



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SAPATGRAM COLLEGE
Name of the head of the Institution	DR. RAJESHWAR PRASAD SINGH
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	08638880440
Mobile no.	9435243684
Registered Email	principalsapatgramcollege@gmail.com
Alternate Email	sapatgramcollegeiqac@gmail.com
Address	SAPATGRAM COLLEGE, VILL - SANTIPUR, P.O - SAPATGRAM, DIST . - DHUBRI
City/Town	SAPATGRAM
State/UT	Assam
Pincode	783337

2. Institutional Status																									
Affiliated / Constituent			Affiliated																						
Type of Institution			Co-education																						
Location			Rural																						
Financial Status			state																						
Name of the IQAC co-ordinator/Director			DR. GOUR KRISHNA SAHA																						
Phone no/Alternate Phone no.			09101191451																						
Mobile no.			9435126302																						
Registered Email			principalsapatgramcollege@gmail.com																						
Alternate Email			sapatgramcollegeiqac@gmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			https://sapatgramcollege.in/iqac_aqar.php																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://sapatgramcollege.in/pdf/iqac/academic_calendar/ACADEMIC-CELENDAR-2018-19.pdf																						
5. Accrediation Details																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>B</td> <td>2.52</td> <td>2016</td> <td>19-Feb-2016</td> <td>18-Feb-2021</td> </tr> <tr> <td>1</td> <td>C++</td> <td>66.25</td> <td>2005</td> <td>28-Feb-2005</td> <td>27-Feb-2011</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	2	B	2.52	2016	19-Feb-2016	18-Feb-2021	1	C++	66.25	2005	28-Feb-2005	27-Feb-2011
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6. Date of Establishment of IQAC			22-Oct-2005																						
7. Internal Quality Assurance System																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td colspan="3"> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries														
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IQAC		
47TH COLLEGE FOUNDATION DAY	07-Aug-2018 1	116
LIBRARIANS DAY	12-Aug-2018 1	80
STATE LEVEL WORKSHOP ON CBCS AND STATE LEVEL EXHIBITION CUM LECTURE PROGRAMME ON SELF COMPOSED POEM AND PAINTING COMPETITION	01-Sep-2018 1	122
DEMONSTRATION FOR TDC 1ST SEMESTER ONLINE REGISTRATION	14-Sep-2018 1	61
ART, POEM WRITING(READING) & LECTURE PROGRAMME	15-Sep-2018 1	126
YOGA PRACTICES TOWARDS HOLISTIC APPROACH	21-Nov-2018 1	30
WORKSHOP ON NAAC AWARENESS PROGRAMME	29-Nov-2018 1	21
SPECIAL TALK ON FIRST AID & SAFETY	28-Feb-2019 1	59
WORKSHOP ON SAVE ENERGY AND ENVIRONMENT PROTECTION	16-Mar-2019 1	66
INSTITUTIONAL LEVEL WORKSHOP ON IMPLEMENTATION OF CBCS COURSE	30-Apr-2019 1	18
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. G.K. Saha	Minor Research Project	UGC	2018 730	130000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	14
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional	Yes

website	
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
12. Significant contributions made by IQAC during the current year(maximum five bullets)	
1. The IQAC organized Yoga Programme towards holistic development of the student in collaboration with the Alumni Association PTA.	
2. The IQAC has taken initiative for preparing academic calendar and monitoring teaching plan and introducing innovative practices.	
3. The IQAC has taken initiative for introduction of online admission process and to enhance the Academic Development of the college.	
4. The IQAC plan to organize Seminars, Workshops, Career Counseling Programmes round the year.	
5. The IQAC has taken initiative for upgrading digital library in the form of RFID system.	
View File	
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year	
Plan of Action	Achivements/Outcomes
(1). To introduce innovative practices in teaching and learning.	(1). It is in progress.
(2). Up gradation of the college website.	(2). College website update and some new features are added
(3). Introduction of RFID in Central Library.	(3). Initiative taken.
(4). Initiate Green Audit	(4). Under process.
(5) Continuing Mentoring	(5). Successfully Done.
(6). Plan to prepare class time table and academic calendar.	(6). Prepared.
(7) Health Awareness Program	(9). Organized.
(8) Yoga Practices	(8). Continued.
(9) To Organize departmental seminar.	(9). Organized.
(10) To sought out the revised accreditation of NAAC	(10). Initiative taken.

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

Governing Body, Sapatgram College

29-Aug-2021

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

18-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Any type and size of an educational institution requires a user friendly and efficient management information system to take the Institution a step further in the right direction and to boost student success. The institution has been using the College Automation (Professional), from the academic session 201415 developed by S.S. Technologies. Information related to various students viz. cast wise student list, gender wise student lists, major subject wise student lists, subject combination student lists, religion wise student lists etc. can be obtained through use of this information system. The library management information system is based on the Soul Software version 2.0, where the data entry of books and journals, entry and exit data base of visitors (through member OPAC) searching of books and journals for its availability shelf position and resource transaction of the Central Library. The RFID technology is going to be installed towards full digitization of the Central Library.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The curriculum of our college is the manifestation of its objectives. Curriculum provides a frame work for the college score teaching and learning. The curriculum is prescribed by the parent University which is followed by the affiliated colleges. The Principal of the College monitors the smooth conduct of teaching learning process. All activities relating to teaching learning are undertaken under the guidance of IQAC. IQAC instructed the Departments for conducting Seminars, Group discussions, Course related Quiz round the year. At the beginning of each academic session, the academic calendar is prepared annually by the IQAC which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, extension related and co-curricular activities. The feedback system of Teachers, Parents and Alumni is organized by IQAC. Students feedback questionnaire are provided to the students to evaluate and asses the teachers individually. IQAC prepares the master routine and circulates it to different departments. Routine is prepared strictly in accordance to the number of credit points mentioned in the prescribed syllabus of each course offered by the departments. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic. The college provides the following resources for the effective delivery of curriculum: • Well equipped library, with good collection of books and periodicals, and facility for accessing online e-journals and e-books. • Computer labs for the students' classes and computers for departments are provided. • Projectors, display screens and laptops are available for the teachers for seminar presentation. Along with the traditional chalk and talk method, teachers often use power-point presentations during the lectures to demonstrate topics. Class tests and weekly seminars are held and periodic review of performance of students is undertaken. Feedback is taken from students after classes and doubt clearing sessions are also arranged. The results are evaluated and corrective measures are taken. Tutorial classes are held in some departments within class routine hours for which separate attendance registers are maintained. Study tours and field trips are arranged for the students annually. Students undertake compulsory on-field surveys in Environmental Studies. Learning Enrichment programmes. Guest lecturers are invited to, seminars, workshops to enrich learning experience of students. Student satisfaction survey is conducted by IQAC to improve the teaching-learning process of each department

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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Nil	NIL	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Assamese	24/06/2019
BA	Bengali	24/06/2019
BA	English	24/06/2019
BA	Education	24/06/2019
BA	Political Science	24/06/2019
BA	Economics	24/06/2019
BA	History	24/06/2019
BA	Philosophy	24/06/2019
BA	Bodo	24/06/2019
BA	Mathematics	24/06/2019
BA	Computer Application	24/06/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	11

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Assamese	22
BA	History	7
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

The development of an organization, especially a college, heavily depends upon a well functioning feedback system. It requires a thorough preparation to initiate, launch and implement the feedback system. This college has been practicing the feedback systems accommodating all the stakeholders including students, alumni and teachers for many years to help the individuals and organization as a whole to improve the performance and effectiveness of the Institution. The feedback system is based on 3 steps such as data collected, data analyzed corrective measures. Feedback is collected at departmental and institutional level in which the views on the curriculum, teaching schedules, teaching tools and student's assessment outcomes are discussed for taking improvement measures. Students: The feedback system has opened and strengthened a transparent communication channel among students, teachers and the administration. It has helped in modifying the teaching learning structure. The overall sense of belongings to the institutions among the students and the teachers has been strengthening with the introduction of this mechanism. The analysis of student feedback has been prepared on the basis of their opinion survey through a well designed questionnaire. Teachers: The analysis of the teacher's feedback has been prepared on the basis of their opinion survey through a well designed questionnaire. The questionnaire comprises of opinions of the teacher about the college. The major sections are: 1. Clear Definition of Course Objectives and its outcomes. 2. Description of Course Curriculum 3. Regular tests and examinations for the students 4. Adoption of new techniques for learning 5. Library Facilities 6. Infrastructural facilities 7. Management facilities for projects and study tours. 8. Provisions for Professional Development. Alumni: The analysis of the alumni feedback has been prepared on the basis of their opinion survey through a well designed questionnaire. The questionnaire covered the snapshot of the college. The major sections are: 1. Developmental Activities 2. Grievance handling 3. Computer Facilities 4. Canteen 5. Indoor stadium 6. Eco-environment 7. Hygiene and Cleanliness

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
PGDCA	Diploma	20	11	11
BA	General	150	200	175
BA	History (Major)	30	25	17
BA	Education (Major)	30	26	22
BA	Political Science (Major)	30	25	19
BA	Assamese (Major)	30	40	31
BA	Economics (Major)	30	8	5
BA	Bengali (Major)	30	20	11
BA	English (Major)	30	25	22

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	302	0	20	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
20	4	7	2	1	2

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The mentoring process is aimed at to address it by supporting and guiding the mentees to enable them to face the challenges. The mentors act as guide, friend and philosopher to the mentees. In the process, the mentors come to know about difficulties faced by the mentees. The mentors maintain mentoring diary provided by the college and record all the activities of the process. The IQAC of the college has initiated the process to mentor the students in a regular basis. In every department, the faculty members are assigned to mentor a group of students. The mentor establishes amicable and trustworthy relationship with the mentees so that the mentees feel secure and can discuss any issues with the mentor. The mentor collects the profile and academic information of the mentees and prepares a database. Apart from that, the mentor identifies slow, average and advanced learners among the mentees in his/her group with the help of the data of diagnostic and midterm test organized by the departments. The mentor deals with the various issues of the mentees and tries to resolve them in his/her own capacity. However, if necessary, the mentor consults with other faculty members of department, career counseling cell, library staff etc. and take the necessary measures. The mentor meets the mentee at regular intervals to know about their academic and personal problems. Since the mentor is expected to guide and help the students for their all round development, the mentor tries to enhance their cognitive ability, develop insights and decision making power. Moreover, the mentor guides the mentees to improve their communication and leadership skills. Apart from that, the mentees learn how to set their future goals including their career options. Moreover, in this cutthroat competitive world, it is very much important to live in harmony and maintain peace and tranquility in the society. Therefore, the mentor also helps the mentees to be empathetic towards their peers and the larger society. The close bonding between the teachers and the taught also gets developed through a variety of co-curricular extra-curricular activities in different departments. Student mentoring programme is continued in the institution since 2016. Students has been mentored by the faculties, who have been assigned different student groups by IQAC. The mentors are responsible for academic progress and psychological wellbeing of their mentees. They are also entrusted with the task of monitoring the attendance and holistic development of the students. The mentors maintain the biographic details of each individual mentee including educational background and socio-economic status. The mentors use both formal and informal means of mentoring.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
302	20	1 : 15

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	20	5	0	5

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ENG (M)	6th	21/05/2019	10/07/2019
BA	BNG (M)	6th	21/05/2019	10/07/2019
BA	ASS (M)	6th	21/05/2019	10/07/2019
BA	EDU (M)	6th	21/05/2019	10/07/2019
BA	POL SC (M)	6th	21/05/2019	10/07/2019
BA	ECO (M)	6th	21/05/2019	10/07/2019
BA	HIST (M)	6th	21/05/2019	10/07/2019
BA	GEN	6th	21/05/2019	10/07/2019
PGDCA	Diploma	2	27/06/2019	23/10/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Formal continuous Internal Evaluation (CIE) System being an essential part of the Choice Based Credit system (CBCS) has been introduced in this institution from the academic session 2018-19 On this ground we are at a pre-mature state to initiate and implement reforms in this regard. Continuous Internal Evaluation (CIE) has always been a part of the teaching-learning process of our institution. A student's performance is monitored by the teachers throughout the semester by continuous assessment in the written and practical works .Apart from the sessional examinations departments also adopt certain internal evaluation procedures like student seminars, class tests, home assignments, etc. at regular basis. However, the college has introduced certain reformative measures like - Class test and Midterm tests as a part of the Continuous Internal Evaluation system in the college. The test is conducted after one month of the regular classes attended by the students to diagnose their level of understanding. Students' areas of weakness are filtered from the evaluation of their series of internal assessment. Class tests are taken regularly and their performance is discussed and lessons are repeated if need arises. The Midterm test is also conducted for rest of the students to monitor their progress. Utmost importance is given to class attendance which is necessary for CIE. A

student is debarred from giving sessional Examination if he/she has less than 50 percent attendance. In view of these, an exam committee is appointed by the Principal for conducting smoothly subject wise examination. The performance of the students is monitored by the Head of the Department and the necessary feedback is given to the principal and concerned faculty members. The Principal conducts review meetings department wise to discuss the improvement of students' performance. The institution is keen on monitoring the performance of the students and report to the parent for remedial measures if needed.

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

The IQAC prepares Academic Calendar at the beginning of the year and distributes it to the departments and to the students at the time of their admission on the college. The Academic Calendar covering the yearly schedule of the college comprises both academic and non-academic activities like teaching days, working days, holidays, observance day/ celebration day, college week, college election, local holidays, etc. The tentative date of publications of college results, unit tests, sessional exams are also mentioned in the Academic Calendar. Departmental class routine departmental seminar classes are generally prepared in accordance with the prescribed Academic Calendar by the departmental head. The HODs prepare and provide assignments to each teacher of the concerned departments before commencement of every semester and submit the same to Academic Committee and office of the IQAC. The teachers prepare Teaching Plan for the Assignments provided and submit the same to their concerned HODs. The teachers conduct the classes assigned following the teaching plan made and the HODs ensure completion of the course accordingly.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://sapatgramcollege.in/pdf/P0.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Diploma	PGDCA	Diploma	11	3	27.27%
UG	BA	GEN	167	133	79.64%
UG	BA	HIST (M)	14	12	85.71%
UG	BA	ECO (M)	4	4	100%
UG	BA	POL SC (M)	10	10	100%
UG	BA	EDU (M)	18	16	88.88%
UG	BA	ASS (M)	20	16	80%
UG	BA	BNG (M)	8	5	62.5%
UG	BA	ENG (M)	20	19	95%

[View File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	1.3	0.97
View File				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Mathematics	1	0
National	Education	1	0
National	Economics	1	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
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Bengali	2
Bodo	1
Economics	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	NIL	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	NIL
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	35	60	74
Presented papers	1	0	1	2
Resource persons	0	1	3	0
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	0	0
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Prayas Awareness Campaign	NSS Unit, Sapatgram College	Prayas Awareness Campaign	9	57
Save Energy and Environment Protection	PCRA and NSS Unit, Sapatgram College	Workshop on Save Energy and Environment Protection	18	48
Quiz and Art Competition	Dhubri District Sahitya Sabha (Ramdhenu Uposamiti) in collaboration with NSS Unit, Sapatgram College	Art, poem writing(reading) and lecture program	4	26
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	00	NIL	00
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nil	Nil	00
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nil	NIL	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
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1000000	852404
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4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16823	3107448	72	11011	16895	3118459
Reference Books	2417	404114	0	0	2417	404114
e-Books	125000	5900	0	0	125000	5900
Journals	16	13181	0	3957	16	17138
e-Journals	6000	5900	0	0	6000	5900
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	39	11	3	1	4	6	9	2	3
Added	1	0	0	1	0	0	0	0	0

Total	40	11	3	2	4	6	9	2	3
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1110000	916322	520000	425538

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

The college has well defined policies and procedures of maintaining physical, academic and other support facilities. The maintenance and utilization of physical, academic and support facilities are continuously monitored by the Academic Council, Library committee, Hostel Management Committee, Planning Board and Sports and cultural committee and IQAC of the college. The Academic Council which includes the Head of all departments along with Principal, Vice Principal and the Coordinator of IQAC identifies the requirement of maintenance of areas individually which are addressed in the Academic Council Meetings and the same is passed for approval. Assessment for maintenance of various physical, academic and other support facilities of the college has been conducted at the beginning of the academic session by the Academic Council and necessary measures are taken for their maintenance and up gradation. Utilization of various physical facilities viz. classrooms, furniture etc vary in different extents. The Library committee monitors, identifies and maintains the library facilities and other resource for their optimum use. Policies for using the college library are framed by the library committee and detailed outline of the rules and regulations governing the use of library resources have been displayed in the library reading room, notice board as well as in the prospectus and college website. The Girls' Hostel Management Committee monitors, identifies and maintains the hostel facilities for its optimum use of it appoints a hostel warden for smooth running and management of the Hostel. The Planning Board plans the renovation, augmentation of the general infrastructure and beautification of the campus. The Sports and Cultural committee monitors, identifies and maintains the connected facilities. The IQAC monitors, identifies and supports the required physical and support facilities of the college. Employees (Sweepers) are in place to maintain the cleanliness and hygiene in the college campus. Also, NSS of the college occasionally undertake cleaning programmes in the campus. College canteen is monitored by the canteen management committee which looks after the hygiene and quality of the food served. The general water supply (Plumbing) and drinking water outputs (Drinking Water Purifier) are regularly monitored and maintained by hired services. The maintenance of Electric works is done regularly by hired technician from local farm. While purchasing an equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted

in the work order of the equipment. Maintaining of Academic facilities include both physical part human part. The maintenance of physical part has already been discussed. The maintenance of the human part inclusive of both teaching and non-teaching sections. Utilization of teaching section of Human part of the academic support facility is executed through formulation of appropriate routines for teaching, learning, examination other likely activities. At the same time, they are also included as members in various committees under Teachers' Council Administrative subcommittees of the college. Utilization of non-teaching section of the Human part of the academic facility is executed through the existing norm such as joining of the teachers, release of the teachers on transfer, etc. of the Assam govt. for govt. colleges.

<https://sapatgramcollege.in/pdf/Procedures-and-policies-for-maintaining-and-utilizing-physical.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	NIL	0	0
b) International	NIL	0	0
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
NIL	Nil	0	NIL
No file uploaded.			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
Nil	NIL	0	0	0	0
No file uploaded.					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	7

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	1	BA	English	Gossaigaon B.Ed. College	B.Ed.
2019	3	BA	English	Bodoland University	MA
2019	4	BA	Education	Gossaigaon B.Ed. College	B.Ed.
2019	2	BA	Education	Raiganj University	MA
2019	2	BA	Education	Gauhati University	MA
2019	1	BA	Economics	Raiganj University	MA
2019	1	BA	Economics	Bodoland University	MA
2019	3	BA	Assamese	Bodoland University	MA
2019	2	BA	Assamese	Gauhati University	MA
2019	2	BA	Bengali	Gauhati University	MA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0

Civil Services	0
Any Other	0
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Art and Poem Competition	Institutional	33
Quiz Competition	Institutional	20
Debate Competition	Institutional	15
Singing Competition	Institutional	30
Dance Competition	Institutional	60
Javelin throw	Institutional	30
Football	Institutional	60
Cricket	Institutional	70
Race	Institutional	87
Handball throw	Institutional	57
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nill	Nill	00	NIL
2019	NIL	Internat ional	Nill	Nill	00	NIL
No file uploaded.						

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

The mission of the students' council of the college is to protect and promote the interests of the student community inside the college campus. The SCSUC plays a key role in conducting the Annual College Week and General Fresher's Social of the college, the annual Youth Festival organized by the affiliating university and publication of the college magazine in time is also the annual priority of SCSUC. Prevention of ragging in the campus, participation in various activities through SCOUT AND GUIDE, NSS and offering suggestions to the administrative machinery of the college for improving the amenities of the students through the involvement in different in-house committees of the college, the SCSUC has become a vital organ of the college. The President of SCSUC is an active member of the IQAC.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association, Sapatgram College has made more Significant Contribution to

the overall development of the College. It has been conducting benefit programmes, executing awareness programmes on different areas like health, environment, plantation, sports in the campus and its neighbouring areas, planning seminar, ensuring annual reunions successfully from time to time. Alumni Association is operating in the institution since 2004. It is continuing developmental activities during the year. The Activity of the Alumni Association in the last few years were as follows – 1. To extend all kind of cooperation to the college authority for the overall development of Sapatgram College and to make it as the premier institution in the state. 2. To undertake some environment related programme such as plantation programme in the month of July, awareness programme to make polythene, free environment, protection of sound pollution etc. 3. To organize free medical health camp in surrounding villages and create health awareness among the villagers especially for child and women. 4. To pick up the meritorious students who are living under poverty line and provide possible financial assistance for his/her higher education. Although alumni activity has been going on in the college since long in a sporadic manner, the Sapatgram College Alumni Association organized itself and has managed to register itself as a registered society on 31.05.2018, under the Registration of Societies Act XXI of 1860. Alumni activities exist in different academic departments of the college. The registration of alumni apart from being done in offline mode is also being initiated in the new college website through online mode.

5.4.2 – No. of enrolled Alumni:

194

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

12317

5.4.4 – Meetings/activities organized by Alumni Association :

Date Meetings 12.11.2018 Meeting regarding the matter of Women's Football Tournament held on November 17, 2018 15.04.2018 Meeting regarding the matter of District Level Open Handball Tournament for both Boys Girls held on April 29, 2018 15.01.2019 Meeting regarding the matter of overall action plan for the current session 2018-19 and members drive.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Sapatgram College has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized government system. The college is functioning under the supervisions of the governing body, which comprises of representatives from the different stakeholders including University nominee, teacher's representative, guardian's representative, librarian and office staffs. On college level, Principal is the head of the institution and also an administrative and academic head of the college. He is assisted by Vice-Principal, HODs and faculty members on academic matters and head clerk on official matters. Vice-Principal of the college is followed by the Head of the Departments and teaching faculties whereas the head clerk is followed by junior clerk and other non-teaching staffs. Thus the organizational setup for both academic and administrative setup has been organized in accordance with the rules of Government of Assam. For extension work, college has constituted various committees and cells in order to work out the various programs related to all round development of the college involving N.S.S, student welfare, sports and

cultural activities and so on. Thus the college runs on the basis of the rules and regulations laid down by concerned authorities. Recruitment and promotional policies are in accordance with the rules laid down by Service Management Rule Government of Assam. Participative Management:-

- Principal in consultation with Vice-Principal and HODs gives strategic plans/recommendations regarding various future initiatives focusing broadly on Vision and Mission of the institution and the roadmap ahead.
- Principal prepares the strategic/action plan keeping in view the short term and long term goals of the institution and gets it executed through various Head of Departments, IQAC and other committees and cells.
- Principal in consultation with various Head of Departments allocates institute level committees and cells comprising the assigned members.
- All administrative matters including compliances of various regulatory bodies, renovation, campus maintenance, hostel, canteen, student admissions/scholarship are handled by office staffs, senior teaching staffs and Principal.
- Student activities are handled by Chief Coordinator of various Associations and Sapatgram College Students' Council.
- Student examinations are handled by College Examination Committee, OC, AOC and invigilators.
- Purchase committee deals with the purchase of capital equipment and recurring expenditure.
- Grievance Redressal committee comprising of teaching staff members is constituted to provide a mechanism for Redressal of student/staff grievances.
- As per the guidelines, Women cell comprising of teaching staff members is established. Girl students as well as women employees may report any harassment/sexual abuse cases at workplace to this committee.
- Anti-ragging cell comprising of senior faculty members, Principal and hostel wardens is established.
- Alumni Cell comprising of faculty members, ex-students and Principal is established.
- Research Cell is constituted of HODs of all departments, senior faculties and Principal to pursue research/ project work, organizing seminar, workshop and so on towards quality enhancement of the college.
- Library Advisory Committee is constituted of Librarian, all HODs, Principal and Co-ordinator of IQAC for maintenance and development of the college library.
- Disaster

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

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	The admission of the B.A. First Semester and Higher Secondary Section is entrusted to the Admission Committee constituted by the Principal for the purpose. Though merit is the sole basis for admission, reservation of seats as per State Government rules for different categories, including sports, NSS, Cultural, Scouts and Guides and Differently Abled candidates is also followed. A detailed prospectus is prepared where admission related information is given. The admission related information is notified in the College website. The admission of the students is done completely via e governance, i.e., online procedure, and any issues related to the admission are dealt promptly by Admission committee.

Industry Interaction / Collaboration	No such interaction/collaboration was possible during the current Academic Session.
Human Resource Management	The College is run by the joint efforts of the office of the Principal and the IQAC. The human resource is managed amicably through substitute or extra duty in case some of the teaching or non-teaching staff have to be on leave from work for official, administrative or academic purposes. The College has a performance evaluation system through feedback from the students and the parents. For the development of the human resource, the College encourages its faculty members to pursue academic, intellectual and research related works apart from providing computer training to teaching and nonteaching staff from time to time. College authority allowed various faculty members along with IQAC members to attend several workshops on NAAC accreditation process. Also all the faculty and staff members were made part of the Student Exhibition and Cultural competition, which ensured proper utilisation of Human resource available at the college.
Library, ICT and Physical Infrastructure / Instrumentation	INFLIBNET is in operation for enhancing the e resource content of the library. Installation of SOUL 2.0 software for digitization of the library is under process. Classes to be taken at the ICT enabled smart classroom are included in the master class routine for the academic session 2018- 19, and it was mandatory for all the departments to take at least one class at the ICT enabled room per week.
Research and Development	IQAC successfully encouraged faculty members to participate in research activities and seminar/conferences. Career counselling programme was organised to enhance employability among students. Awareness programme was organised and IQAC also organised research oriented seminars to enhance quality of research , and generate ideas among teachers and students.
Curriculum Development	Under Graduate section of the college is governed by the curriculum of University of Gauhati, so there is not much scope for the college to develop the curriculum on their own. Despite the constraints regarding curriculum

development, The college introduces innovative ideas within the curriculum to make it more effective regarding content delivery. This includes field excursions, project works, which enhances the cognitive ability of the students.

Teaching and Learning

The IQAC prepares an Academic Calendar at the beginning of each Academic Session along with Teaching Plans prepared by the departments, individually. The Teaching Plan is executed in accordance with the Academic Calendar and is recorded in the Teaching Execution Register departmentally and individually. Utmost efforts are made to make the teaching process more learners centric. The progress of students is continuously assessed and evaluated through monthly class Tests, Sessional Examinations, Viva, Projects, Study Tours, Field Studies, Seminars, Group Discussions, and Class Assignments, etc. to fulfill requirements as mandated by the University. Students are always encouraged to join remedial classes/tutorials for improvement in their studies. In this academic session a Student Satisfaction Survey was conducted to assess the teaching learning performance of different departments of the college. The IQAC analysed the feedbacks received from students and encouraged the departments to improve their overall performance.

Examination and Evaluation

The Undergraduate section is governed by University of Gauhati, so the college has to follow the pattern of Examination set by UGC strictly. The final/semester examinations, internal and practical examinations are conducted as per the guidelines set by the affiliating university. The College is known for conducting free and fair examinations. However, the college has designed a various number of internal evaluation processes including continuous evaluation through class tests. Surprise class tests are also introduced in the curriculum, which tests the preparedness of the student at any given time during the academic session. Evaluation is also done based on projects and field trips, and through assignments provided to the students in timely manner during the

academic session. Seating arrangements and room allotment for all the exams were done properly.

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

E-governance area	Details
Examination	The marks obtained by the students in the sessional examination are uploaded online to the university website in every semester.
Planning and Development	No Initiative taken in this field.
Administration	Tender notices are uploaded in the College website. Communication with various stake holder namely Director of Higher Education, Affiliating University, UGC, RUSA, MHRD etc. are made through email. Various notifications related to day to day functioning of the College are regularly uploaded in the College website.
Finance and Accounts	Partial cashless transaction is done in the college. Transaction is done through bank challan, UPI payment. Bank Cheque and cash is also used for admission purpose.
Student Admission and Support	All information pertaining to admission process is published in the college website. Application for admission to the college is done online mode only to make the admission convenient and hassle free. Feedback from the students on the teaching quality of the teachers and non-teaching staff and regarding internal infrastructure is also collected by the IQAC on regular intervals. Student admission process is partially done through online. The merit list of the students is prepared and uploaded in the College website. The admission of the selected candidates is conducted in the campus as the date published in the college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NIL	NIL	NIL	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIL	Training Programme on Basic Computer Fundamentals	18/01/2019	25/01/2019	Nil	8

[View File](#)

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Faculty Development Programme on Behavioural Remodeling and use of ICT Tools for classroom Delivery of the Teachers	1	20/08/2018	29/08/2018	9
Short Term Course on MOOCs, e-content Development and Open Educational Resource	1	30/01/2019	05/02/2019	7
Short Term Course on Research Methodology	1	24/08/2018	30/08/2018	7
Refresher Course on Gender Studies	1	05/02/2019	25/02/2019	21

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

0	0	0	0
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6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Co-operative Thrift Society	Group Insurance	Poor Fund Scholarship

6.4 – Financial Management and Resource Mobilization

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

The institution appoints a Chartered Accountant Firm as an internal auditor with the approval of the governing body. The internal auditor examines all financial and non-financial records of the year under review and incorporates their observation in the report which needs clarification for explanation. The Principal introduces checks and controls to prevent recurrence of irregularities if any in consultation with the governing body. The internal financial audit is carried out by the local chartered accountant in every financial year. The external financial audit is performed by govt. auditor as per their schedule which is yet to be done.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
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6.4.3 – Total corpus fund generated

0000

6.5 – Internal Quality Assurance System

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

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

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

P.T.A., Sapatgram College was formed on 11.02.2018 with 11 members with the objective of linkages between parents and teachers for the holistic development of the college. Although the college does not maintain formally registered parent-teacher association, yet interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward. P.T.A initiated to publish a booklet on the theme of "Heritage of Sapatgram College" which is under processed. P.T.A successfully organized a Workshop on "Anti Drug and Character Building" on 12.10.2018 and a National Workshop on "Mathematics and its beauty in everyday life" in collaboration with Mathematics Department on 27.06.2019. Apart from these, Cleanliness drive in the campus was initiated by the P.T.A from time to time.

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

1. Development programmes like training on admission procedure and examination related matters are conducted at regular intervals by the college authority. 2. Group Insurance. 3. Short-term Loan Facility is introduced for the staff.

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

• Initiative has been taken to construct river side boundary wall. • Construction of Extension of Open Stage out of Infrastructure Development Grant of Government of Assam. • Construction of Women's Hostel out of the UGC Grant. • To offer inter disciplinary Seminars, workshops and Conferences. • Need based Career Counseling Programme to be organized. • Special Coaching classes for entry into services to be introduced. • Improve library services by digitization of library functions, new acquisitions and enhancing access by installing RFID.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	47TH COLLEGE FOUNDATION DAY	07/08/2018	07/08/2018	07/08/2018	116
2018	LIBRARIANS' DAY	12/08/2018	12/08/2018	12/08/2018	80
2018	State Level Workshop on CBCS and State Level exhibition cum Lecture Programme on Self Composed Poem and Painting Competition	01/09/2018	01/09/2018	01/09/2018	122
2018	DEMONSTRATION FOR TDC 1ST SEMESTER ONLINE REGISTRATION	14/09/2018	14/09/2018	14/09/2018	61
2018	ART, POEM WRITING (READING) LECTURE	15/09/2018	15/09/2018	15/09/2018	126

	PROGRAMME				
2018	CARRER COUNCELING PROGRAMME ON EMPLOYMENT OPPORTUNITES	27/09/2018	27/09/2018	27/09/2018	25
2018	Meeting regarding the review of 7 Criteria for Quality Enhancement continuous mentoring of students arranging a Workshop on "Anti Drug and Character Building"	12/10/2018	12/10/2018	12/10/2018	79
2018	Meeting regarding Counselling Programme to minimize dropouts undertake activities for adopted school village arranging a Seminar on "National Integration and Communal Harmony"	19/11/2018	19/11/2018	25/11/2018	53
2018	Yoga Practices towards holistic approach	21/11/2018	21/11/2018	21/11/2018	30
2018	WORKSHOP ON NAAC AWARNESS PROGRAMME	29/11/2018	29/11/2018	29/11/2018	21
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Special Lecture on Women Empowerment	08/03/2019	08/03/2019	12	20

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
World Environment Day is celebrated every year by IQAC, Sapatgram College in the campus and surroundings. A solar panel has been set up in the college campus to reduce the consumption of electricity from traditional source. An awareness programme on environment has been organized by the Nature Cell in collaboration with IQAC in the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	No	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	1	05/06/2019	1	Environment Awareness Plantation	Eco-friendly atmosphere	20
2018	Nill	1	02/10/2018	1	Celebration of Gandhi Jayanti	Relevance of Gandhi ji's Thought	38

						in present day	
2018	Nill	1	29/01/2019	1	Distribution of tubewell in the adopted village	Water for drinking daily usage.	15
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NIL	Nill	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2018	15/08/2018	27
National Voter's Day	25/01/2019	25/01/2019	20
Republic Day	26/01/2019	26/01/2019	30
World Thinking Day	22/02/2019	22/02/2019	25
International Women's Day	08/03/2019	08/03/2019	32
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

? Eco friendly transportation ? Regular plantation and nurturing of saplings ? Proposal for renovation of the existing solar system under RUSA scheme in 2019 has been sent for approval ? Tobacco smoking, chewing of pan-masalas and gutka is prohibited in the college campus. Health hazards caused by tobacco smoking are repeatedly highlighted. ? Reducing use of plastic ? Erection of new gardens in front of the administrative building and its subsequent beautification. ? Replacement of old light bulbs with LED light.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The Best Practice -1 Earn While You Learn Goal: 1. To create learning environment among the students 2. To provide easy access of learning to downtrodden students 3. To improve the outlook of people towards the institution 4. To generate awareness about values of education. 5. To create job potentiality and possibility among the students. Context: Sapatgram College is situated in a rural area where most of the people are leaving under below the poverty line. As such the college provides learning platform to those students who are neither financially well enough nor academically sound. As a result of that the college faces the risk of dropouts. So considering the enormity of imparting education, the college in consultation with the faculties launched the scheme "Earn While You Learn." The financial assistance is mostly borne by the faculties to those students departmentally who are poor but meritorious. Practice: Bearing in mind the context of scheme, the college administration in tandem with the faculties of the institution took initiative
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in order to encourage poverty stricken students to earn money for their pursuit of education by participating in programmes like cleaning of campus, making campus plastic free and mass plantation. Such students are also used for maintaining college garden. As the college is situated on the bank of river Laska which invariably generates feelings of eco -tourism by setting up a natural view of park. Hence it also yields occasional financial assistance which is used for the benefit of such students. A group of twenty students actively participated in this programme and benefited themselves in pursuing their educational journey. Problem Encountered: most of the students belonged from the economically backward section therefore financial problem remains the principal hindrance for the execution of the practice. Many of the guardians of the students consider that the economic engagement of the student would hamper the academic practice of the students and therefore they discourage the concept of 'earn while you learn' Impact: This practice will bring financial help to the students and it would reduce financial burden of the student's guardians.

This practice will bring self-independence and supplementary income of the students which will help them to carry on their further academic pursuit. Evidence of Success: The IQAC Sapatgram College has continuously endeavoring to create awareness among the students and regularly mentoring them through the 'Entrepreneurship and Innovative Cell' on the benefits of the practice. A good number of students now engaged themselves in entrepreneurship and get economic benefit. For Further details contact Person: Dr. R. P. Sing, Principal

Sapatgram College Phone- 8638880440 The Best Practice -2 Total ragging free campus Goal: 1. To maintain friendly relations between teachers and students 2. Free frank interactions between senior and junior. 3. To maintain a fearless academic environment for the new comers. 4. To maintain a family like environment in the college campus. Context: Sapatgram College is a totally ragging free campus by maintaining a harmonious relationship among students and teachers as a part of personality development of the students. The students also spontaneously take part in maintaining the campus ragging free by welcoming the fresher's with helping hand. Practice: Sapatgram College initiated strict action plan for creating ragging free campus. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Cell of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following.

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing scholarship/fellowship and other benefits.
- Debarring from appearing in any test/examination or other evaluation process.
- Withholding results.
- Suspension/expulsion from the hostel.
- Rustication from the institution for period ranging from 1 to 4 semesters.
- Expulsion from the institution and consequent debarring from admission to any other institution.

Impact: In view of the context, the college maintains a total ragging free campus. The College has been maintaining a good teacher-students relations and senior junior interaction through which a family like environment sustains in the college. All the new comers attended their classes without any fear from ragging. Even in the hostel not a single incidence took place in the form of ragging. Although Anti-Ragging Cell is constituted in the college, and they monitor the detailed incident of the ragging activity if as such is reported any time in the college campus. Evidence of Success: Due to the strict action taken by the college authority against students indulging and abetting in

Ragging, there is no incident of ragging has been taken place in the College campus in last Five years. Problem Encountered: Some of the local students try to violate the Anti Ragging norms of the College by using political influence. For Further details contact Person: Dr. R. P. Sing, Principal Sapatgram College

Phone- 8638880440

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

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Sapatgram College is located in the western part of the state of Assam, which is basically under rural area and inhabited by the economically and educationally backward people. The college provides ample opportunity of higher education to the student community of the region with special focus on rural and economically challenged students. It has been an abiding objective of the college to provide best services and to make special provision for female students to encourage them to go for obtaining higher education. Students belonging to backwards and BPL categories are getting scholarship regularly under the categories of OBC scholarship, SC scholarship, Minority scholarship and PM's Ishan Uday scholarship for the meritorious students. Being situated in the backward area, the college has empowered the rural and backward community. Against this background, the Principal and all the teaching and non-teaching staff are doing their best to improve the quality of education in this area. The salient features of distinctiveness related to the college itself may be noted as- 1. Maintaining Green campus through student participation. 2. Imparting value-based Education towards holistic development. 3. Minimizing drop-out. 4. Distributing uniform to the poor meritorious students. 5. Enhancing the ICT based knowledge in teaching learning aspect. 6. To make students a socially responsible citizen.

Provide the weblink of the institution

<https://sapatgramcollege.in/pdf/INSTITUTIONAL-DISTINCTIVENESS.pdf>

8.Future Plans of Actions for Next Academic Year

IQAC plans for protection of soil erosion due to flood havoc. IQAC plans to upgrade the existing solar energy panels. IQAC proposes to inculcate many green initiatives across the campus, and maintain proper waste management system. IQAC takes up the initiative for beautification of the campus. IQAC plans to work closely with Alumni Association of Sapatgram College to facilitate overall development of Sapatgram College. IQAC plans to involve P.T.A. for the academic discipline and holistic development of the students.