Education. (2). Flexibility of working hours required for Teaching faculty. (3). Housing Quarters with adequate facility & security to be provided for faculty members. (4). Individual Teaching / learning Cabins to be provided for faculty members. (5). alternatively, the Library could provide a small study-room to teachers on request. (6). A bearer could be provided to the departments on a sharing basis twice a week at least. (7). A College Staff Bus could be provided at a common point in the City for pick-up & drop. (8). An extra mobile handset to be provided to the H.o.D for data/images collection/uploading, official mails & works. (9). Funds to be provided for departmental journal publication. (10). More class-rooms to be provided to the departments offering Honours courses. (11). Separate Funds for Departments to be created & disbursed at the beginning of the year to be utilized meaningfully. (12). All the faculty members to be given a desktop / laptop with a printer. (13). A steel Almirah & a big book shelf to be provided to each teacher.

Analysis of the Feedback: (Session-2020-21) :

During the academic session 2020-21, a structured feedback has been collected from the Teachers in a specifically designed format which reflects their opinions and suggestions regarding academic, co-curricular and infrastructural aspects of the college. Based upon the feedback received from teachers, the following suggestions may be made:

1. Classrooms and Practical rooms need to be well maintained.
2. ICT facility needs to be improved.
3. Separate space in canteen for students and teachers.
4. Faculties should be encouraged to undertake more research activities.
5. Microphone facility for large classrooms.
6. Adequate Wi-Fi facilities for students and teachers.
7. Recruitment of more faculties.
8. Sports infrastructure should be improved.
9. Need of college bus service.
10. Opening of vocational/ skill based courses and PG courses.


Co-ordinator, IQAC
Saraighat College
Changrasi


Principal
Saraighat College

Teachers Feedback Form

1. The admission process followed by the college is active and transparent

Question Type

Multiple choice

Strongly disag
Disagree
Neutral
Agree
Strongly agree

Required

2. The library is enriched with latest reference/textbooks/journals as per syllabus

Strongly disag
Disagree
Neutral
Agree
Strongly agree

3. The library staff is cooperative

Strongly disag
Disagree
Neutral
Agree
Strongly Agree

4. The internal examination system is transparent and effective

Strongly disag
Disagree
Neutral
Agree
Strongly agree

5. The classrooms and practical laboratories are clean and well maintained

Strongly disag
Disagree
Neutral
Agree
Strongly agree

6. ICT facilities , WiFi and internet connectivity in the college are adequate and satisfactory

Strongly disag
Disagree


N. Patra
Principal
Sri Chaitanya College
Charysan

Neutral
Agree
Strongly agree

7. The instruments in laboratories, classrooms, departments are in working condition and servicing of the same is regularly done

Strongly agree
Agree
Neutral
Disagree
Strongly Disagree

8. Clean drinking water is available in college premises

Yes
No

9. Clean, properly maintained and enough number of washrooms are present

Strongly disagree
Disagree
Neutral
Agree
Strongly agree

10. Enough parking facility is available

Yes
No

11. Well-equipped sports facilities are available and accessible

Strongly disagree
Disagree
Neutral
Agree
Strongly agree

12. Separate space in college canteen is available for teachers

Yes
No

13. The teachers are motivated to undertake research projects from different funding agencies

Strongly disagree
Disagree
Neutral
Agree
Strongly agree

A. Patil
Principal
Saraighat College

A. Patil
Principal
Saraighat College

14. The teachers are encouraged to organize and participate in seminars / workshops/ conferences

Strongly disag

Disagree

Neutral

Agree

Strongly agree

15. The college provides adequate opportunities and support to faculty members for upgrading their skills and qualifications

Strongly disag

Disagree

Neutral

Agree

Strongly agree

16. Administration is sincerely putting efforts for development of college

Agree

Neutral

Disagree

Strongly Disag

17. Faculty are given freedom to express their views for benefit of students and college

Strongly disag

Disagree

Neutral

Agree

Strongly agree

18. The IQAC efforts are promoting quality of the college

Agree

Neutral

Disagree

19. The governance is decentralized

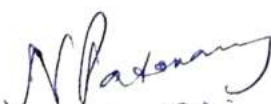
Yes

No

20. Suggestions for improvement (Maximum 100 words)

Question

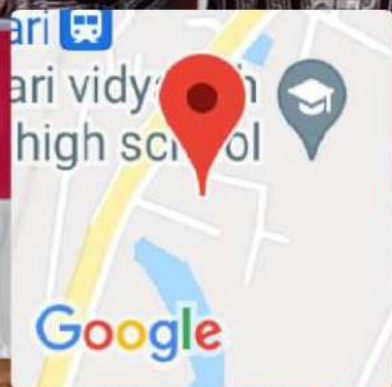
Option 1


Co-ordinator, IQAC
Saraighat College
Changsan

 **ORIENTATION PROGRAMME** 
on
"MAGIC OF MENTORING"
Organised by
IQAC, SARAIGHAT COLLEGE, CHANGSARI
Resource Person : Prof Imran Hussain
(Retired Academician & Writer)
Date : 05/04/22 Time : 11 AM
Venue : Seminar Hall



GPS Map Camera



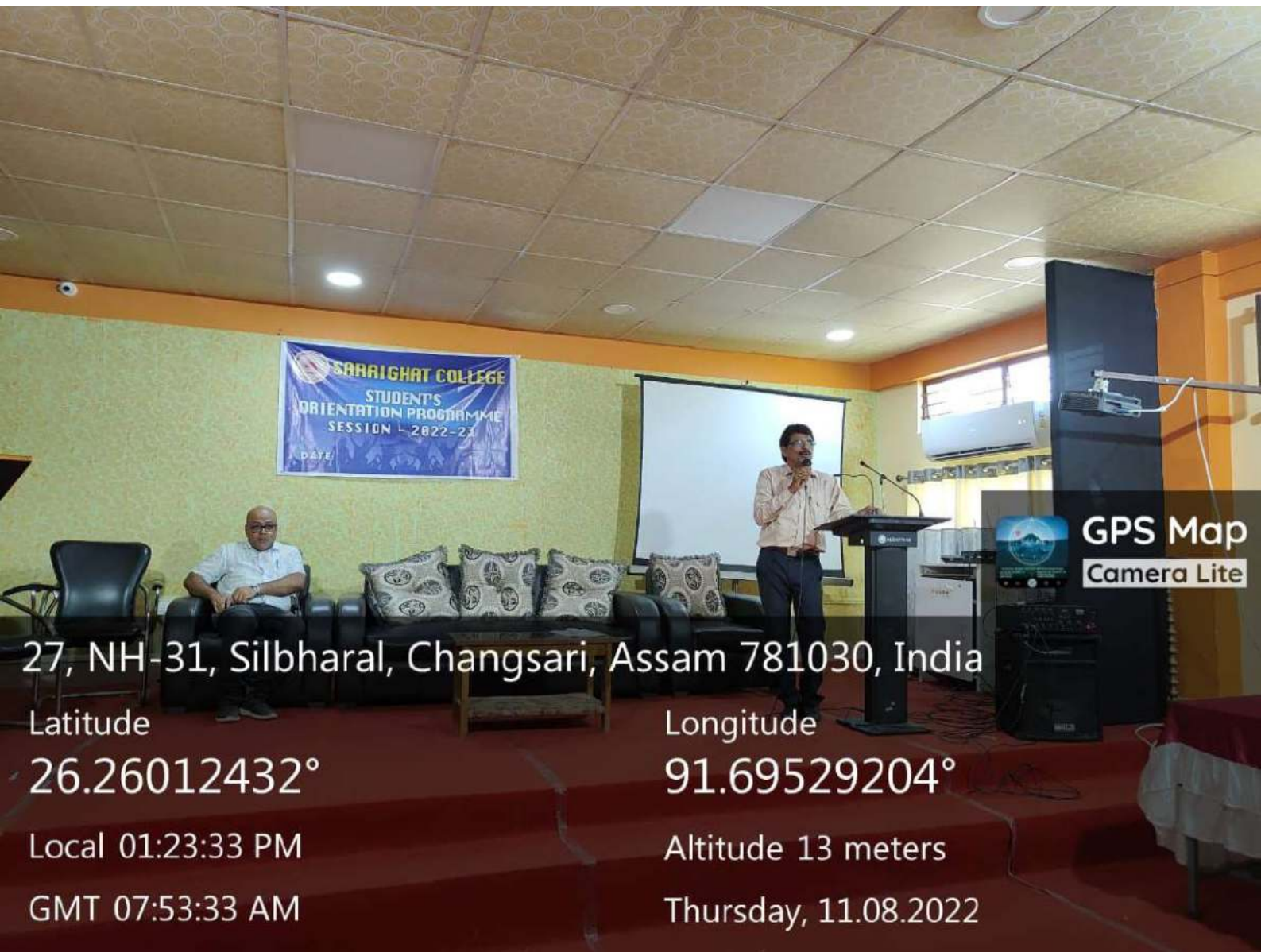
Changsari, অসম, India

27, NH-31, Silbharal, Changsari, অসম 781030, India

Lat 26.260112°

Long 91.695342°

05/04/22 11:31 AM



SARAIGHAT COLLEGE
STUDENT'S
ORIENTATION PROGRAMME
SESSION - 2022-23
DATE

GPS Map
Camera Lite

27, NH-31, Silbharal, Changsari, Assam 781030, India

Latitude

26.26012432°

Local 01:23:33 PM

GMT 07:53:33 AM

Longitude

91.69529204°

Altitude 13 meters

Thursday, 11.08.2022



ORIENTATION PROGRAMME
ON
“ e-College cum e-Learning ”



Organized by
IQAC, SARAIGHAT COLLEGE, SARAIGHAT
in collaboration with
S. S. Technologies
Resources Person: Team S.S.Technologies

Date: 17th February, 2022
Time: 12.30 PM



LECTURE PROGRAMME

ON

**NATIONAL EDUCATION POLICY (NEP) 2020:
REFORMS IN HIGHER EDUCATION**

Organised by

IQAC, SARAIGHAT COLLEGE

**In Collaboration with Department of Education
Saraighat College, Changsari**

Resource Person : Dr. Dulumoni Goswami
Professor, Education Dept., Gauhati, University

Date : 3rd March, 2022

Venue : Seminer Hall,

Time : 12.00 Noon



WORKSHOP

Theme : "Revised Assessment and Accreditation Framework and Compilation of Self Study Report"

Organised by

IQAC, Saraighat College, Changsari

Dist : Kamrup (Assam), Pin : 781101

CERTIFICATE OF PARTICIPATION

This is to certify that Dr./Mr./Ms.....*Jyotirmayee Devi*.....

Designation*Asst. Professor*..... of.....*Saraighat College*..... College has participated in the one-day workshop on "Revised Assessment and Accreditation Framework and Compilation of Self Study Report", organised by the Internal Quality Assurance Cell (IQAC), Saraighat College.

07/09/19
Signature of IQAC Co-ordinator

Saraighat College
Co-ordinator, IQAC
Saraighat College
Changsari

D.K. Saikia
Signature of Chairperson

D.K. Saikia (Principal)
Saraighat College

Date : 07-09-2019 (Saturday)





PROSPECTUS

2022 -2023



SARAIGHAT COLLEGE

(NAAC ACCREDITED | GRADE - B | CGPA = 2.43)

CHANGSARI, KAMRUP, ASSAM, PIN-781101
Website - saraighatcollege.ac.in



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- *From the Principal's Desk*
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 - *Courses Offered*
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 - *General information to Students*
 - *Departments and Faculty Members*
 - *Academic and Research Activities*
 - *Library*
 - *Internal Quality Assurance Cell*
 - *Students Welfare and Utility Service*
 - *College Bodies*
 - *Beyond the Classroom*
 - *Results at a glance*
- 

From The Principal's Desk

Saraighat College situated at Changsari (Kamrup, Assam) in the Northern Bank of the mighty River Brahmaputra is imparting higher education since its establishment in 1981. Our motto as embodied in the college emblem is "na hi jnanena sadrsam pavitram iha vidyate" i.e. Nothing in this world is as pure as Knowledge. Keeping with this spirit, the college is striving hard to disseminate knowledge to its students and enable them to grow and flourish as socially responsible individuals. It gives me immense pleasure to welcome all the students, guardians, stake holders and well wishers to this institution. Education in Saraighat College incorporates both classroom teaching as well as field based exercises to broaden the learners' thought process and enable them to cope with rapidly changing needs and demands of the present times. It is our endeavour to advance the profession of education through application of best practices in teaching-learning along with effective usage of modern technology to make the academic environment more learner centric and contemporary in nature. Let us join hands and work together towards making the college a centre of academic excellence, let us develop each student as a prospective human resource and through it commit to making the world a better place to live and learn.



Dr. Mani Sarmah
Principal



INSTITUTIONAL ACCREDITATION BY NAAC



The college has been accredited by NAAC twice so far. In 2004, a NAAC peer team assessed the college and gave it a C+ Grade. In September 2015, a NAAC peer team visited the college again and gave it a B grade with a score of 2.43 on a 4-point scale. The peer team praised the college's ongoing efforts to provide high-quality education and a focus on students' overall development.

COLLEGE PROFILE

Saraighat College is one of the premier Higher Educational Institutions in greater Changsari area of Kamrup (Rural) District, Assam. Situated near the National Highway (NH-31), the college is well connected with other major parts of the region. Since its inception, the college has been working with a missionary zeal to promote higher education amongst the rural population of the area with special emphasis on the socio-economically marginalized sections of the society. In its relentless service, the institution has so far experienced various hazards and challenges but has successfully managed to overcome them.

Established on 21st July, 1981 with 116 students, 8 teachers and 2 non-teaching staff, Saraighat College is currently providing higher education to nearly 1600 students with strength of 30 permanent faculties and 10 non-teaching staff. The institution was brought under the 'deficit Grant-in-Aid' system and the 'Government Provincialized' status under the Assam State Government on 25th March 1998 and 1st January 2006 respectively. It was placed under the 2(f) Category on 28-10-2008 and 12-B Category on 13-4-2019 by the University Grants Commission (UGC). Accredited B-grade (Cycle-II) by NAAC in 2015, the College offers Higher Secondary course under the Assam Higher Secondary Education Council (AHSEC) and Bachelor of Arts courses (Honours & Regular) across 11 disciplines affiliated to Gauhati University (G.U.). From 2016 onwards, the College has also started a three years Vocational course in Travel and Tourism Management (B.Voc under G.U.)

Vision and Mission

Vision:

The College was established with a vision to bring Higher Education closer to the people and make it accessible to the underprivileged sections of the society. It seeks to open new vistas of opportunities to the future generation through the spread of knowledge. The children of today are the leaders of tomorrow. Every child is a repository of immense creativity, talent, possibility and potentiality. The college therefore envisions to make its students explore their innate potentialities through knowledge and become the change that they wish to see in their society. It seeks to mould its students to develop as responsible and conscious individuals abreast with rational thinking and a sense of duty towards betterment of the world.

Mission:

Every student enrolled with us is allowed perceptive freedom to excel in his/her chosen fields of interest. The college offers maximum facilities to the students to fulfill their dreams and ideals as reflected in the vision of the college. Its mission is:

- i. To enrich and empower the young generation through quality education.
- ii. To achieve academic excellence and prepare the students to play a positive and meaningful role in nation building
- iii. To make higher education accessible to the under privileged section of the society.
- iv. To introduce innovative techniques to make the teaching-learning process more effective

- v. To develop the potential of the students in co-curricular and extra-curricular fields through participation in literary, cultural, sports and extension activities
- vi. To sensitize students towards social concerns like gender and environmental issues, human rights, ethical and patriotic values.

Goals:

- Provide widely recognized leadership in the improvement of teaching, learning and the assessment of educational outcomes across the life span through research, scholarship and technology.
- Enhance the commitment of faculty, staff and students towards core values like diversity, social justice and democratic citizenship.
- Provide leadership in the development of collaborative, professional relationships with schools, organizations and other institutions focused on the improvement of education in Schools, communities and workplace settings.
- Sustain a caring, supportive climate in the College.
- Increase the effective and efficient management of the College.

Core Values:

- i) Strive towards Academic excellence and integrity
- ii) Promote individual and collective excellence and responsibility
- iii) Provide opportunity of higher education to the people
- iv) Integrate teaching, research and service
- v) Respect unity in diversity, equity and social justice

Beliefs:

- A literate and educated citizen is vital to a democratic society.
- All people are entitled to high-quality education, grounded in sensitivity to individual dignity, professional integrity and a positive and nurturing environment.
- A dynamic education system fosters an equitable, productive economy in a global environment.
- Teaching and learning should be sustained by scholarly research and effective practice.
- Educational improvement should be based on sound research, the application of theory as it relates to effective practice, policy development and collaboration with practitioners.
- Technology should be used to improve the quality of teaching and learning, research and scholarship and outreach to the state, nation and the world along with nation building exercises.

- Interdisciplinary programmes should be used to enhance human learning, growth and development across the life span.
- Blended mode has also been introduced for the effective learning.

Courses Offered

Sl. No.	Course Offered	Intake
1	Higher Secondary Arts	(Section A)- 150 (Section B)- 150
2	B.A.-Honours+ Regular	675 (For 1 st SEM.)
3	Distant Learning For Irregular Studies (KKHSOU)	100
4	Three year Bachelor of Vocational Course In Tourism and Travel Management (B. Voc.)	20

Subjects for Higher secondary Course

H.S. Arts

Compulsory Subjects:	1. English 2. MIL (Assamese)
Elective Subjects: (A student may take any four out of the following subjects)	Economics, Education, History, logic and Philosophy, Political Science,
N.B.: The following combinations are not allowed: 1. Advance Assamese/Persian 2. Anthropology/Geography	

Subjects for B.A. Arts

[Under Graduate (UG)Degree Programme]

From the academic session 2019-20 Gauhati University has introduced the Choice Based Credit System (CBCS) for the under graduate (UG) programme. This course shall be of Six Semesters and is categorized primarily in to three types--Core, Elective and Ability /Skill Enhancement courses. A student needs to earn a required number of credits in order to successfully complete a degree.

Courses Available

Discipline	Program			
	Honours	Regular	SEC	AECC
English	√	√	√	√
MIL (Assamese)	√	√	√	√
Political Science	√	√	√	
Economics	√	√	√	
Education	√	√	√	
History	√	√	√	
Logic & Philosophy	√	√	√	
Elective Assamese	X	√		
Mathematics	X	√	√	
Geography	√	√	√	
Persian	√	√	√	
Anthropology	X	√	√	

* SEC—Skill Enhancement Course

*AECC—Ability Enhancement Course (English/Mil Communication and Environmental Science)

Combinations of Subjects for B.A.

(For Honours Course one subject and for Regular Course choose two subjects from the combinations)

Compulsory Subjects	Honours Course	Regular Course (Combination of Subjects)
1. English CC (For Regular Course) 2. AECC-I (Assamese/ English) (For Honours and Regular Course)	1. Assamese 2. Economics 3. Education 4. English 5. Geography 6. History 7. Logic & Philosophy 8. Persian 9. Political Science	1. Geography/ Anthropology 2. Education/ Philosophy 3. Economics/ Political Science 4. Mathematics/ History 5. ASL/ Persian

Distant Learning (KKHSOU)

There is a Centre of Distance Learning in the college premises. This centre under the **Krishna KantaHandique Open University (KKHSOU)** offers bunches of courses for those who, due to diverse, find difficulties in attending a regular course of study. The Courses under this centre are mentioned below:

1. Two Years' Bachelor Preparatory Program (BPP)
2. Bachelor of Arts (BA)

Three Year Bachelor of Vocational Course in Tourism and Travel Management (B.Voc TTM) Under Gauhati University

The B.Voc. TTM is a Skill Development Course based on Travel and Tourism Sector. Its primary focus is to impart travel and tourism skill to the students and make them ready for Job as Travel and Tourism Professional.

Faculty of B.voc (TTM)



Himujal Kumar Roy
Assistant Professor



Vacant

B.voc Non Teaching Staff



Pinky Barman
Lab Assistant



Krishna Kalita
Lab Bearer



BACHELOR OF VOCATION IN TOURISM AND TRAVEL MANAGEMENT (B. VOC TTM)

A 3 years Degree Programme offered by Saraighat College under Gauhati University

SARAIGHAT COLLEGE, CHANGSARI

ADMISSION OPEN, SESSION : 2022-23

This B. Voc TTM is a Skill Development Course based on Travel and Tourism Sector. Its primary focus is to impart travel & tourism skills to the students and make them ready for Job as Travel Tourism Professional. Introduced by Govt. of Assam, 3 years full time degree course. An initiative under Skill India and the course is aligned with Tourism and Hospitality Skill Council.



THSC
TOURISM & HOSPITALITY
SKILL COUNCIL



Skill India
कौशल भारत - कुशल भारत

100% JOB PLACEMENT ASSISTANCE

FOR DETAILS CONTACT:-

Please visit : <http://saraighatcollege.co.in>

Follow us on Facebook -

www.facebook.com/BVocTTMSaraighatCollege.

contact : 8132930793, 8811934511, 940263533, 8638181447

CAREER SCOPE : Tour Operator, Travel Agent, Car Rental Companies, Hotel Industry, Event Management Companies, Cruise line, Airlines Industry etc.

IN CAMPUS FACILITIES : Smart Classroom, Computer Lab with Internet Facilities, Hostel facility for Girls.

Eligibility :

(12th) HSSLC Passed (any stream)/Equivalent

Admission Procedure

- Candidate has to visit college website <http://saraighatcollege.co.in> and then click 'Online Admission'. A new page will open up where they have to click 'Apply Online' button.
- Candidate has to fill Bank Account details like Bank Name, Branch Name, Account No. and IFSC number as given in the form.
- Documents needed to be uploaded during form fill up: Last Examination Certificate (If collected), Last Examination Mark-sheet (Compulsory), Caste Certificate (Compulsory, if applied for quota) and scanned passport sized photograph and signature.

Documents required (to be produced during the time of Admission):

- Original Mark Sheet and certificate of the last qualifying examination.
- Certificate from the head of the institution last attended.
- Two passport-sized photographs.
- Admit mentioning the Date of Birth or Proof of the same along with Original Certificate related to ST/SC/OBC/Divyangjan/Others
- Migration Certificate (in case of transfer from other University/ Council)
- Original supporting documents for extra-curricular activities, NCC, and Scout and Guide quota.
- Original gap certificate, wherever necessary. This certificate has to be issued by a gazetted officer/ head of the institution (Govt. institution only) last attended or it has to be an affidavit. Gap exceeding two years will not be accepted.

Number of Seats available for B.A. (Arts)

Sl. No.	Subjects	Honours	Regular - 350 Total seats sanctioned = 675
1	English (H)	40	
2	MIL (Assamese) (H)	40	
3	Political Science (H)	25	
	Economics (H)	40	
3	Education (H)	30	
	History (H)	40	
4	Philosophy (H)	30	
5	Elective Assamese (R)		
6	Mathematics (R)		
7	Geography (H)	20	
8	Persian (H)	40	
9	Anthropology (R)	50	
10	B.voc (Travel & Tourism Management)	20	

Students will get admission strictly on the Merit basis. The College Admission Committee follow strict guideline regarding the policy of reservation for the ST/SC/OBC/Divyangjan/Others and physically challenged students in consonance with the guideline of the Union Government of India.

Seats are reserved for the students of different categories in the following manner—

SC	7%
ST(P)	10%
ST(H)	5%
OBC	15%
Divyangjan	3%
Others	5%

N.B.: Commencement of the Classes will be notified during the Admission.

Admission Fee Structure for 2022-23

Courses	Total Fees
H.S. Boys (Arts)	Rs. 4020.00
H.S. Girls (Arts)	Rs. 3420.00
B.A. Arts (Honours)	Rs. 4320.00
B.A. Arts (General)	Rs. 4100.00
B.Voc (General)	Rs. 4100.00
Hostel Fees (Girls)	
1) Admission Fees	Rs. 500
2) Seat Rent	Rs. 300
3) Maintenance Fees	Rs. 100 per month
4) Mass dues:	Depends upon the boarders
Total	Rs. 900

N.B.: Free admission will be given as per the guidelines of the Govt. of Assam.

Govt. Scheme for Waiver of Admission Fee for students in H.S. First Year and Degree First year.

- a) Declaration from student applying for Govt. Scheme for Waiver of Admission Fees-

I do hereby declare that neither of my parent (Father or Mother) is an employee of State/State/Central Govt. Department or its Undertaking.

- b) Additional Documents required from
(For Free Admission students)

- i) An income certificate
- ii) A photograph of students showing 'Plantation of sapling at his/her College or his/her Home.

GENERAL INFORMATION TO STUDENTS

Choice Based Credit System (CBCS) in Undergraduate Courses under Gauhati University:

The Gauhati University has introduced CBCS system in UG courses with effect from the academic session 2019-20. There are six semesters in UG courses over a period of three calendar years. The schedule for the semester system is as follows:

First, third and fifth Semester (including examination) : August to December

Second, fourth and sixth Semester (including examination) : January to June

In CBCS, broadly there are two programmes :

The details of BA (Honours and Regular) programme for Semester -I are as follows:

Programme	Subjects to be taken
B.A (Honours)	One subject (Core course), English/MIL communication and one Generic Elective (GE) subject(Core course and GE must be two different subjects)
B.A (Regular)	English-1, English/MIL communication and Two Discipline Specific Courses (subjects)

In Semester -II Environmental Science (Ability Enhancement Course) is compulsory for students of all programmes.

COURSE STRUCTURE FOR B.A. SEMESTER SYSTEM.

Programme Template: B.A. Honours

Semester	Core course (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	C1	(English/MIL Communication)/			GE-1
	C2	Environmental Science			
II	C3	Environmental Science/			GE-2
	C4	(English/MIL Communication)			
III	C5		SEC -1 (English)		GE-3
	C6				
	C7				
IV	C8		SEC -2		GE-4
	C9				
	C10				
V	C11			DSE-1	
	C12			DSE -2	
VI	C13			DSE -3	
	C14			DSE -4	

Programme Template: B.A.Regular

Semester	Core course (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	English-1	(English/MIL Communication) & Environmental Science			
	DSC- 1 A				
	DSC- 2 A				
II	English-2	(English/MIL Communication) & Environmental Science			
	DSC- 1 B				
	DSC- 2 B				
III	MIL-1/Alt English-1		SEC -1		
	DSC- 1 C				
	DSC- 2 C				
IV	MIL-2/Alt English-2		SEC -2		
	DSC- 1 D				
	DSC- 2 D				
V			SEC -3	DSE-1 A	GE-1
				DSE-2 A	

❖ **For further details one may visit Gauhati University website, www.gauhati.ac.in.**

A student's performance in the CBCS semester system shall be monitored throughout the semester by continuous assessment in both theory and practical papers. Evaluation in each theory and practical paper will be as follows:

Internal evaluation : 20% marks (includes sessional examinations)

External evaluation: 80% marks

Internal evaluation shall be based on sessional examinations, home assignments, seminars, class attendance etc. in each semester while external evaluation shall be through a final examination at the end of the semester conducted by Gauhati University. Students must secure pass marks in both internal and external examinations separately. Students must have minimum 75% class attendance for appearing the examination.

Students' Code of Conduct

1. The College Authority issues a Non Transferable Identity Card to each student. The Card containing the photograph of its holder must be enclosed by the Principal, Saraighat College. No student may be allowed to attend classes without this Identity Card. A student must produce the same whenever the authority wants to see it.
2. The College authority does not allow the students to enter in its premises without the prescribed college-uniforms. For boys, it is Black long trouser and Sky-Blue Shirt. Likewise, for the girls, it is Sky Blue Churidar (Long Top), Black Long Pajama and a Churni of same colour. Students are expected to wear shoes instead of slippers for their proper maintenance of Dress-code.
3. Students must be regular and punctual in attending classes. It is to be noted that at least 75% attendance is necessary for appearing in Council and University Examinations.
4. Smoking and chewing of tobacco is strictly prohibited inside the college campus.
5. Ragging in any form inside the college and hostel campus is strictly prohibited. Students involved in this act will be punished severely as per the directives of the Honorable Supreme Court.
6. Cleanliness should be maintained at all cost. Waste materials should be disposed off in the waste bins kept for the purpose. Writing and sticking of bills on walls and spitting on walls are strictly prohibited.
7. All students should read the notice in the notice board and visit the website regularly.
8. Students using mobile phones inside the classroom will face disciplinary action.

Departments and Faculty Members

Faculty of Arts

Assamese



Dr Kanika Medhi, HoD
Associate Professor



Dr Dhaneswar Kalita
Assistant Professor



Diganta Das
Assistant Professor

English



Navajyoti Patowary, HoD
Associate Professor



Dr Devajani Das
Assistant Professor



Farida Haque Sultana
Assistant Professor

Political Science



Dr Tapanjit Sarma, HoD
Associate Professor



Parag Kumar Sarma
Associate Professor



Dr Breevorna Talukdar
Assistant Professor

Geography



Dr Bhanu Hazarika
Assistant Professor



Dr Jyotirmayee Devi
Assistant Professor



Dr Shaswati Nath
Assistant Professor

Logic & philosophy



Minakhy Devi, HoD
Associate Professor



Dr Balendra Patgiri
Associate Professor



Nirupama Roy
Assistant Professor

History



Jayanta Kumar Sarma, HoD
Associate Professor



Pratima Mahanta
Associate Professor



Dr Manas Jyoti Bordoloi
Assistant Professor

Persian



Dr Aminul Haque Choudhury, HoD
Assistant Professor



Dr Jitul Ali
Assistant Professor

Anthropology



Kakali Bora, HoD
Assistant Professor



Bikash Ranjan Tahbaldar
Assistant Professor

Education



Dr Latika Deka, HoD
Associate Professor



Dr Sangita Barman
Assistant Professor

Mathematics



Dr Maushumi Mahanta, HoD
Assistant Professor



Derazuddin Ahmed
Assistant Professor



Hemen Ch. Kalita
Assistant Professor

Economics



Dr Anamika Deka, HoD
Associate Professor



Prasanna Medhi
Associate Professor

Library Staff



Bonti Bora,
M.L.I.Sc., L.L.B.
Librarian



Ranu Kalita
Bearer

Office Staff



Dipak Nath
UDA



Umesh Nath
LDA



Srimanta Patowary
LDA



Salim Ali
Grade-IV



Subhas Boro
Grade-IV
Non Sanctioned

Academic and Research Activities

Awareness Program on “Mental Health”

District Mental Health and TRB Kamrup Civil Hospital, Amingaon in collaboration with Saraighat College organized an awareness program on Mental Health on 24 Feb,2022.



Lecture Programme on ‘National Education Policy’

Dr. Dulumoni Goswami, Professor, Dept. of Education ,(NEP)2020: Returns in Higher Education’ on 3rd March,2022. The lecture was organized by IQAC, Saraighat College in collaboration with Dept. of Education, Saraighat College.



Orientation Program on ‘Magic of Mentoring’

An Orientation Programme on ‘Magic of Mentoring’ for the faculty and students was organized on 5 March,2022 by the IQAC, Saraighat college. Imran Hussain, Associate Professoer of Sipajhar College, delivered a talk on ‘Magic of Mentoring’.



Observed International Women’s Day

The Women Cell of the college celebrates the International Women’s Day on 8 March every year to create awareness about the issues related to women rights and empowerment. This year a day long program was organized by the IQAC in collaboration with Women’s Cell of Saraighat College.



Workshop on creative learning

To encourage and create an environment on creative writing among the students Department of Assamese, organized a workshop on creative learning on 10 May, 2022.



Celebration of 'Anti-Terrorism Day'

Department of Political Science, Saraighat College organized an Essay writing Competition and a lecture program on the topic 'Uttar pub Bharat aru santrasbad' among the students as a part of 'Anti-Terrorism Day' celebration on 21 May, 2022.



Talk on 'Aim in life and perfection of personality'

Mr. Diganta Biswa Sarma, delivered a lecture on the topic 'Aim in life and perfection of personality' on 23 May, 2022. The Talk was organized by the IQAC of Saraighat College.



Workshop on "Axomiya Lipi Udvab Aaru Vikash"

Department of Assamese, Saraighat College organized an Workshop on "Axomiya Lipir Udvab Aaru Vikash" on 28th May 2022. Mr. Dhanjit Talukdar, Manuscript Specialist acted as the resource person and spoke at length about the manuscript.



Workshop and a Lecture Programme on 'World Environment Day'

R.D. Choudhury Centre for visual art of Saraighat College and Saraighat Art Society were organized an workshop on Art and a lecture programme to celebrate 'World Environment Day' on 5 June, 2022. Dr. Abani kumar Bhagawati, Prof., Gauhati University delivered a lecture on 'Ekhonei Dharani'.

As a part of celebration a workshop on Art was also organized among the children. Many popular and well-known artist were present in this programme and acted as the resource person.



DEVELOPMENT PROGRAMME & MOU

Faculty Development Programme

a) Orientation Programme on "e-college cum e-learning"

An Orientation Programme on "e-college cum e-learning" was organized on 21 Feb, 2022 by the IQAC, Saraighat College in collaboration with S.S. Technologies. Team S.S. Technologies was the invited speaker.



a) Workshop on 'Academic and Administrative Audit'

A one day workshop on 'Academic and Administrative Audit' for the faculty of the college was organized by the IQAC on 17 March, 2022. The speaker of the program was Dr. Jogen Kalita, Prof. Gauhati University.



Establishment of ‘Dr. Rabin Dev. Choudhury Centre for Visual Arts’- A Centre for Visual Arts (painting, sculpture, graphics and print making and photography) was established in the College to elevate the visual to the level of art.	
MoU with USTM, Meghalaya & 8 Neighbouring School located in Changsari. a) To create a framework for collaboration to establish close linkage and functional coordination, sponsor and collaborate in different activities including academic, sports and cultural activitie, jointly organize seminars, workshops, conference etc. Saraighat college signed a Memorandum of Understanding (MoU) with University of Science and Technology (USTM),Meghalaya on 28 April,2022.	
b) Saraighat College signed Memorandum of Understanding (MoU) with 8 neighbouring school for qualitative improvement of the students. The main purpose of the signing MoU is to provide necessary support for the students active participation in sports, cultural , creative writings etc.	

Saraighat College Central Library

The College Library is fully computerized and is the hub of academic activities with all required modern facilities. The library is well located in the first floor of a proposed 3 storied building and has been maintaining a cool reading environment with well furnished reading room. All students, faculty members and employees of the college are entitled to make use of the library facilities.

Library Timings:

Opening Hours: 09:30 a.m. to 05:00 p.m. (Monday to Saturday) (Flexible when required)

Reading Room Service: 10.00 a.m. to 04:30 p.m.

Photocopying Service: 10.00 a.m. to 04:00 p.m.

Library Collection:

The library has a rich collection of textbooks and reference books covering a wide range of disciplines such as Humanities, Social Sciences etc. The library also subscribes to academic journals, popular magazines and regional and national newspapers. The total collection of the library till April 2021 stands as follows:

Total Number of Books	16480
Journals	4
Magazines	3
E-resources (E-books)	31,00,000+, e-journals:6000+
News Papers	2

Facilities:

Circulation

The library provides for fully computerized issue/return/renewal of books from the circulation desk.

Photostat Facility

The library provides photocopying facility with its premises.

Extension Activities

Saraighat College Library organizes extension activities like Seminars and Orientation Programmes from time to time.

INTERNAL QUALITY ASSURANCE CELL

The Internal Quality Assurance cell (IQAC) of Saraighat College looks after all round development of the college with a view to improve the quality of education. The IQAC organises various workshops, seminars and talks like IQAC coordinators workshop of different colleges and faculty development programme (FDP) for faculties. The IQAC functions as per the directive of the National Assessment and Accreditation Council (NAAC). A number of cells aid the IQAC viz. Feedback and Grievance Redressal, Research monitoring, Stakeholder Coordination, Extension, Publication, Career Counselling, Gender Sensitization, Skill development, Web site and IT, Sports, Culture, Health, etc.

STUDENTS FACILITIES--

Hostel facilities for Girls on merit basis

State of Art E-Library along with conventional one-

Thousands of Couse –Books, Reference

Journals of National and International

Photocopy at low rate

Internet connectivity for Conference with Institution and experts of other University

A computerized Database of the available books

Wi-Fi with Broadband Internet Accessibility for the students

State Art Digital Class Rooms with LED Projects

Well-equipped and furnished Seminar Hall

Career counselling cell to help young adults to cope up with and confront challenges in professional, social and personal spheres.

Students' Aid Fund to provide financial help to economically backward and meritorious students

Well-equipped gymnasium to meet the health and fitness of students.

Hygienic Drinking water Dispensing System and a Canteen for the Students and the staff in the college premises.

National Service Scheme (NSS)

The (NSS) unit of the college is very active. The total volunteer of the unit is 160 with 40 boys and 120 girls .The unit has engaged in various kinds of social services.

Name of NSS Programme Officer: Dr. Balendra Patgiri.

National Cadet Crops (NCC)

At present Saraighat College is offers NCC service in Army Wing. The cadets of 1 Assam Bn NCC (E Coy) Army wings are very active and actively took part in different camps organized by the unit and got awarded with medals and Trophies. The Enrolment strength of the Army wing is –

SW—18 (Girls Cadet)SD----36 (Boys Cadet)Total-54

NCC Officer –Dr. Aminul Haque Choudhury

The college facilitates students in availing of a number of scholarships to students of both Higher Secondary and Degree courses. They include :

- 1) Merit scholarships
- 2) Scholarships to students from SC, ST and OBC categories
- 3) Scholarship to students from minority communities
- 4) National scholarship
- 5) UGC sponsored Ishan Uday Scholarship for Northeast India.

Departmental Library-

Besides the central Library, the individual departments of the college also have wellstocked libraries for easy access and help of students and teachers.

Educational Tours:

The academic departments of the college organize educational tours to different parts of India with the idea of exposing students to the culture, history, geography, advanced research laboratories and national parks of India.

Canteen

The college canteen provides different food and beverage items at reasonable rates.



COLLEGE BODIES

Saraighat College Students' Union:

The Students' Union is an elected body of students. The Students' Union organizes a number of events annually, viz. Freshers' Social, Saraswati Puja, College Week, etc. Besides, the elected representatives take the lead in various welfare works related to students. The college authority offers all kinds of assistance to the union.

Alumni Association:

The college has an Alumni Association and holds periodic meetings to keep in touch with the Alumni. All former students are requested to visit the college website and fill in the Alumni Enrolment form.

Saraighat College Teachers' Unit:

Saraighat College Teachers' Unit is the apex body of the teachers of the college. It is affiliated to its parent body, the Assam College Teachers' Association (ACTA), which is one of the key constituents of the All India Federation of College and University Teachers' Organizations (AIFUCTO). Its immediate and primary objective is to work for the interests and welfare of the teachers. It has provided financial assistance to its members as well nonmembers and students. The Teachers' Unit also works in close coordination with the college authority for the overall progress of the college.

Saraighat College Non-Teaching Unit:

Saraighat College Non-Teaching Unit is an integral part of this College. It is affiliated to All Assam College Employees Association (ACEA). Its primary aim is look into the welfare of the Non-Teaching staff.

ACTIVITIES BEYOND CLASS ROOM

College week-

Each year, the students union organizes the college week that comprises events as diverse as recitation, quiz, cricket, volleyball, extempore speech, debate and so on. The cultural rally is the main highlight of the college week...

Literary Activities-

The college encourages literary activities and annually publishes college magazine titled SARAIGHAT with the active participation of students. Wall magazines are also brought out by different departments. The college also regularly organizes activities like Essay Writing competition, Story writing competition, poem recitation etc. Additionally, the Department of English and Assamese organizes short story telling and poetry writing competitions from time to time.

Academic Departments of Saraighat College celebrates—

- | | |
|-------------------------------------|------------------------------------|
| 1. World Environment Day | 2. World Intellectual Property Day |
| 3. Anti-Terrorism Day | 4. Anti-Tobacco Day |
| 5. Global Parents Day | 6. World Environment Day |
| 7. World Day against Child labour | 8. International Yoga Day |
| 9. College Foundation Day | 10. Independence Day |
| 11. National Sports Day | 12. Teacher's Day |
| 13. World Literacy Day | 14. Social justice Day |
| 15. World Tourism Day | 16. Gandhi Jayanti |
| 17. International Girl Child Day | 18. Rastriya Ekta Divas |
| 19. World Cancer Awareness Day | 20. Children's Day |
| 21. World AIDS Day | 22. World Conservation Day |
| 23. Human Rights Day | 24. Kissan Divas |
| 25. International Biodiversity Day. | |

Village Adoption

Niz Sinduri Ghopa village situated at Changsari, Kamrup, Assam has been adopted by Saraighat College and NSS Unit as a part of their village adoption scheme.



Outreach Program

- 1) Road safety awareness rally organized by 1 Assam Bn NCC Unit in collaboration with Police Station , Changsari on 25th May, 2022



- 2) Free Health checkup Camp with Medicine (17th June,2022) organized by Extension Cell (IQAC) and 1 Assam Bn NCC Unit, Saraighat College



- 3) Flood Relief Distribution on 24th June and 13th July ,2022 Banmaja village.



Results at a glance

H.S. Results

Year	Stream	No. of Students			
		Star marks	1 st division	2 nd division	3 rd division
2022	Arts	2	6	59	101

B.A. Results-Arts

Year-2021

Course	N0. Of student appeared	No. of students above CGPA-6	Pass %
Honours	86	85	98.8%
Regular	86	35	40.7%

Results- B.Voc TTM

Year-2021

Course	N0. Of student appeared	No. of students above CGPA-6	Pass %
B.Voc TTM	03	03	100%

Photo Gallery



