

The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2016-2017

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

AQAR for the year:

2016-17

1. Details of the Institution

1.1 Name of the Institution

Sapatgram College

1.2 Address Line 1

P.O: Sapatgram

Address Line 2

Dist.: Dhubri

City/Town

Sapatagram

State

Assam

Pin Code

783337

Institution e-mail address

sapatgramcollege@gmail.com principalsapatgramcollege@gmail.com

Contact Nos.

03667-286235

Name of the Head of the
Institution:

Dr. Rajeswar Prasad Singh

Tel. No. with STD Code:

03667-286235

Mobile:

+919435243684

Name of the IQAC Co-ordinator:

Dr. Gour Krishna Saha

Mobile:

+919435126302

IQAC e-mail address:

sapatgramcollege@gmail.com

1.3 NAAC Track ID

ASCOGN12123

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/12/A&A/58.2 dated
19-2-2016

1.5 Website address:

www.sapatgramcollege.org

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	66.55	2005	5 Years
2	2 nd Cycle	B	2.52	2016	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

22.10.2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC: Nil

1.9 Institutional Status

University

State

☒

Central

☐

Deemed

☐

Private

☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☒ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.10 Type of Faculty / Programme

Arts ☒ Science ☐ Commerce ☐ Law ☐

PEI (Phys Edu) ☐ TEI (Edu) ☐ Engineering ☐

Health Science ☐ Management ☐

Others (Specify)

- Post Graduate Diploma in Computer Application.
- Basic Course in Computer Application.
- Certificate Course in Computer Application.
- Certificate Course in Communicative English.
- Higher Secondary Course under Assam Higher Secondary Education Council.
- Postgraduate distance courses under IDOL, G.U
- Undergraduate distance courses under KKHSOU.

1.11 Name of the Affiliating University (*for the Colleges*)

Gauhati University

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

Autonomy by State/Central Govt. / University

College with Potential for Excellence

N.A.

UGC-CPE

N.A.

DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (Specify)	N.A.
UGC-COP Programmes	N.A.		

2. IQAC Composition and Activities

2.1 No. of Teachers	4
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	-
2.4 No. of Management representatives	1
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	3
2.7 No. of Employers/ Industrialists	NIL
2.8 No. of other External Experts	NIL
2.9 Total No. of members	11
2.10 No. of IQAC meetings held	4
2.11 No. of meetings with various stakeholders: No.	04
Faculty	02

Non-Teaching Staff Students 01 Alumni 01 Others

2.12 Has IQAC received any funding from UGC during the year?

Yes No ☒

If yes, mention the amount

Nil

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 03 International - National - State 01

Institution Level 02

(ii) Themes

- Seminar on Examination and Evaluation under Semester System.
- Workshop on “Administrative Reform”
- Seminar on “National Integration: It’s Relevance” on Quami Ekta Week Celebration.

2.14 Significant Activities and contributions made by IQAC

- Prepare lesson plan and monthly progress report along with the teaching diary and distributed to the faculty members in beginning of the academic session.
- Prospectus and along with academic calendar is also prepared in the beginning of the session for smooth running of the classes.
- Initiative have been taken for introducing ICT enabled teaching in the college and for this one Laptop had already been provided to the HOD of each department.
- The faculty members of the college are constantly encouraged to participate in seminar/ conferences/workshop/RC/OC/summer institute.
- Initiative has been taken for introducing commerce stream and BVOC courses. Proposals were prepared and submitted to the concerned authority.
- IQAC encourages the faculty members to take up project work and research activities e.g. Ph.D/MPR from different agencies e.g. U.G.C./ICSSR.
- IQAC made sure the continuation of organizing Departmental Seminars for the Major students. The seminars are conducted every week as per the allotted time in the Class Routine.
- IQAC took active initiative to continue the mentoring system which was introduced in the year 2012-13.
- IQAC kept record of Student Feedback on teachers and analyzed them for the betterment of teaching and learning process.
- IQAC gave special attention to improve overall academic improvement of the institution with the optimum use of resources and fund.
- Initiatives have been taken by IQAC for introducing cashless transaction.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• IQAC took the initiative of	done

procurement of reference books and journals to the Central library • IQAC had the plan of introducing Commerce Stream • IQAC took the initiative for further improvement of language lab for communication skill • Effort have been made by IQAC for further beautification of college campus by planting trees and emphasis on pollution free environment through Nature Cell • IQAC took the lead for rotation of Headship in the Departments from this academic year. • Initiative taken by IQAC in collaboration Career and Counseling for introducing competitive Coaching Classes • To Observe the days like Independence Day, Republic Day, International Women's Day, Non-Violence Day in the college in order to create awareness in the students about environment, health and the great personalities and thus inculcate in them a sense of responsibility to the nation and to the future generation	• Proposal submitted • Approved in the meeting • Done • • ICT aids were purchased. • These days were observed. • Classes for competitive exam began on
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Academic Calendar of the year 2016-2017 (See Annexure-1)

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

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

- The AQAR was approved by the Governing Body, Sapatgram College.
- The IQAC decided to better the infrastructure and also to purchase equipments out of UGC grants for the betterment of the college.
- The IQAC decided to continue to impart quality higher education to the youths of this locality giving more emphasis on teaching-learning and evaluation.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-			
PG	01(PG IDOL)			
UG	02	01(KKHSOU)		
PG Diploma	01		01	
Advanced Diploma	-			
Diploma	01		01	
Certificate	03		02	01
Others	01(H.S)			
Total	09	01	04	01

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options:

Open Options.

Subjects Offered in Three Year (Six Semester) Degree General Course , Arts:-

- English.
- M.I.L. (Assamese / Bengali / Bodo / Alternative English).
- Environmental Studies.
- A student is required to take English and M.I.L. as compulsory subjects in 1st & 2nd Semesters, M.I.L. and Environmental Studies as compulsory subjects in 3rd & 4th Semesters (for both General & Major) and two of the elective subjects from the following list (for General):

1. Economics, 2. Education, 3. History, 4. Political Science, 5. Philosophy, 6. Computer Application, 7. Mathematics.

Subjects Offered in Three Year (Six Semester) Degree Major Course , Arts:-

Major Subjects	Combination Subjects (Any one of the following)
1. English	Economics / Education / Political Science / Philosophy/History/Computer Application/ Mathematics.
2. Assamese	Economics / Political Science / Education / History /

	Philosophy/Computer Application/ Mathematics.
3.Bengali	Political Science / Education / Economics / History / Philosophy/Computer Application/ Mathematics.
4.Education	Economics / Political Science/ History/ Philosophy/Computer Application/ Mathematics.
5.Political Science	Economics / Education / Philosophy/ History/Computer Application/ Mathematics.
6.Economics	Political Science / Education / Philosophy / History/Computer Application/ Mathematics.
7.History	Political Science / Education / Economics / Philosophy /Computer Application/ Mathematics.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

1.3 Feedback from stakeholders*

Alumni ☐ Parents ☐ Employers ☐ Students ☒
(On all aspects)
Mode of feedback : Online ☐ Manual ☒
Co-operating schools (for PEI) ☐

Analysis of the feedback in the year 2016-2017 (See Annexure-IV)

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

Syllabi updating is done by affiliating University. College initiated Courses have been monitored and upgraded by the faculty.

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

Undergraduate Programme under Distance mode was introduced affiliated to Krishna Kanta Handique State Open University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	10	13	-	-

2.2 No. of permanent faculty with Ph.D.

06

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	07
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	02	-	-
Presented papers	04	07	01
Resource Persons	-	02	02

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

The teaching- learning process is at the core of the academic activity of the college. As per the credit system in the syllabus of Gauhati University the number of classes to be taken per paper is closely followed and the class routine is prepared likewise. The classes, dropped for some unavoidable reasons, are taken on other teaching days to make up the loss.

- Continued the mentoring system during the session 2016-17. It is believed that by introduction of the mentoring system, the problems faced by the students in teaching-learning and other activities has been partially addressed.
- Continued the practice of organizing the weekly departmental seminars for Major students in order to enable them to interact among themselves and with the teachers.
- Continued the practice of giving home assignments to the Major students as part of their internal assessment.
- Improved library services by computerization of library functions, new acquisitions and enhancing access.
- Computer and internet access and training to teachers, non-teaching staff and students.
- Encouraged the faculty members to present papers in National/ International Seminars/ Conferences/ Workshops, to take up Minor/ Major Research Projects under UGC Scheme, to avail the benefit of Faculty Improvement

Programme under UGC for research work and to publish papers in ISSN/ ISBN Journals/ Books or other journals.

- Introduced Under Graduate Correspondence Courses through Krishna Kanta Handique State Open University.

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

182

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

Objective type questions

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

- - -

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
B.A. (Major)	77	72		45.45	48.05		93.50
B.A. (General)	74	62			81.08	2.70	83.78

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

- Took active part in continuing the mentoring system which was successfully introduced for the undergraduate students.
- IQAC proposes to purchase books relevant to academic needs.
- It collects feedbacks from students to monitor the progress in the teaching-learning process and such feedbacks are analyzed and remedial measures are suggested for improvement.
- IQAC proposes to purchase books relevant to academic needs.
- The IQAC also seeks annual reports from the head of the departments to evaluate the teaching-learning process.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
Others	-

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	02	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC encourages faculty members to take up major and minor research projects.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	01	-
Outlay in Rs. Lakhs	-	-	1.30	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals		06	
Non-Peer Review Journals			08
e-Journals			
Conference proceedings	04		

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
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Major projects	-	-	-	-
Minor Projects	2015-17	UGC	1,30,000/-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	01	-	1,30,000/-	-

3.7 No. of books published i) With ISBN No.

Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: N.A.

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies					

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	

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

Total	International	National	State	University	Dist	College
-	-	-	-	02	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS events:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.25 No. of Extension activities organized

University forum	-	College forum	06
NCC	-	NSS	-
		Any other	02

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

- 4 Rovers and 2 Rangers of the college participated in the Regional Level Youth Development cum Leadership Training Programme for Youth, Nort East Region from 04.07.2016 to 08.07.2016 at BSG Himalayan Home, Maziter, Sikkim.
- 7 Rovers and 3 Rangers of the college participated in the Adventure Summer Camp at Kokrajhar from 14.07.2016 to 18.07.2016. Yakub Mondal and Rashmita Barman got 1st Prizes in Quiz Competition and Folk Dance respectively. 7 other Rovers and Rangers also won prizes in different events.
- 2 Rangers and 1 Leader Dr.P.G.Agarwala attended the Workshop on World Association of Girls Guide and Girls Scout & Free Being Me from 26.07.2016 to 30.07.2016 at Shillong.
- The Rovers of the College Rituparna Sarma, Ratan Kumar Roy and Ali Rahosan received the Rastrapati Award on 12th Aug, 2016 from Sri Pranab Mukharjee, the Hon'ble Presedent of India.
- Librarian Day was observed in the College Library on 12.08.2016 to inculcate the values and benefits of Library use in the students of the college. Ms.Rita Malakar, elaborated on the proper use of the Library facilities provided to the students.Dr.R.P.Singh and Dr.G.K.Saha also spoke on the occasion. An Essay Competition on the topic "Role of Library in Increasing Reading Habits" was organized and prizes were distributed.
- 7 Rangers and 1 Rover with 1 Leader attended the State Level Rajya Puraskar Testing Camp at STC, Chamatapathar, Assam from 03.09.2016 to 07.09.2016.
- 5 Rovers and 8 Rangers of Sapatgram Collge were awarded the Rajya Purashkar from 07.09.2016 to 10.09.2016 by Sri Banwarilal Purohit, the Hon'ble Governor of Assam.
- An Awareness Programme was organized by Value Based Education Cell in Deshbandhu Smriti Vidyapith Girls' High School on 15th October, 2016 on Global Hand Washing Day. In the programme the children of the school were advised to wash their hands with soap and the technique of hand washing was taught to them.
- The teachers and students of the college under the leadership of the Extension Education Cell of the college actively participated in Swachha Bharat Abhiyan (Cleanliness Programme) organized by the Women Cell, Civil Administration, Bilasipara and Sapatgram Town Committee on 22.10.16 in various places of Sapatgram Town. The students and teachers were actively involved in the cleaning of Kachari area, Market Area, Bus Stand and Railway Station. The general people were advised to keep their surrounding clean for a healthy environment.
- A Special Talk on "Ayurveda: Its Relevance in Our Life" was organized in the college on 28.10.2016, the Ayurveda Day. Dr.Himanta Nath delivered a lecture on

the topic as Keynote speaker. Dr. R.P.Singh, Principal chaired the the session. The other speakers included Dr. G.K.Saha, Mr. N.I.Mondal and Mr. S.K.Panigrahi.

- Rashtriya Ekta Saptah was organized in the college campus from 31.10.2016 to 06.11.2016. A Rally for Peace and Communal Harmony was organized throughout the town and the adjoining villages with placards and slogans on communal harmony.
- Thinking Day was observed in Sapatgram College on 22nd February, 2017, the birth anniversary of Lord Stephen Baden Powell and his wife Lady Baden Powell. A Lecture Session on the contribution of Lord Baden Powell was conducted. It was organized by Value Based Education Cell of the college
- International Women's Day was observed on 8th March, 2017 organized by Women Cell, Sapatgram College in the college campus. An Art Competition of school and college students was held on the day. A rally of the girl students and members of Yeikya Mancha was organized through the town and adjoining villages. Street plays about the rights of women were performed by the students.
- Rabindra Jayanti was observed on 9th May, 2017. The Principal and the teachers of the Department of Bengali spoke on the contribution of Rabindranath Tagore to Indian Literature. More than 200 students and teachers participated in the Programme.
- World Environment Day was observed by Extension Education Cell, Sapatgram College on 5th June, 2017 with a day-long programme. There was plantation programme in the college campus and in the adjoining villages. The students organized a rally in the town with placards for inculcating awareness in the public about environmental pollution and its degradation. Street plays were also performed by the students with the same purpose. The general public was advised to ban plastic in their day-to-day life.
- International Yoga Day was observed in the college by the Value Based Education Cell on 21st June, 2017 in the Indoor Stadium. More than 100 students participated in the programme. Dr. P. G. Agrawala, Mr. N. I. Mondal spoke on the value and benefits of yoga and advised the students to make it a part of their daily life. Mr. A. Das demonstrated some yoga postures and the students performed them. As it is, the Value Based Education Cell organizes yoga classes every Sunday in the college campus.

Criterion – IV

4. Infrastructure and Learning Resources:

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	34802.97 sq.mt.			34802.97 sq.mt.
Class rooms	3070.73 sq. mt.			3070.73 sq. mt.

Laboratories	126.17 sq. mt.			126.17 sq. mt.
Seminar Halls	133.04 sq. mt.			133.04 sq. mt.
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	-			-
Value of the equipment purchased during the year (Rs. in Lakhs)	-			-
Others (College Canteen, Extension of Principal's Office)	3314.24 sq. mt.			3314.24 sq. mt.

4.2 Computerization of administration and library

- Data Entry Process is going on with SOUL software developed by INFLIBNET.
- The Books and other reading materials are being classified using DDC (Dewey decimal classification 23rd Edition).
- The Browne System is being followed in the circulation section.
- Book Bank facility has been provided for the students belonging to SC / ST / OBC / Minority / BPL categories. More number of books have been added.
- Internet facility has been provided to the Central Library with the use of BSNL Wimax.
- Computerization of administration and the process of admission.
- Reprography Service has been provided in the Central Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15830	Rs.29,08,345/-	15	3650/-	15845	Rs.8050/-
Reference Books	1972		11	4400/-	1983	
e-Books	-	-				
Journals & Periodicals	-	-	16	12499/-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-
	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	39		Wimax	-	19	04	06	10
Added	01			-	-	-	-	01
Total	40			-	19	04	06	11

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

- There are 34 Computers and 5 Laptops in the College, 18 in the Computer Centre, 2 in the Network Resource Centre, 3 in the Central Library, 4 in the Principal's office, 6 in the Departments, 1 in the Career Counselling Cell. 1 Laptop is in the Coaching Classes for Entry into Services Section, 1 Laptop in the Remedial Coaching Section, 2 Laptops for the projectors to be used in Class Rooms and Conference Hall for Seminars / Workshops and 1 Laptop in the IQAC.
- 2 Sets of BSNL Wimax have been installed. Some of the computers in the Computer Centre, 3 in the Network Resource Centre and 2 in the Central Library have been provide Internet facility through LAN.
- The Computer Centre has been conducting Basic Course in Computer Application and Certificate Courses in Computer Application where the non-teaching staff has been provided training free of cost. The teaching staff has been given classes after regular class hours of the college. Some teaching and non-teaching staff have benefited from the service.

4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs. 47, 337/-

ii) Campus Infrastructure and facilities

Rs. 7,76,478/-

iii) Equipments

Rs. 66,262/-

iv) Others

Rs. 20, 37,546/-

Total :

Rs. 29, 27,623/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC has taken steps that all the information about student support services, academic calendar is included in the prospectus.
- Separate hand outs are given to the students for enrolling themselves in NSS and Scouts & Guides, the training of which helps them to become socially responsible and good citizens.
- The IQAC has requested the departments to provide the major students a copy of the syllabus.

5.2 Efforts made by the institution for tracking the progression

As such there is no formal mechanism for tracking the progression. However, at an informal level the college keeps a track of the academic marks of each student and also keeps a track of the students after their graduation so as to find if they are pursuing their higher studies or if they have got any job.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
825	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
479	58

Women

No	%
346	42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
506	40	02	181	02	731	545	51	4	223	02	825

Demand ratio: 1:1 Dropout %: 12.84

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations: College has no search mechanism.

NET	01	SET/SLET	01	GATE	Nil	CAT	Nil
IAS/IPS etc.	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counselling and career guidance

Career Counselling Cell, Sapatgram College organizes workshops for students on choice of subjects in General & Major courses for the applicants for U.G. courses and for fresh graduates on career options. Besides, the students are informed about different advertisements on jobs through the Notice Board of the cell. The cell also guides the students regarding applying for the jobs in different sectors. The Cell remains active throughout the year.

- A workshop on “Choice of Subjects for Applicants to Degree Courses” was organized by the Career Counselling Cell, Sapatgram College, on 22-06-2016 for the applicants for Degree course, 2016-17. Mr. S. K. Panigrahi, Principal i/c presided over the Workshop. The Convener Mr. I. Sarkar; Co-convener Dr. G. K. Saha and the members of the Cell elaborated the prospects of different General and Major Subjects of the Degree Course. The students were motivated to opt for Major/ General Subjects as per their choice and affinity towards the subject. More than 350 applicants were present in the workshop. The workshop ended with a brief motivational speech by Mr. S. K. Panigrahi, Principal, Sapatgram College.
- A workshop on ‘Career Counselling for Final Year Students’ was organized by the Career Counselling Cell, Sapatgram College, on 17-05-2017 to guide the outgoing Final Year B.A students after their examination about higher education and job prospects in State and Central Government Organizations and in public Sectors i.e. Banks, LIC, Railways, Defence, SSC and Postal Services etc. More than 150 students were present in the workshop. The bright students were advised to go for Post Graduate Courses in different universities and institutions. They were also supplied information about the tentative dates for applying for such courses. Some advertisements of the universities were given to them. The students aspiring for jobs were advised to consult the books and magazines in the Central Library. They were also supplied with copies of some advertisements of jobs in different sectors and given the tentative dates of some more advertisements. The Cell also asked the students to meet the Convener Mr. Indranil Sarkar for any kind of help about applying for different jobs. Dr. Rajeshwar Prasad Singh, Principal, Sapatgram College inspired the students to proceed towards their goal with strong determination and perseverance.

No. of students benefitted

500

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

- International Women's Day was observed on 8th March, 2017 organized by Women Cell, Sapatgram College in the college campus. An Art Competition of school and college students was held on the day. A rally of the girl students and members of Yeikya Mancha was organized through the town and adjoining villages. Street plays about the rights of women were performed by the students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	52	Rs.34,635
Financial support from government	213	Rs.7,61,987/-

Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organized / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Session	No. of Grievances Reported	Grievances Reported	No. of Grievance Redressed	Grievance not Redressed
2016-17	02	i) Insufficient space in the Boys' Common Room. ii) College Canteen with better facilities.	02	Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION:

- The vision of Sapatgram College is to transform this institution into a centre of excellence of higher learning by continuous working towards making education socially relevant and meaningful.

MISSION:

- Sapatgram College believes in imparting life-oriented and value-based education- an education aimed at strengthening the body, purifying the mind and sharpening the intellect.

- The college seeks to present itself as a major centre of learning for advancement, preservation, dissemination and use of knowledge in this rural and economically backward region of the state and thereby cater to the needs of the society and the nation.
- It encourages enrollment of students from different cross-sections of society by providing them with the best of infrastructure and learning resources, so as to make teaching and learning a pleasurable and profitable experience.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

The college follows the curriculum prescribed by Gauhati University. Hence, there is no scope for innovation in curricular design. But in the field of curriculum transaction, new measures were adopted so as to make the process of teaching learning more adequate, absorbing, knowledge oriented and socially directed. The following measures were adopted.

- The Head of the Departments distributed the major and general course syllabi among the teachers including the guest faculties.
- The teachers prepared their lesson planning according to the class routine allotted to them and the lesson plan was executed. If any class was dropped due to some unavoidable circumstance, the class was taken by the concerned teacher on other teaching days to make up the loss.
- Weekly Seminar classes were held for the students of Major Courses where students were encouraged to present papers prepared under the active guidance of the teachers.

6.3.2 Teaching and Learning

- Continued the mentoring system during the session 2014-15. It is believed that by introduction of the mentoring system, the problems faced by the students in teaching-learning and other activities has been partially addressed.
- Continued the practice of organizing the weekly departmental seminars for students in order to enable them to interact among themselves and with the teachers.
- Continued the practice of giving home assignments to the students as part of their internal assessment.
- Improved library services by computerization of library functions, new acquisitions and enhancing access.

- Computer and internet access and training to teachers, non-teaching staff and students.
- Encouraged the faculty members to present papers in National/ International Seminars/ Conferences/ Workshops, to take up Minor/ Major Research Projects under UGC Scheme, to avail the benefit of Faculty Improvement Programme under UGC for research work and to publish papers in ISSN/ ISBN Journals/ Books or other journals.

6.3.3 Examination and Evaluation

The final examinations are conducted as per the directives of Gauhati University. However, internal examinations are conducted by the college. The scoring of the students in the internal examinations, the papers presented in the Weekly Seminars and the home assignments are taken into account in determining the internal marks of the students which constitutes 20% of the Major Papers. The score of the students in internal examinations is taken into account in determining the internal marks of the students which constitutes 20% of the General Course Papers.

6.3.4 Research and Development

Faculty members are encouraged to take up major and minor research projects.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Data Entry Process is going on with SOUL software developed by INFLIBNET.
- The Books and other reading materials are being classified using DDC (Dewey Decimal Classification 23rd edition)
- The Browne System is being followed in the circulation section.
- Reprography Service has been provided in the Central Library.

6.3.6 Human Resource Management

College introduced Personnel Policy as HR Policy of the college to facilitate the smooth management of the Human Resources.

6.3.7 Faculty and Staff recruitment

Faculty members are recruited as per State Government and UGC norms. Apart from that, the college also appoints faculty members on contract and part-time basis. The non-teaching staff is recruited as per State Government norms

6.3.8 Industry Interaction / Collaboration

Though the college does not have any formal linkage with national/international academic/ research bodies, the existing faculty members, at their individual capacity have developed such linkages in course of their research work,

- Dr. G. K. Saha has developed linkage with Bashistha Institute of North Bengal & North East Developmental Studies (approved by ICSSR). Dr. Padma Guha Agarwala has developed linkage with Singhanian University as Research Supervisor. Dr. Agarwala is a Research Guide of University of Science & Technology, Meghalaya.

6.3.9 Admission of Students

- The college is committed to impart quality higher education in the field of Arts to the youths of this locality. Hence, much emphasis is laid on teaching, learning and evaluation. As the college is situated in a rural area and the number of Higher Secondary Schools is limited from which students come to take admission, the college has to admit almost all the students applying for admission. However, the college has fixed the minimum yardstick for offering Major in any subject. The minimum yardstick is 45% of marks in aggregate and 50% of marks in the concerned subject in the Higher Secondary Examination. Besides, the number of seats in Major Subjects has been limited to 25 in each subject.
- Computerization of admission is also under process.

6.4 Welfare schemes for

Teaching	
Non teaching	• Loan from College Fund
Students	• Payment of College fees on installment basis. Students from poorer sections can pay in many installments.

6.5 Total corpus fund generated

Rs. 25, 66, 387/-

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	IQAC
Administrative	No		No	

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

For UG Programmes Yes ☐ No ☒

For PG Programmes Yes ☐ No ☐ N/A

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

The final examinations are conducted as per the directive of Gauhati University. However, internal examinations are conducted by the college. The scoring of the students in the Mid-Semester examinations, the papers presented in the Weekly Seminars and the home assignments are taken into account in determining the internal marks of the students which constitutes 20% of the Major Papers. The score of the students in internal examinations is taken into account in determining the internal marks of the students which constitutes 20% of the General Course Papers.

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

N.A.

6.11 Activities and support from the Alumni Association

- A Lecture Session on AIDS was organized by the Alumni Cell in Sapatgram Timber Merchants' Chamber on 22.02.2015 with the help of Dr. H. K. Nath, Medical Officer, Santipur Mini Primary Health Centre. More than 100 people of the locality including the members of Alumni Association attended the programme. The Alumni Association actively participated in the said programme.
- The Annual Meet of Alumni Association was organized in the college campus on 14.05.2015. More than 85 members of the Association participated in the programme.

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

A Training Programme on "Office Automation" was organized in the college by the Computer Centre for the non-teaching staff on 10th May, 2015. The faculty members of Computer Science imparted the necessary training to the non-teaching staff. More than 10 non-teaching staff of the college participated in the programme.

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

- Tree Plantation.
- Students are encouraged to keep the campus clean through the activities of Social Service.
- Ban on plastic in the campus.

Criterion – VII

7. Innovations and Best Practices

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

- The existing practice of organizing weekly departmental seminars for students, giving home assignments to the students and holding unit tests as part of the internal assessment of major students is continued. This practice keeps the students academically engaged throughout the session. The departmental seminars give the students an opportunity to prepare research papers under the active guidance of the faculty members and enable them to interact among themselves and with the teachers.
- The college is continuing with the computerization of the process of admission with the software of Office Automation.
- The college has been steadily investing in the development of its physical infrastructure.
- The Rangers and Rovers of Sapatgram College under Ranger Leader (H.W.B) Dr. Padma Guha Agarwala and Rover Leader Mr. Abdul Rezak Sheikh are deployed to maintain law and order in the meetings and festivals in the college as well as in the neighbouring areas including Sapatgram town.
- Special emphasis has been given to encourage more number of students to take part in games & sports, debates, essay writing and other extra-curricular activities organized by the college.

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

- Construction of College Canteen was completed and commissioned.
- Construction of the Extension of Principal's Office was completed and commissioned.
- Construction of the General Classroom was completed and commissioned.
- The construction of Distance Learning Office Room is in progress.

- The construction of the Guest House and Boys' Common Room could not be completed. Efforts are on to complete the work within a short period of time.
- Sound System and furniture for the English Language Laboratory were purchased and installed.
- ICT aids were purchased out of UGC Funds.
- A total number of 63 Departmental Seminars for students were organized by the departments offering Major Courses at UG level.
- NSS was introduced in the college.
- Undergraduate Course in distance mode under Krishna Kanta Handique State Open University was introduced.

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

- Students' Participation in Extension Activities.
- Introduction of IDOL and KKHSOU Study Centres.

Provide the details in annexure: See Annexure-III

7.4 Contribution to environmental awareness / protection

- The teachers and students of the college under the leadership of the Extension Education Cell of the college actively participated in Swachha Bharat Abhiyan (Cleanliness Programme) organized by the Women Cell, Civil Administration, Bilasipara and Sapatgram Town Committee on 22.10.16 in various places of Sapatgram Town. The students and teachers were actively involved in the cleaning of Kachari area, Market Area, Bus Stand and Railway Station. The general people were advised to keep their surrounding clean for a healthy environment.
- World Environment Day was observed by Extension Education Cell, Sapatgram College on 5th June, 2017 with a day-long programme. There was plantation programme in the college campus and in the adjoining villages. The students organized a rally in the town with placards for inculcating awareness in the public about environmental pollution and its degradation. Street plays were also performed by the students with the same purpose. The general public was advised to ban plastic in their day-to-day life.

7.5 Whether environmental audit was conducted?

Yes

☐

No

☒

7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

Annexure-IV

8. Plans of institution for next year

Infrastructure:

- Repairing of Old Building by construction of half walls, grill gates and boundary walls out of the Infrastructure Development Grant of Government of Assam.
- Construction of Extension of Open Stage out of Infrastructure Development Grant of Government of Assam.
- Construction of Cycle Stand near the Canteen Building out of Infrastructure Development Grant of Government of Assam.
- Construction of Women's Hostel out of the UGC Grant.

Teaching Learning:

- Continue the mentoring system during the session 2017-18. It is believed that by introduction of the mentoring system, the problems faced by the students in teaching-learning and other activities has been partially addressed.
- Continue the practice of organizing the weekly departmental seminars for students in order to enable them to interact among themselves and with the teachers.
- Continue the practice of giving home assignments to the students as part of their internal assessment.
- Improve library services by computerization of library functions, new acquisitions and enhancing access.
- Computerization of administration and the process of admission.
- Computer and internet access and training to teachers, non-teaching staff and students.
- Encourage the faculty members to present papers in National/ International Seminars/ Conferences/ Workshops, to take up Minor/ Major Research Projects under UGC Scheme, to avail the benefit of Faculty Improvement Programme under UGC for research work and to publish papers in ISSN/ ISBN Journals/ Books or other journals.
- Hold training courses for secretarial staff in accounts and computer use.
- Prepare the Annual Budget of the college.
- The IQAC plans for a judicious mixture of seminars, projects, study tour and field work exclusively for the students as part of the effective teaching-learning process.
- The IQAC plans for taking effective measures for reducing the dropout rate of the students from 2017-18 sessions.

Extra-Curricular Activities:

- Provide students with opportunities to engage in meaningful extra-curricular activities.
- Observe the days like Independence Day, Republic Day, International Women's Day, Non-violence Day, Rabindra Jayanti, Mahapurush Shankar Dev Tithi, Veer Chilarai Divas, Teachers' Day, Flag Day, Shilpi Divas, College Foundation Day, Thinking Day, World Environment Day and Anti-Terrorism Day in the college in order to create awareness in the students about environment, health and the great personalities and thus inculcate in them a sense of responsibility

- to the nation and to the future generation.
- Organize Health Camps.

Technology Upgradation:

- Purchase of Desktop Computers out of UGC grants.
- Purchase of a Laptops out of UGC grants.
- Purchase of ICT Aids out of UGC grants.
- Provide Wi-Fi facility in all the departments.
- Upgradation of Library Automation System for ease of access of the users.
- Upgradation of the Office Automation Process.
- Provide training to the students for proper use of E-Learning through INFLIBNET.

Plans of institution for next year

- ☐ New classrooms to be constructed.
- ☐ A language laboratory to be constructed.
- ☐ Toilets to be renovated.
- ☐ Textbooks and reference books on recent development be purchased and made available at the central library for the students and the teachers.
- ☐ Initiative to be taken to appoint new faculty in the vacant posts as early as possible.
- ☐ National/international seminars to be conducted.
- ☐ Curriculum enrichment courses to be introduced.
- ☐ B. Voc Course in IT to be introduced.
- ☐ Sports facilities to be further strengthened.
- ☐ Coaching classes to be commenced in collaboration with Career Counselling and Placement cell.

Name: Dr. Gour Krishna Saha

Name: Dr. Rajeswar Prasad Singh

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure

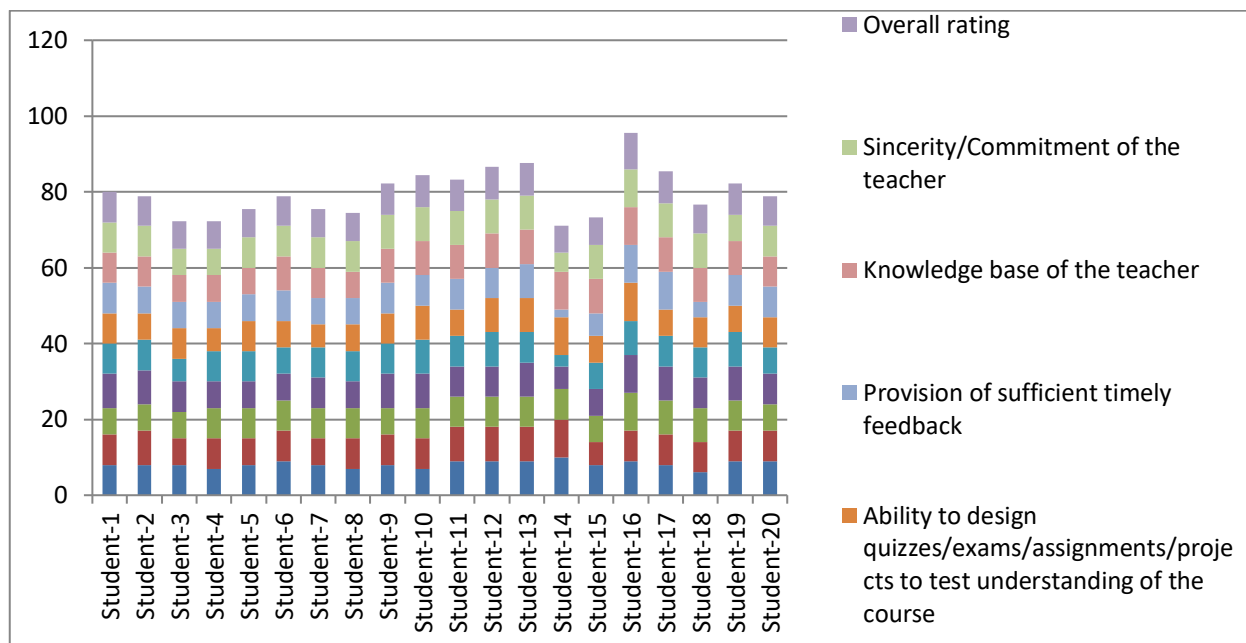
Abbreviations:

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

ACADEMIC CALENDAR FOR THE SESSION 2016-17
FOR T.D.C. CLASSES (Under Semester System), Sapatgram College under
GAUHATI UNIVERSITY

Month & Year	Working Days	Teaching Days	Exam. Days	Programmes Observed	Sundays	Holidays
July, 2016	1, 2, 4-5, 8-9, 11-16, 18-23, 25-30	NIL	NIL	Admission of B.A. Classes be completed by 15th July 2016	3, 10, 17, 24, 31	1-31 Summer Vacation, 6-7 Id Ul Fitre
Total	24				5	31 (2)
August, 2016	1-6, 8-13, 16-20, 23-24, 26-27, 29-31	1-6, 8-13, 16-20, 23-24, 26-27, 29-31	NIL	Classes of Odd Semester from 1 st Aug 2016 & 7 th College Foundation Day, 15 th Independence Day	7, 14, 21, 28	7- Foundation Day 15 – Independence Day 22- Tithi of Sri Sri Madhab Dev 25 th - Janmastomi
Total	24	24			4	4
Sept., 2016	1, 2, 5-10, 13-17, 19-24, 26-30	1, 2, 5-10, 13-17, 19-24, 26-30	NIL	3 rd - Tithi of Sankardev	4, 11, 18, 25	3 rd Tithi of Sri Sri Sankardev, 12 th Id-Uz-Zuha.
Total	24	24			4	2
Oct., 2016	1, 3-6, 18-22, 24-28, 31	3-6, 18-22	Mid Sem. Exam started from 24 th Oct.	Election of SCSUC will be held on 1 st Oct. 2 nd October Gandhi Jayanti	2, 9, 16, 23, 30,	2 nd Birthday of Mahatma Gandhi & Muharam, 7-15 Durga Puja, Laxmi Puja. 17 th Kati Bihu. 29-30 Kali Puja & Dewali
Total	16	9			5	13
Nov, 2016	1-5, 7-12, 15-19, 21-26, 28-30	1-5, 7-12, 15-19, 21-26, 28-30	24-30 th Exam Days	Odd Semester Exam will start from 4 th week of the month.	6, 13, 20, 27	14 th Birth Day of Guru Nanak
Total	25	25			4	1
Dec., 2016	1, 3, 5-10, 12-17, 19-24, 26-31	NIL	Odd Semester Exam be completed by 31 st Dec. 2016		4, 11, 18, 25	2 nd Sukafa Divas 25- Christmas Day
Total	26				4	2
Jan., 2017	2-7, 9-12, 16-21, 23-25, 27-28, 30-31	11-12, 16-21, 23-25,	Nil	26 th Republic Day 27-31 st College Week	1, 8, 15, 22, 29	1 st -10 th Winter Break 13 th -14 th Magh Bihu, 26 th Republic Day.
Total	23	11	Nil		5	13
Feb., 2017	2-4, 6-11, 13-18, 20-24, 27-28	2-4, 6-11, 13-18, 20-24, 27-28	Nil	1 st Saraswati Puja 10 th Chilarai Divas	5, 12, 19, 26	1 st Saraswati Puja 25 th Maha Shivratri
Total	22	22			4	2
March, 2017	1-4, 6-11, 14-18, 20-25, 27-31	1-4, 6-11, 14-18, 20-25, 27-31			5, 12, 19, 26	13 th Dol Yatra
Total	26	26			4	1

April, 2017	1, 3-8, 10-12, 17-22, 24-29	1, 3-5, 17-22, 24-29	Mid Sem. Started from 6 th April		2, 9, 16, 23, 30	13-16 th Bohag Bihu
Total	22	16			5	4
May, 2017	2-6, 8-9, 11-13, 15-20, 22-27, 29-31	2-6, 8-9, 11-13, 15-20, 22-27, 29-31	End Sem will start from last week		7, 14, 21, 28	1 st May Day 10 th Buddha Purnima
Total	25	25			4	2
June, 2017	1-3, 5-10, 12-17, 19-24, 27-30	NIL	End Sem. Exam.		4, 11, 18, 25	26 th Id-Ul-Fitre
Total	25	Nil			4	1
Grand Total	282	182				

Feedback analysis**Feedback was taken in a scale of 10, with 10 being the highest rating**

Student	Communication Skills	Interest generated by the teacher	Ability to integrate course material with environment/other issues to provide a broader perspective.	Ability to integrate across the courses/draw upon other courses	Accessibility of the teacher in and out of the class	Ability to design quizzes/exams/assignments/projects to test understanding of the course	Provision of sufficient timely feedback	Knowledge base of the teacher	Sincerity/Commitment of the teacher	Overall rating
Student-1	8	8	7	9	8	8	8	8	8	8
Student-2	8	9	7	9	8	7	7	8	8	7.8
Student-3	8	7	7	8	6	8	7	7	7	7.2
Student-4	7	8	8	7	8	6	7	7	7	7.2
Student-5	8	7	8	7	8	8	7	7	8	7.5
Student-6	9	8	8	7	7	7	8	9	8	7.9
Student-7	8	7	8	8	8	6	7	8	8	7.5
Student-8	7	8	8	7	8	7	7	7	8	7.4
Student-9	8	8	7	9	8	8	8	9	9	8.2
Student-10	7	8	8	9	9	9	8	9	9	8.4
Student-11	9	9	8	8	8	7	8	9	9	8.3
Student-12	9	9	8	8	9	9	8	9	9	8.6
Student-13	9	9	8	9	8	9	9	9	9	8.7
Student-14	10	10	8	6	3	10	2	10	5	7.1
Student-15	8	6	7	7	7	7	6	9	9	7.3
Student-16	9	8	10	10	9	10	10	10	10	9.5
Student-17	8	8	9	9	8	7	10	9	9	8.5
Student-18	6	8	9	8	8	8	4	9	9	7.6
Student-19	9	8	8	9	9	7	8	9	7	8.2
Student-20	9	8	7	8	7	8	8	8	8	7.8

The Best Practices

1. Students' Participation in Extension Activities

Goal:

- The college planned to involve more number of students in the extension activities organized by the different cells with the objective of acquainting them with the real problems of the society.
- Such an effort would help in the development of the neighbourhood and also strengthen the bondage between the institution and neighbourhood.
- It would promote in the students the values of love for humanity, selfless service and quality of leadership.

The Context:

- Institution-neighbourhood relationship is one of the key relationships that an institution should value highly. By establishing such a relationship an institution can serve its responsibility to the society.
- The responsibility of an educational institution to the society does not remain limited only to educating the people about cleanliness, healthy life, government welfare schemes, gender issues and environmental degradation. It has to come forward with some projects and set an example before the general people as to how to achieve such objectives.

The Practice:

- Extension activities had been a part of the activities of Sapatgram College since the beginning. But the IQAC, Sapatgram College wanted to involve more and more number of students in the extension activities in 2003. With the introduction of the Scouts and Guides Unit in the college, the participation of students in such activities increased manifold. With the introduction of NSS in 2014-15, the participation of students in such activities has increased.
- On every International Women's Day on 8th March, the Women Cell organizes Lecture Sessions, Seminars, and Workshops on women's issues in the college and in the neighbourhood. Health Camps for women are organized with the help of Medical Officers of the locality. Free medicines are also distributed. The teachers and students organize rallies with placards on gender equality and street plays are performed against the exploitation of women and dowry system.
- On every World Environment Day on 5th June Lecture Sessions on the preservation of environment are conducted by the Extension Education Cell. Plantation Programmes in the college and the neighbourhood are undertaken. The teachers and students organize rallies with placards on environmental degradation and street plays are performed to educate the general people to check environmental pollution.
- On every Global Hand Washing Day on 15th October the Value Based Education Cell of the college organizes camps in the schools of the locality with the help of Medical Officers on proper methods of hand washing and on cleanliness.
- The Rovers and Rangers of the college are deployed in the maintenance of law and order in the meetings and festivals organized in the locality.

Impact of the Process:

- Encouraging participation of students in the extension activities undertaken by the college has proved to be one of the best practices to have been adopted by the college. The practice has generated much enthusiasm in the students.
- The practice has also nurtured in the students a number of qualities which are very much useful to them in practical life.
- The practice has resulted in respect for the opposite sex as boys and girls have to work together in close harmony during such activities.

Problems Encountered and Resources required:

- Practically no major problem has been encountered as the teachers and students extend their sincere co-operation in such activities.
- Bihattor Sapatgram Mahila Yeikyo Mancha; Sub-Divisional Administration, Bilasipara; Nehru Yuva Kendra, Dhubri; Sapatgram Town Committee and the Medical Officers of the locality extend their help voluntarily in organizing such activities.
- Some funds required for organizing such extension activities are met by the college.

Contact Details:

The Principal

Sapatgram College

P.O: Sapatgram

Dist: Dhubri (Assam)

Pin: 783337

Email: principalsapatgramcollege@gmail.com

Website: www.sapatgramcollege.org

2. Introduction of IDOL and KKHSOU Study Centres

Goal:

- Sapatgram College would like to provide higher education in the distance mode to the general public of the locality who are employed, semi-employed and do not have time to be the regular students of the institution.
- It would like to provide postgraduate education to the students who do not get seats in the postgraduate institutes in towns and cities and those who do not have financial resources to meet the ever growing living costs in the cities.
- It would like to provide such education at a very nominal fee which will be within the means of this economically backward region.

The Context:

- Learning is a life-long activity which need not be restricted to institutional learning only. It has to cross the rigid boundaries of educational institutions and reach the common man of the street. Herein lies the significance of distance learning.
- Open and Distance Learning is a system wherein teachers and learners need not necessarily be present either at same place or same time and is flexible in regard to modalities and timing of teaching and learning as also the admission criteria without compromising necessary quality considerations.
- This is becoming more and more significant for continuing education, skill updation of in service personnel and for quality education of relevance to learners located at educationally disadvantageous locations.

The Practice:

- Sapatgram College introduced Postgraduate Courses in Assamese, Bengali, English, Political Science, Economics, Education, History, Sanskrit, Philosophy and Mathematics through Institute of Distance and Open Learning, Gauhati University in 2013-14 with the goal of providing higher education at this educationally and economically backward rural area at a low cost.
- It wanted to offer the benefit of postgraduate education to the graduates who do not get seats in the universities and those who do not have the financial capacity to afford such education.
- Sapatgram College introduced undergraduate courses through distance mode under Krishna Kanta Handique State Open University in 2014-15 for the general learners who could not avail the benefit of higher education due to various reasons including financial ones.
- Classes are conducted every Sunday in the college campus as per the guidelines of KKHSOU. Some classes on every subject are organized with the faculty of the college and of the neighbouring colleges.

Impact of the Practice:

- The postgraduate programme in the distance mode has proved to be one of the best practices to have been adopted by the college. The programme has proved to be so successful that the enrolment has increased manifold.
- The undergraduate programme under KKHSOU has also proved to be a great success. Many housewives and employed/ semi-employed learners of the locality have enrolled themselves in the programme.
- The programmes have generated much enthusiasm among the general public and the youth population of the locality because these programmes have given them an opportunity to go for higher education at a nominal cost without affecting their employment.

Problems encountered and Resources required:

- Practically no problem was faced in introducing IDOL and KKHSOU Study Centers in the college. The universities send the study materials in time which are issued to the students.

- The faculty members wholeheartedly take the classes on Sundays.
- The college had to construct an Office for Distance Learning in the college. The funds required for its construction was met by the contingency amount provided by the universities.

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SWOC ANALYSIS

Strengths:

- Experienced faculty members.
- Better infrastructure and technology
- As the college is situated in a rural setting, the evil and anti-social elements have little impact on the academic atmosphere of the college.
- Pollution free atmosphere
- Members of Governing Body are easily accessible and they can be contacted for discussion regarding the development of the college.
- Adequate number of text and reference books in the Central Library.
- Adequate infrastructure facilities.

Weaknesses:

- Inadequate faculty members.
- No Smart Classroom.
- Limited financial resources hindering the growth of the institution.
- Most of the students belong to economically poor and educationally backward families. Hence, there is always a chance of drop-out.
- Slow academic expansion.

Opportunities:

- Vast college campus for further infrastructure development.
- More Value added courses may be introduced with additional funding from UGC/Statutory Bodies.
- Vast scope for job-oriented professional courses suitable for the locality.
- Increase in the enrollment of students.
- Scope for round the year training facility in indoor games in the Mini Indoor Stadium.
- Scope for gymnastic facility in the Gymnasium in the Mini Indoor Stadium.
- Scope for yoga classes in the Mini Indoor Stadium.
- Vast scope for organizing extension and outreach programmes in collaboration with NGOs, Registered Societies and Government Organizations.
- Scope for introducing Diploma Courses in Travel & Tourism Management, Mass Communication and Basic Course in Computer Hardware.

Challenges:

- Poor student strength as 3 more colleges have come up within a radius of 12 kilometers.
- Absenteeism of students during peak agriculture periods.
- The college has been facing challenges as far as developing linkage with industry is concerned.
- Continuation of Higher Secondary Course in the college hampers the Semester System of undergraduate courses.

ACADEMIC CALENDAR FOR THE SESSION 2017-18
FOR T.D.C. CLASSES (Under Semester System), Sapatgram College under
GAUHATI UNIVERSITY

Month & Year	Working Days	Teaching Days	Exam. Days	Activities	Sundays	Holidays Excluding Sunday
June, 2017	1-3,5-10,12-17,19-24,28-30	1-3,5-10,12-17,19-24,28-30	---	Admission Process to Ist Sem	4,11,18,25	26,27: Id-Ul-Fitre
Total	24	24	0	0	4	2
July, 2017	Nil	Nil	Nil	Nil	2,9,16,23,30	1 to 31 st July (Summer Vacation)
Total	0	0	0	0	5	26
August, 2017	1-5,7-12,14,16-19,21-22,24-26,28-31	1-5,8-12,14,16-18-19-21-22,24,28-31	----	7 th College foundation day 15 th Independence Day 26 th Freshers' Social Day	6,13,20,27	15-Independence Day, 23-Tithi of Sankardev
Total	25	23		3	4	2
September, 2017	1,4-9,11-12,14-16,18-23,25	1,4-9,11, 14-16,18-23,25		5 th ,Teachers' Day 12 th Fateha-Dowas Daham 23 rd SCSUC Election	3,10,17,24	2- Idd-Uz-Juha 13-Janmastami 26 to 30 Durga Puja
Total	19	18		3	4	7
October, 2017	6-7,9-14,16-17,21,23-28,30-31	6-7,9-11,13, 14,16,17,21, 23-28, 30-31	14,16,17,21,23,24 ,25 Sessional Exam	2 nd , Gandhi Jayanti	1,8,15,22,29	2 st to 5 th Durga Puja & Gandhi Jayanti 18 Kati bihu, 19 to 20 Kali Puja & Diwali
Total	19	18	8	3	5	7
November, 2017	1-3,6-11,13-18,20-23,25,27-30	1-3,6-11,13-18,20- (21,23,25,27-30 Odd Sem GU Exam)	---	---	5,12,19,26	4 GuruNanak's Birthday, 24 Lachit Divas
Total	24	16	0	0	4	2
December, 2017	1,4-9,11-16,18-23,26-30	1,4-9,11-15 Odd Sem G.U Exam Continues16,18-22 23,26-30 winter vacation	1 st ,3 rd ,5 th sem Final exam GU		3,10,17,24,31	2-Asom Divas 23 onwards Winter Vacation
Total	24	6			5	2
January, 2018	17-20,23-25,27,29-31	1-16 Winter vacation Continues17-20,23-25	--	22 Swarasati Puja 26 Republic Day 31 Chalarai Divas 27 to 31 College week	7,14,21,28	1 to 16 winter vacation & BhogaliBihu 22 Swarasati puja 26 Repulic Day
Total	11	7	Nil	8	4	16
February, 2018	1-3,5-10,12-13,15-17,19-24,26-28	1-3,5-10,12-13,15-17,19-24,26-28 (Including Exam Days)	H.S. Final Exam.(AHSEC) continues up to March	--	4,11,18,25	14 Shivaratri

Total	23	23			4	1
March, 2018	3,5-10,12-17,19-24,26-29,31	3,5-10,12-17,19-24,26-29,31(Inclusive Exam Days)	19 to 24 Odd SemSessional Exam / H.S IstYr Final Exam	--	4,11,18,25	1,2, DolJatra 30 Good Friday
Total	24	24			4	3
April, 2018	2-7,9-12,16-21,23-28,30	2-7,9-12,16-21,23-28,30		--	1,8,15,22,29	13 to 15 BohagBihu
Total	23	23			5	3
May, 2018	2-5,7-12,14-19,21-26,28-31	2-5,7-12,14-19,21-26,28-31 Even Sem G.U Final Exam	2 nd , 4 th , 6 th Sem. Final Exam (G.U.)		6,13,20,27	1 st May day
Total	26	4			4	1
Grand Total	242	186			52	71

1.Total no of Working Days -242

2.Total no of Holidays + Sunday - 71+52-123

Teaching Days (Excluding Exam Days)- 186

Total Days 365

Prepared by:- IQAC, Sapatgram College