



Yearly Status Report - 2019-2020

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.			09435126302																						
Mobile no.			9101191451																						
Registered Email			principalsapatgramcollege@gmail.com																						
Alternate Email			sapatgramcollegeiqac@gmail.com																						
3. Website Address																									
Web-link of the AQAR: (Previous Academic Year)			https://sapatgramcollege.in/pdf/2018-19.pdf																						
4. Whether Academic Calendar prepared during the year			Yes																						
if yes,whether it is uploaded in the institutional website: Weblink :			https://sapatgramcollege.in/pdf/naac/calendar.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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2	B	2.52	2016	19-Feb-2016	18-Feb-2021																				
1	C++	66.25	2005	28-Feb-2005	27-Feb-2011																				
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 IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries														
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48th College Foundation Day	07-Aug-2019 1	22
Awareness Programme On The Implementation Of CBCS (GU) Course	09-Aug-2019 1	87
Orientation Programme On Mass Communication & Journalism	09-Aug-2019 1	36
Ek Kadam Swachhata Ki Aur	10-Aug-2019 1	53
Librarians's Day	12-Aug-2019 1	50
Meeting With The Faculties & Staff Related To NAAC Activities	16-Sep-2019 1	18
Participation Of B.S&G Sapatgram College Unit Has Swaccha Bharat Mission, Swachhata Hi Seva Shramdan Plastic Free Movement Programme	02-Oct-2019 1	150
Special Lecture On Thought & Philosophy Of M.K. Gandhi	02-Oct-2019 1	51
Special Awareness Programme Of Cleanliness, Sanitation & Infection	24-Oct-2019 1	46
Special Lecture On The Bhakti Movement Of Srimanta Sankardev For Social Integration	02-Nov-2019 1	77
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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
NIL	NIL	NIL	2020 0	0
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

11

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

1. The IQAC has successfully introduced Online Admission. 2. The IQAC has taken initiative for upgrading the College Website. 3. The IQAC plan to organize Seminars, Workshops, Career Counselling Programmes round the year. 4. The IQAC has successfully digitized the Central Library by installing RFID system. 5. A Webinar on the Use of Online EResources was organized by IQAC Central Library in collaboration with ACLA.

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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) IQAC planned to up grade of physical infrastructure.	(1). Partially upgraded due to lockdown.
(2). IQAC planned to thrust on use of ICT in teaching learning.	(2). Partially fulfilled.
(3). Planned to introduce of Online Admission Process.	(3). Achieved
(4). IQAC planned to installation of RFID system in Central Library.	(4). Installed successfully.
(5). Planned to initiate Green Audit.	(5). Under process.
(6). Planed to continuing Mentoring.	(6). Continued
(7). Planned to prepare class time table and academic calendar.	(7). Prepared.
(8) IQAC planned to conduct student satisfaction survey (SSS) on teaching and learning process, analyzing the report and providing suggestions to the Principal related to survey.	(8). Partially fulfilled due to pandemic lockdown.
(9) Planned to inculcate Yoga Practices.	(9). Continued.
(10) Thrust on academic activities like seminars, webinar, workshops and lectures.	(10). Partially done due to lockdown and poor internet connectivity.

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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Governing Body, Sapatgram College</td> <td>29-Aug-2021</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body, Sapatgram College	29-Aug-2021
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	28-Jun-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, Guwahati. The College Automation consists information related to various students viz. caste 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 installed towards full digitalization of the Central Library. Online Admission portal has been introduced to support its academic program and administrative operations. The biometric attendance machine has been used in our institution to store				

all attendance data of teaching and nonteaching staffs and generate reports of staffs as per official requirements.

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

Sapatgram college being affiliated to Gauhati University follows the curriculum provided by the university. The institution follows diverse steps to ensure effective delivery and transaction of the curriculum. 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 assess 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	Skill Development
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urship					
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
Nil	NIL	Nil
No file uploaded.		

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	9

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
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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	27
BA	History	17
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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	No
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 IQAC conducts students' feedback on various aspects of teaching learning process. The process includes feedback on teachers, office, library and hostels. The purpose of the feedback is to make the institution more accountable, efficient and transparent. The result of the feedback is expected to help in the SWOC analysis of the institution. After the analysis of the feedback result, the Principal conveys it to each faculty members. The students' feedback is obtained on the following aspects: • Communication of the teacher on the topics taught • Completion of syllabus on time • Knowledge base of the teacher • Accessibility of the teacher • Sincerity and commitment of the teacher • Motivating capacity of the teacher • Generation of interest on the subject and other related social matters • Resources provided by the teacher • Overall performance of the teacher. The teacher's feedback is also collected 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: • Clear Definition of Course Objectives and its outcomes. • Description of Course Curriculum • Regular tests and examinations for the students • Adoption of new techniques for learning • Library Facilities • Infrastructural facilities • Management facilities for projects and study tours. • Provisions for Professional Development.

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	10	9
BA	General	150	200	161
BA	History (Major)	30	25	14
BA	Education (Major)	30	26	31
BA	Political Science (Major)	30	25	32
BA	Assamese (Major)	30	40	28
BA	Economics (Major)	30	8	3
BA	Bengali (Major)	30	20	16
BA	English (Major)	30	25	21

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	306	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	14	6	2	1	6
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 Institution has an effective Student Mentoring System to provide information, advice and emotional support to the students. The mentoring process is aimed at to address it by supporting and guiding the mentees to enable them to face the challenges. Though the students are guided by the faculty members, irrespective of any department for their all-round development, Student Mentoring System is continued in the institution since 2016.

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 IQAC 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 ratio of Mentor and Mentee depend on the strength of full time faculty members of a department and total number of students enrolled in the departments. 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. 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
306	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	4	7

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
PGDCA	Diploma	2	22/12/2020	02/02/2021
BA	GEN	6th	21/10/2020	05/12/2020
BA	HIST (M)	6th	21/10/2020	05/12/2020
BA	ECO (M)	6th	21/10/2020	05/12/2020
BA	POL SC (M)	6th	21/10/2020	05/12/2020
BA	EDU (M)	6th	21/10/2020	05/12/2020
BA	ASS (M)	6th	21/10/2020	05/12/2020
BA	BNG (M)	6th	21/10/2020	05/12/2020
BA	ENG (M)	6th	21/10/2020	05/12/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

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 2019-20. 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. Generally, the college tries to adhere to the Academic Calendar strictly except for unavoidable reason. 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	9	6	66.66%
UG	BA	GEN	115	89	77.3%
UG	BA	HIST (M)	7	7	100%
UG	BA	ECO (M)	1	1	100%
UG	BA	POL SC (M)	15	9	60%
UG	BA	EDU (M)	19	16	84.21%
UG	BA	ASS (M)	21	13	61.9%
UG	BA	BNG (M)	9	8	93.75%
UG	BA	ENG (M)	16	15	93.75%

[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)

<https://sapatgramcollege.in/pdf/naac/STUDENT-SATISFACTION-SURVEY-ON-TEACHING.pdf>

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
Total	0	NIL	0	0
No file uploaded.				

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
National Workshop on Intellectual Property Rights (IPR)	IQAC	29/02/2020

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
NIL	NIL	NIL

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	Education	1	5.87
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
Bengali	2
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
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	10	79	36	35
Presented papers	2	5	0	0
Resource persons	0	0	0	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/Agen	Name of the activity	Number of teachers	Number of students
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	cy/collaborating agency		participated in such activities	participated in such activities
WORLD ENVIRONMENT DAY	IQAC, SAPATGRAM COLLEGE IN ASSOCIATION WITH NSS UNIT, ALUMNI PTA	PLANTATION PROGRAMME ON THE OCCASION OF WORLD ENVIRONMENT DAY	10	0
AWARENESS PROGRAMME ON PREVENTION OF NOVEL CORONA VIRUS	IQAC, SAPATGRAM COLLEGE IN COLLABORATION WITH NSS UNIT, PTA SANTIPUR MINI PHC	AWARNESS PROGRAMME ON PREVENTION OF NOVEL CORONA VIRUS(COVID-19) INFECTION	20	0
YOGA PRACTICE	NSS UNIT, IN COLLABORATION IQAC SAPATGRAM COLLEGE	YOGA PRACTICE FOR IMMUNITY	12	30
CANCER AWARENESS	NSS UNIT IN COLLABORATION WITH IQAC	SPECIAL TALK ON CANCER AWARENESS	11	80
TALENT TEST	NSS, SAPATGRAM COLLEGE	TALENT TEST	3	23
EK KADAM SWACHHATA KI AUR	NSS UNIT BSG UNIT, SAPATGRAM COLLEGE	SWACHCHA BHARAT ABHIYAN	5	20
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	0	NIL	0
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	0
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
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NIL	Nil	NIL	0
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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
3240000	3003942

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
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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	Fully	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16895	3118459	855	243691	17750	3362150
Reference Books	2417	404114	37	25968	2454	430082
e-Books	160000	5900	0	0	160000	5900
Journals	16	17138	0	0	16	17138
e-Journals	6293	5900	0	0	6293	5900
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nil

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	40	14	3	2	4	6	9	1	1
Added	6	0	0	0	0	4	0	0	2
Total	46	14	3	2	4	10	9	1	3

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
1650000	1463200	400000	365332

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 programme 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 firm. 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	Assam Government Scheme for Free Admission for all BA students	220	1056000
Financial Support from Other Sources			
a) National	Post- Matric Minority Scholarship Scheme	24	234120
b) International	NIL	0	0
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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	0
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	Number of	Number of	Number of	Number of
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	scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passed in the comp. exam	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
2	2	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
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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
2020	3	BA	English	Bodoland University	M.A.
2020	2	BA	Education	Gossaigaon B.Ed. College	B.Ed.
2020	1	BA	Education	Bodoland University	M.A.
2020	2	BA	Education	Cooch Behar Panchanan Barma University	M.A.
2020	2	BA	Economics	Gossaigaon B.Ed. College	B.Ed.
2020	1	BA	Economics	Cooch Behar Panchanan Barma University	M.A.
2020	1	BA	Economics	Bodoland University	M.A.
2020	1	BA	Economics	Raiganj	M.A.

				University	
2020	1	BA	Bengali	Cooch Behar Panchanan Barma University	M.A.
2020	3	BA	Assamese	Gossaigaon B.Ed. College	B.Ed.
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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	0
SET	0
SLET	0
GATE	0
GMAT	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
No file uploaded.	

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	26
Debate Competition	Institutional	18
Singing Competition	Institutional	18
Dance Competition	Institutional	53
Javelin throw	Institutional	22
Football	Institutional	58
Cricket	Institutional	75
Race	Institutional	118
Handball Throw	Institutional	43
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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	Number of awards for	Student ID number	Name of the student
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			Sports	Cultural		
Nil	NIL	National	0	0	00	NIL
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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:

208

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

17600

5.4.4 – Meetings/activities organized by Alumni Association :

10.11.2019 Meeting regarding the matter of an Exhibition of Women's Football Match held on November 17, 2019 25.02.2020 Meeting regarding the matter of Volleyball Tournament Night held on February 3, 2020 25.02.2020 Meeting

regarding the matter of Workshop on Intellectual Property Rights held on February 29, 2020 and the matter of Ek Bharat Ek Shreshtha Bharat, A Cultural Exchange Programme held on March 6, 2020

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 Management Cell comprising of Principal, IQAC Co-ordinator and all HODs for repairing the damage caused by natural calamities and fire.

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
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 2019- 20, 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.
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.
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.

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 utilization of Human resource available at the college.
Industry Interaction / Collaboration	No such interaction/collaboration was possible during the current Academic Session.
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.

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
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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)
Nil	NIL	NIL	Nil	Nil	0	0
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Teachers Training Programme for Student Induction Programme SIP	1	08/08/2019	10/08/2019	2
One-week Faculty Development Programme on “R-programming”	2	25/11/2019	29/11/2019	5

Faculty Development Programme on Pandemic life and development: Present Challenges and futuristic Resilience of Humankind	1	17/06/2020	24/06/2020	8
Faculty Development Programme on Learn, Unlearn and Relearn- Effective and Quality research writing	1	22/06/2020	28/06/2020	7
Faculty Development Programme on Excellence in Teaching, Learning and Research in Higher Education	1	29/06/2020	03/07/2020	5
Orientation Programme	1	26/06/2020	24/07/2020	28
Faculty Development Programme on Research Publication and Ethical Issues	1	28/06/2020	29/06/2020	2
Faculty Development Programme on Research Methodology in Social Sciences- A Multi Disciplinary Approach	1	09/06/2020	10/06/2020	2
Orientation Programme	1	30/01/2020	19/02/2020	20
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time

4	4	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

00

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 organized a Plantation Programme on the occasion of 48th College Foundation Day. P.T.A successfully organized an Awareness Programme on Prevention of Novel Corona Virus (Covid-19) Infection in collaboration with IQAC, NSS Unit, Sapatgram College and Santipur Mini PHC. Apart from these, another Plantation Programme was performed by P.T.A. on World Environment Day in the campus.

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)

• Repairing of Old Building by construction of half walls, grill gates and boundary walls out of the Infrastructure Development Grant of Government of Assam. • To offer inter disciplinary Seminars, workshops and Conferences. • Enhance the research culture among the faculty. • Initiative taken for setting up medicinal garden in the campus. • Improve library services by computerization of library functions, new acquisitions and enhancing access. • 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 FIP under UGC for research work and to publish papers in ISSN/ ISBN Journals/ Books or other journals.

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
2019	48th College Foundation Day	07/08/2019	07/08/2019	07/08/2019	22
2019	Awareness Programme On The Implementation Of CBCS (GU) Course	09/08/2019	09/08/2019	09/08/2019	87
2019	Orientation Programme On Mass Communication Journalism	09/08/2019	09/08/2019	09/08/2019	36
2019	Ek Kadam Swachchata Ki Aur	10/08/2019	10/08/2019	10/08/2019	53
2019	Librarians' Day	12/08/2019	12/08/2019	12/08/2019	50
2019	Meeting With The Faculties Staff	16/09/2019	16/09/2019	16/09/2019	18

	Related To NAAC Activities				
2019	Participation Of B.SG Sapatgram College Unit Has Swaccha Bharat Mission, Swachhata Hi Seva 'Shramdan' Plastic Free Movement Programme	02/10/2019	02/10/2019	02/10/2019	150
2019	Special Lecture On Thought Philosophy Of M.K. Gandhi	02/10/2019	02/10/2019	02/10/2019	51
2019	Special Awareness Programme Of Cleanliness, Sanitation Infection	24/10/2019	24/10/2019	24/10/2019	46
2019	Special Lecture On "The Bhakti Movement Of Srimanta Sankardev For Social Integration	02/11/2019	02/11/2019	02/11/2019	77
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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
NIL	Nil	Nil	0	0

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
2019	Nil	1	05/06/2019	1	Plantation Programme	Eco-friendly atmosphere	15
2019	Nil	1	10/08/2019	1	Ek Kadam Swachhata Ki Aur	Cleanliness drive	53
2019	1	1	02/10/2019	1	'Shramdan' Plastic Free Movement Programme	Plastic free environment	150
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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	Nil	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day	15/08/2019	15/08/2019	15
Gandhi Jayanti	02/10/2019	02/10/2019	51

Bhakti Movement of Sankardev	02/11/2019	02/11/2019	77
Republic Day	26/01/2020	26/01/2020	13
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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
? Setting up of medicinal garden.
? 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 Students Induction Programme (SIP) Goal ? To provide scope and confidence to newly inducted students on Teaching and learning ? To brief the newly admitted students on the opportunities available in the institution to improve their career. ? To make the fresh students familiar with infrastructure available in the institution. ? To introduce Administrative Heads, HOD's and Department staff to the students and their parents. ? To make the students familiar with the Rules and Regulations of the College. The Context: Sapatgram college is surrounded by a vast rural area in the Dhubri district of Assam. Most of the students of the College are economically and educationally backward. The College has been conducting Students Induction Programme (SIP) in the beginning of every academic year . The Practice: The Student Induction Programme begins on the reopening day of the College to the first year UG students. The students and parents are informed about the dates, venue and programme schedule well in advance. On their arrival in the college campus, they are directed to go to the venue by the senior students. As per the fixed schedule the programme starts with the arrival of the Student's Induction Programme committee consisted of the Principal, SIP Coordinator, IQAC and HOD's. After the programme formalities are over, the committee members introduce themselves to the students and parents assembled in the venue and speak about their positions and functions in the administration towards running the institution smoothly. Followed by the introductory session and orientation and counseling programme. The orientation programme includes interaction between the Invited Guests, Principal, IQAC Coordinator, HOD's, Scout Guide and NSS officers, Hostel Warden on the onside and students on the other side and introduction of Department Staff to the parents. After the Orientation programme, campus tour is organized in which the students accompanied by the respective HOD's are taken to all the areas of the campus. Such practice makes the students to acquaint with the various facilities available in the College and to get themselves attached to the higher educational environment. Evidence of Success: "First impression is the best impression". Accordingly, the Students Induction Programme has given the hope to the students that they have been admitted in the best institution to shape their career. Parents are made to know the Academic potential of the faculties employed in the institution. A healthy relationship begins between the staff and the students on the onside

and the staff and the parents on the other side. The students after the programme become confident in their required academic and administrative works.

Problems Encountered and Resources Required: The percentage of students attending induction programme and field trip was difficult to achieve in an online mode during a pandemic situation. Sometimes the program got overcrowded by the pass-out students. For further details contact: Dr. R.P. Singh,

Principal Sapatgram College Phone-8638880440 The Best Practice -2 Practice of

Swachh Bharat Abhiyan Goal: ? To make the students, faculty and staff of College aware about Swachhta Mission. ? To maintain cleanliness in institute campus. ? To provide clean water and hygienic sanitation facilities to College family members. ? To promote better hygienic environment in institute campus. ?

To motivate students about cleanliness and importance of Swachhta in their life. 3. The Context: Sapatgram College has a choice of glamour to clean the college and its surroundings since the very beginning of its establishment, many practices regarding cleansing in the college and its surrounding have performed, among them Practice of Swachha Bharat Abhiyan, an initiative of central government has been extended in our college as well. Swachh Bharat

Abhiyan is a campaign in India that aims to clean up the roads and infrastructure of India's cities, smaller towns and rural areas including Govt. offices and institute campus as well. As directed by the Govt. of Assam,

cleaning activities under Swachh Bharat Abhiyan has been carried out in our institute. 4. The practice: The Government of Assam directed the College

authority to look after the cleanliness campaign. Accordingly, the principal of our college directed to NSS Wing and Scout Guide in collaboration with Nature Cell to take into action. Apart from these members, other 12 (twelve) numbers

of non-teaching staff (Grade IV) have been permanently engaged to keep the institute campus clean. To achieve the aim of Swachha Bharat Abhiyan, the NSS and Scout Guide members, students, faculty and non-teaching staff of College have been jointly practicing cleaning activities in regular interval. The activities include cleaning of toilets, cleaning of play grounds, cleaning of classrooms, cleaning of gardens, sanitization of College, providing pure drinking water etc. 5. Evidence of Success: a) Through cleanliness drive we

have been able to maintain clean environment in College campus. b) The students can enjoy the clean water, sanitation and hygienic facilities. c) The students along with faculty are now particular in throwing waste materials in dustbins.

d) Sapatgram Town Committee (STC) has been co-operating in maintaining cleanliness and hygiene in College. e) Sapatgram College won a certificate in a Swachhata Mission Competition which was arranged at the sub-divisional level by SDO of Bilasipara. e) This cleanliness drive is helpful for College faculties

in conducting extension activities to other schools. 6. Problems Encountered and Resources Require a) Problems in management of time after class hours. b) Due to some bandhs and holidays it becomes difficult to exercise the practice.

c) More awareness programmes are required for students. For further details contact: Dr. R.P. Singh, 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

<https://sapatgramcollege.in/pdf/naac/The-Best-Practice-19-20.pdf>

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

1. IQAC plans for Exhibition on Vocational Activities for exploring the talents of the students and teachers.
2. IQAC plans for introducing student centric participatory learning by setting question papers by the students.
3. IQAC plans for organizing various competitions like Quiz, Debate, and Photography etc. to enhance the potential capacity of the students.
4. IQAC plans for organizing various National and International Webinars due to lockdown.
5. IQAC plans for constructions of new Academic Building and renovation of old buildings by utilizing RUSA grant.
6. IQAC plans for updating data base of the students and teachers by office automation.
7. IQAC plans for developing sports facilities by purchasing various sports goods including gymnasium by RUSA grant.
8. IQAC plans for encouraging faculty members to complete their Ph.D. works and continue research activities through quality publications and research projects.
9. IQAC plans for promoting activities such as Yoga, Physical Exercises and Meditation in related to development of mental and physical fitness of students, faculty and staff.
10. IQAC plans for setting up medicinal garden for maintaining natural health therapy.
11. IQAC plans to publish e-bulletin covering all academic purposes of the college for the period 2020-2021.
12. IQAC plans to install rain water harvesting in the campus.
13. IQAC plans to take preparation of celebrating Golden Jubilee of the college commencing from 2021.
14. IQAC plans to initiate National level workshop on Career Counselling and student guidance.
15. IQAC plans to organize Faculty Development Programme on Intellectual Property Rights.