



YEARLY STATUS REPORT - 2022-2023

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 its own campus? **Yes**
- Phone no./Alternate phone no. **09435243684**
- Mobile No: **8638880440**
- Registered e-mail **principalsapatgramcollege@gmail.com**
- Alternate e-mail **sapatgramcollegeiqac@gmail.com**
- Address **SAPATGRAM COLLEGE, VILL-SANTIPUR,
P.O- SAPATGRAM, DIST.- DHUBRI**
- City/Town **SAPATGRAM**
- State/UT **ASSAM**
- Pin Code **783337**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status

UGC 2f and 12(B)

- Name of the Affiliating University

GAUHATI UNIVERSITY

- Name of the IQAC Coordinator

Dr. Jogomaya Paul

- Phone No.

8876131828

- Alternate phone No.

- Mobile

8876131828

- IQAC e-mail address

sapatgramcollegeiqac@gmail.com

- Alternate e-mail address

jogomayapaul777@gmail.com

3. Website address (Web link of the AQAR (Previous Academic Year)

<https://www.sapatgramcollege.in/aqar.php>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.sapatgramcollege.in/academiccalendar.php>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C++	66.25	2005	28/02/2005	27/02/2011
Cycle 2	B	2.52	2016	19/02/2016	18/02/2021

6. Date of Establishment of IQAC

22/10/2005

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Jogomaya Paul	Skill Hub Initiative PMKVY 4.0	National Skill Development Corporation (NSDC)	May, 2023 to Jan, 2024	Rs. 1781470.56
Sapatgram College	Welfare	Assam Mineral Development Corporation Limited (AMDC)	31st May 2023	Rs. 300000.00

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **6**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

The IQAC started Vocational Courses such as Self- Employed Tailoring, Professional Makeup Artist, Electrical Technician, Associate Senior Desktop Publishing etc for the unemployed & school dropouts to enhance entrepreneurship and self-employment among them under the sanctioned project of Skill Hub Initiative under PMKVY 4.0

scheme of NSDC (National Skill Development Corporation) . The college mobilized fund amounting to Rs. 1781470.56 from NSDC under PMKVY 4.0 scheme in two tranches, in the first tranche Rs. 820854.56 and in the second tranche Rs. 960616.

IQAC in collaboration with Alumni Association and Parent Teacher Association has organized an Annual Meet of Alumni and Parent Teacher Association to contribute for the construction of College Main Gate (Golden Jubilee Gate) amounting to more than Rs.8 lack fully funded by alumni of Sapatgram College. The College Main Gate (Golden Jubilee Gate) has been constructed and inaugurated in the month of August, 2024.

The IQAC has organized two days State Level Workshop on Fine Arts and Crafts under the aegis of Department of Bengali in collaboration with Alumni Association to enhance extra-curricular skills of the students.

The IQAC has organized Hands on Training Programme on Mushroom as a tool for Training to Trading in collaboration with Incubation Centre & DBT- Govt. of India Technology Incubation Centre, Bodoland University to promote self-employment and entrepreneurship culture among the students, keeping the importance of food security through vertical agriculture in mind in the present scenario of population explosion.

The IQAC has organized an International Conference on Language, Literature, Art and Culture on the theme "The existence of river in civilization, literature and culture" in collaboration with Department of Bengali & Bodo to share their research findings and ideas related to language, literature, art, and culture.

12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. The IQAC planned to organize some International & National Webinars, Seminars, Workshop, FDP.	1.i. Central Library in collaboration with IQAC organized a Special Talk on Importance of Ethno Library on the occasion of Librarians' Day on 12.08.2022. ii. Department of Economics in collaboration with Association of Mutual Funds in India (AMFI) organized a National Webinar on Strategy for managing Personal Finance for Financial Empowerment on 29.10.2022. iii. Department of History organized a Special Lecture On The Topic Of "Lachit Barphukan And Battle Of Saraighat, 1671" on 400th Birth Anniversary Of Mahabir Lachit Barphukan on 22.11.2022. iv. Department Of Political Science in Collaboration With IQAC, Sapatgram College organized a Special Lecture Programme On 'Philosophy of the Constitution of India' on the Occasion Of Constitution Day on 26.11.2022. v. Department Of Mathematics, Sapatgram College organized Special Lecture on 'Health Awareness Programme' on 12.12.2022. vi. Department Of Bengali, Sapatgram College organized Workshop on Fine Art And Crafts At 1449 No. L.P. School, Dharmapur as per MoU Signed on 17.12.2022. vii. Department Of Education in collaboration with Department of Mathematics, Sapatgram College organized Special Talk on "Application Of Mathematics and Statistics in Educational Data" on 13.02.2023. viii. Women Cell in Collaboration With IQAC,

Sapatgram College organized Special Talk on Child Marriage And Its Impact on Women Empowerment on The occasion of International Women's Day on 10.03.2023. ix. Department Of Bengali In collaboration With IQAC, Sapatgram College organized One Day Workshop on Research Methodology on 25.03.2023. x. Dept. Of Bodo in collaboration with IQAC Sapatgram College and Kokrajhar Govt. College Organized Special Talk on "The Idea Of Ideal Teacher And Education In The Light Of Vivekananda And Sri Aurobindo" on 11.04.2023. xi. Incubation Centre & IQAC, Sapatgram College in collaboration with PTA & Alumni Association, Sapatgram College organized a one day workshop on "Starting Smart: Unlocking The Potential And Understanding Intellectual Property Rights (IPR) For Start-Ups" on 28.04.2023. xii. Department of Bengali & Department of Bodo In Collaboration With IQAC, Sapatgram College Organized International Conference On Language, Literature, Art And Culture On The Theme "The Existence Of River In Civilization, Literature And Culture" (Interdisciplinary) On 3.5.2023 & 4.5.2023. xiii. Department of Bengali, Sapatgram College in collaboration with Alumni Association, Department Of Bengali, Sapatgram College under The aegis of IQAC organized State Level Workshop on Fine Arts and Crafts on 30.05.2023 & 31.05.2023.

2. The IQAC planned to undertake community development programme

2 i. Department of Political Science, Sapatgram College has organized Extension Cum Awareness Programme, Drama Reflecting "The Importance of Girls' Education In India" as part Of MOU Signed on 19.11.2022. ii. The Department of Economics Sapatgram College and Women's Cell in collaboration with IQAC, Sapatgram College has organized Social Awareness Program on "Importance of Iron and Oral Health and Girls' Education" on 29.11.2022. iii. Department of Bodo, Sapatgram College has organized Community Service Programme at Bhelakoba Village & 2245 No Bhelakoba Gudi Foraishali on 05.12.2022. iv. Department of Assamese, Sapatgram College has organized Health Awareness Programme at Rabantari Village on 06.12.2022. v. Department of Bengali, Sapatgram College has organized Awareness Programme on Sports and Other Co-Curricular Activities at 1449 No. L.P. School, Dharmapur as per MOU Signed on 07.12.2022. vi. Department of Philosophy, Sapatgram College has organized Awareness Programme on 'Gender Equality' In Sonamayee Village Part (I&II) As Per Mou Signed on 08.12.2022. vii. Department of Education, Sapatgram College has organized Community Service Programme in the Village Silghagari, under Kadamtala GP, Near Sapatgram, Dist- Dhubri, Assam, and in the Lilananda Vidyapith ME School (Santipur,

Sapatgram) as per MOU on 08.12.2022 viii. Department of History, Sapatgram College has organized Student Talent Search Programme (Ankuran) at Khudnamari M.V. School (Adopted School) on 13.12.2022. ix. Department of History, Sapatgram College has organized Health Awareness Programme on The Topic "One Step In Making Tobacco-Free Society" "???? ????? ???? ?????? ???? ??? ????????" at Haraltari (Near Rabantari) adopted Village on 13.12.2022 x. Department of Political Science, Sapatgram College has organized National Voters' Day on 25.01.2023. xi. Care India Foundation in collaboration with ICTC Gossaigaon, MMU & Dept. Of Political Science, Sapatgram College has organized Health Camp cum Awareness Camp on HIV Aids on 21.02.2023. xii. IDA, Lower Assam Branch in collaboration with Women Cell of SCTU, Sapatgram College, Sapatgram in association with National Oral Health Programme (NOHP) has organized an Awareness Campaign on Importance and Maintenance of Good Oral Health And Hygiene with Open Quiz Competition on Oral Health on the occasion of World Oral Health Day on 20.03.2023. xiii. Department of Bodo, Sapatgram College has organized Health Awareness Programme against Mosquito Borne Diseases cum Mosquito-Net Donation Campaign in the adopted village Bhelakoba Village Part-I on 20.05.2023. xiv. Department of Bodo, Sapatgram College has organized

	Drugs Awareness Programme in the adopted village Bhelakoba Village Part-I on 20.05.2023. xv. Department of Bengali, Sapatgram College has organized Health Awareness Programme in the adopted village Dharmapur as a part Of MOU Signed on 24.05.2023. xvi. Department of Economics & Value Based Cell, Sapatgram College in collaboration with IQAC, Sapatgram College has organized Plantation Drive cum Special Talk on Environmental Awareness and Behavioural Change Communication in Santipur LP School, as per MOU Signed on 05.06.2023. xvii. Department of Education, Sapatgram College in collaboration with Women Cell, SCTU has organized Plantation Drive cum Awareness Campaign on Environment in the Lilananda Bidyapith ME School, Santipur, Sapatgram as a part of MOU on 05.06.2023.
3. Procurement of more ICT tools for ICT based classes	3. The IQAC has purchased three numbers of LCD projectors and distributed among some of the departments to expedite the ICT based classes in this college.
4. IQAC emphasizes on research activities	4. The IQAC always tries to keep a close contact with the faculty members and encourage them to undertake research related activities and publications. As a result , during this academic session some of the faculty members have undertaken various research work and publications.
5. To organize skill development programmes for the students	5. i. The main achievement in this case is the introduction of Skill Hub Initiative (SHI) under

PMKVY 4.0 scheme of National Skill Development Corporation (NSDC) by Dr. Jogomaya Paul, IQAC Coordinator Sapatgram College cum SPOC (Single Point Of Contact) between SHI Sapatgram College and NSDC. Under this SHI, the college has obtained 240 targets of which the college has fulfilled 200 targets. The SHI has mobilized fund from NSDC an amount of Rs. 1781470.56 in two tranches to meet the cost of training of inschool students of the college as well as the unemployed and school dropouts of the locality. The institute is imparting fully free Skill Development Training on the four job roles namely Self- Employed Tailoring, Professional Makeup Artist, Electrical Technician, Associate Senior Desktop Publishing etc. Moreover the various departments of the college have organized various workshops and training programmes on soft skill development from time to time.

ii. IQAC In Collaboration With Department Of Computer Science, Sapatgram College organized A Professional Development Training On "Effective Presentation With ICT" on 29th April, 2023.

iii. An Online Training Programme On Preparatory Initiative For Agro-Entrepreneurship was organized by Incubation Centre & IQAC, Sapatgram College In Collaboration With DBT- Govt. Of India Technology Incubation Centre, Bodoland University on 21st May, 2023.

iv. Department Of Bengali, Sapatgram College In

	Collaboration With Alumni Association, Department Of Bengali, Sapatgram College Under The Aegis Of IQAC organized two days State Level Workshop On Fine Arts And Crafts from 30th May to 31st May, 2023 and also introduced a Certificate Course on Fine Arts and Crafts to promote art and crafts among the students. v. Incubation Centre & IQAC, Sapatgram College In Collaboration With DBT- Govt. Of India Technology Incubation Centre, Bodoland University organized Hands On Training Programme On Mushroom As A Tool For Training To Trading on 8th June, 2023 in order to have a practical experience of mushroom cultivation for the students.
6. To conduct Academic and Administrative Audit of the college	6. The IQAC has implemented the Academic and Administrative Audit on 12.07.2022.
7. To upgrade ecosystem, green Audit, plantation programme and to promote environmental awareness	7.The IQAC has taken some initiative to maintain the ecosystem, green campus, plantation and environmental related issues such as i. i. NSS UNIT, Sapatgram College has organized White Tree Trunk Project on 09.10.2022 ii. Department of English, Sapatgram College has organized Cleanliness Programme on 20.10.2022 iii. Department of Economics, Sapatgram College has organized Cleanliness Programme on 16.03.2023 iv. NSS UNIT in collaboration with IQAC, Sapatgram College has organized E-Waste Collection and Management on 27.03.2023. v. Department of Economics & Nature

	Club in collaboration with IQAC, with the cooperation of Prakriti (Wildlife Protection Society, Sapatgram) has organized Plantation Drive on World Environment Day on 05.06.2023. vi. Department of English, Sapatgram College has organized Awareness Programme on Environment on 14.06.2023.
8. IQAC plans to establish more MoU with other educational institution and NGOs	8. A number of MoUs were signed during this academic session- Department of Assamese signed MoU with Rabantari Village on 06-12-2023, Department of Bengali signed MoU with Dharmapur Village & 1449 No LP School Dharmapur on 07.12.2022, Department of Bengali signed MoU with Bengali High School & Nandan Kala Academy on 23.05.2023, Department of Bodo signed MoU with Bhelakoba Pt.1 village on 05.12.2022, Department of English signed MoU with Kartimari Village Pt 1 & Kartimari Badlagaon ME School on 05.12.2022, Department of Economics signed MoU with Santipur village & Santipur L.P. School on 07.12.2022, Department of Economics signed MoU with Prakriti NGO on 09.03.2023, Department of History signed MoU with Haraltari village & Khudnamari M.V School on 13.12.2022, Department of Political Science signed MoU with 2246 No. Rangapani L.P School & Rangapani Village on 07.12.2022, Department of Education signed MoU with Silghagari village & Lilananda Bidyapith ME School on 08.12.2022, Department of

	Philosophy signed MoU with Sonamoyee village (Part I & II) & Sonamoyee L.P. School on 08.12.2022, Department of Mathematics signed MoU with Bhalukmari village & Bhalukmari L.P. School on 12.12.2022
9. To introduce more Add-On courses by the Departments.	9. Almost all the departments have introduced six month Add-on Courses during this academic session. These are- 1. The Department of Economics introduced Add on course on Women Entrepreneurship. 2. The Department of English introduced Certificate Course on Communicative English. 3. The Department of Political Science introduced Add on Course on Women in India on 2022. 4. The Department of Assamese introduced Add on Course on Art of Recitation on 2022. 5. The Department of Philosophy introduced Add on Course on Law of Karma on 2022. 6. The Department of Education introduced Add on Course on Practice Teaching. 7. The Department of Education introduced Add on Course on Personality Development on 2022. 8. The Department of Philosophy introduced Add on Course on Feminism. 9. The Department of Bengali introduced Certificate Course on Rajbongshi Language & Fine Arts & Crafts during the session 2022-23.
10. To incorporate Water and waste management audit to the existing format of Green audit	10. The college has constructed Waste Management tank and rainwater harvesting system. The IQAC introduced Green audit in the academic year 2020-21 and it

	is continuing in the same format.
11. IQAC emphasizes on organizing various awareness, plantation drive, co-curricular programmes with other institutions, corporate houses, villages and schools	11. Several number of activities were organized during the session - 1. Department of Assamese signed MoU with Rabantari Village and organized Health Awareness Programme and observed National Energy Conservation Day. 2. Department of Bengali signed MoU with Dharmapur Village and 1449 No LP School, Dharmapur and organized various programmes such as Health Awareness Programme, Sports and Co-curricular Activities, Workshop on fine arts & observed World Environment Day. 3. Department of Bengali signed MoU with Bengali High School and Nandan Kala Academy. 4. Department of Bodo signed MoU with Bhelakoba Pt-1 and organized Community Service Programme, Drugs Awareness Programme, Students' Outreach Programme. 5. Department of English signed MoU with Kartimari Village Pt-1 & Kartimari Badlagaon ME School and organized Students' Outreach Programme. 6. Department of Economics signed MoU with Santipur LP School, Santipur Village & Prakriti, NGO and organized Students' Outreach Programme and Plantation Drive. 7. Department of History signed MoU with Haraltari Village and Khudnamari MV School and organized Students' Outreach Programme, Health Awareness Programme. 8. Department of Mathematics & Philosophy signed MoU with Bhalukmari Village,

	Bhalukmari LP School and Sonamoyee Village Part I & II, Sonamoyee LP School respectively and organized various awareness programmes.9. Department of Education signed MoU with Shilghagri Village and Lilananda Bidyapith ME School and organized Community Service Programmes and Plantation Drives.10. Department of Political Science signed MoU with Rangapani Village and Rangapani LP School and organized Summer Camp, various competitions such as Extempore speech, Interaction Programme, Documentary Screening Programme and also observed World Day against Child Labour.11. Department of Political Science signed MoU with Care India Foundation and organized Heath Camp cum Awareness Camp on HIV, AIDS.12. Sapatgram College signed MoU with Sapatgram Municipal Board & Directorate of sericulture, BTR, Kokrajhar.
12. To continue No Fossil Fuel Day	12. The Best Practice Cell under the aegis of IQAC, Sapatgram College has introduced No Fossil Fuel Day on every last saturday of every month.
13. To accelerate sports, gym and cultural activities	13. The IQAC initiated to purchase some sports and gym equipments to provide sports and gym facilities to the students.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Sapatgram College	07/03/2024

14. Whether institutional data submitted to AISHE

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 its own campus?	Yes
• Phone no./Alternate phone no.	09435243684
• Mobile No:	8638880440
• Registered e-mail	principalsapatgramcollege@gmail.com
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• Affiliated / Constitution Colleges	Affiliated
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• Name of the IQAC Coordinator	Dr. Jogomaya Paul								
• Phone No.	8876131828								
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• Mobile	8876131828								
• IQAC e-mail address	sapatgramcollegeiqac@gmail.com								
• Alternate e-mail address	jogomayapaul777@gmail.com								
3.Website address (Web link of the AQAR (Previous Academic Year))	https://www.sapatgramcollege.in/aqar.php								
4.Whether Academic Calendar prepared during the year?	Yes								
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sapatgramcollege.in/academiccalendar.php								
5.Accreditation Details									
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to				
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6.Date of Establishment of IQAC		22/10/2005							
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,									

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
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among them under the sanctioned project of Skill Hub Initiative under PMKVY 4.0 scheme of NSDC (National Skill Development Corporation) . The college mobilized fund amounting to Rs. 1781470.56 from NSDC under PMKVY 4.0 scheme in two tranches, in the first tranche Rs. 820854.56 and in the second tranche Rs. 960616.

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4. IQAC emphasizes on research activities	4. The IQAC always tries to keep a close contact with the faculty members and encourage them to undertake research related activities and publications. As a result , during this academic session some of the faculty members have undertaken various research work and publications.
5. To organize skill development programmes for the students	5. i. The main achievement in this case is the introduction of Skill Hub Initiative (SHI) under PMKVY 4.0 scheme of National Skill Development Corporation (NSDC) by Dr. Jogomaya Paul, IQAC Coordinator Sapatgram College cum SPOC (Single Point Of Contact)

between SHI Sapatgram College and NSDC. Under this SHI, the college has obtained 240 targets of which the college has fulfilled 200 targets. The SHI has mobilized fund from NSDC an amount of Rs. 1781470.56 in two tranches to meet the cost of training of inschool students of the college as well as the unemployed and school dropouts of the locality. The institute is imparting fully free Skill Development Training on the four job roles namely Self-Employed Tailoring, Professional Makeup Artist, Electrical Technician, Associate Senior Desktop Publishing etc. Moreover the various departments of the college have organized various workshops and training programmes on soft skill development from time to time.

ii. IQAC In Collaboration With Department Of Computer Science, Sapatgram College organized A Professional Development Training On "Effective Presentation With ICT" on 29th April, 2023.

iii. An Online Training Programme On Preparatory Initiative For Agro-Entrepreneurship was organized by Incubation Centre & IQAC, Sapatgram College In Collaboration With DBT- Govt. Of India Technology Incubation Centre, Bodoland University on 21st May, 2023.

iv. Department Of Bengali, Sapatgram College In Collaboration With Alumni Association, Department Of Bengali, Sapatgram College

	Under The Aegis Of IQAC organized two days State Level Workshop On Fine Arts And Crafts from 30th May to 31st May, 2023 and also introduced a Certificate Course on Fine Arts and Crafts to promote art and crafts among the students. v. Incubation Centre & IQAC, Sapatgram College In Collaboration With DBT- Govt. Of India Technology Incubation Centre, Bodoland University organized Hands On Training Programme On Mushroom As A Tool For Training To Trading on 8th June, 2023 in order to have a practical experience of mushroom cultivation for the students.
6. To conduct Academic and Administrative Audit of the college	6. The IQAC has implemented the Academic and Administrative Audit on 12.07.2022.
7. To upgrade ecosystem, green Audit, plantation programme and to promote environmental awareness	7.The IQAC has taken some initiative to maintain the ecosystem, green campus, plantation and environmental related issues such as i. i. NSS UNIT, Sapatgram College has organized White Tree Trunk Project on 09.10.2022 ii. Department of English, Sapatgram College has organized Cleanliness Programme on 20.10.2022 iii. Department of Economics, Sapatgram College has organized Cleanliness Programme on 16.03.2023 iv. NSS UNIT in collaboration with IQAC, Sapatgram College has organized E-Waste Collection and Management on 27.03.2023. v. Department of Economics & Nature Club in collaboration

	with IQAC, with the cooperation of Prakriti (Wildlife Protection Society, Sapatgram) has organized Plantation Drive on World Environment Day on 05.06.2023. vi. Department of English, Sapatgram College has organized Awareness Programme on Environment on 14.06.2023.
8. IQAC plans to establish more MoU with other educational institution and NGOs	8. A number of MoUs were signed during this academic session- Department of Assamese signed MoU with Rabantari Village on 06-12-2023, Department of Bengali signed MoU with Dharmapur Village & 1449 No LP School Dharmapur on 07.12.2022, Department of Bengali signed MoU with Bengali High School & Nandan Kala Academy on 23.05.2023, Department of Bodo signed MoU with Bhelakoba Pt.1 village on 05.12.2022, Department of English signed MoU with Kartimari Village Pt 1 & Kartimari Badlagaon ME School on 05.12.2022, Department of Economics signed MoU with Santipur village & Santipur L.P. School on 07.12.2022, Department of Economics signed MoU with Prakriti NGO on 09.03.2023, Department of History signed MoU with Haraltari village & Khudnamari M.V School on 13.12.2022, Department of Political Science signed MoU with 2246 No. Rangapani L.P School & Rangapani Village on 07.12.2022, Department of Education signed MoU with Silghagari village & Lilananda Bidyapith ME School on 08.12.2022, Department of

	Philosophy signed MoU with Sonamoyee village (Part I & II) & Sonamoyee L.P. School on 08.12.2022, Department of Mathematics signed MoU with Bhalukmari village & Bhalukmari L.P. School on 12.12.2022
9. To introduce more Add-On courses by the Departments.	9. Almost all the departments have introduced six month Add-on Courses during this academic session. These are- 1. The Department of Economics introduced Add on course on Women Entrepreneurship. 2. The Department of English introduced Certificate Course on Communicative English. 3. The Department of Political Science introduced Add on Course on Women in India on 2022. 4. The Department of Assamese introduced Add on Course on Art of Recitation on 2022. 5. The Department of Philosophy introduced Add on Course on Law of Karma on 2022. 6. The Department of Education introduced Add on Course on Practice Teaching. 7. The Department of Education introduced Add on Course on Personality Development on 2022. 8. The Department of Philosophy introduced Add on Course on Feminism. 9. The Department of Bengali introduced Certificate Course on Rajbongshi Language & Fine Arts & Crafts during the session 2022-23.
10. To incorporate Water and waste management audit to the existing format of Green audit	10. The college has constructed Waste Management tank and rainwater harvesting system. The IQAC introduced Green audit in

	the academic year 2020-21 and it is continuing in the same format.
11. IQAC emphasizes on organizing various awareness, plantation drive, co-curricular programmes with other institutions, corporate houses, villages and schools	11. Several number of activities were organized during the session - 1. Department of Assamese signed MoU with Rabantari Village and organized Health Awareness Programme and observed National Energy Conservation Day.2. Department of Bengali signed MoU with Dharmapur Village and 1449 No LP School, Dharmapur and organized various programmes such as Health Awareness Programme, Sports and Co-curricular Activities, Workshop on fine arts & observed World Environment Day. 3. Department of Bengali signed MoU with Bengali High School and Nandan Kala Academy.4. Department of Bodo signed MoU with Bhelakoba Pt-1 and organized Community Service Programme, Drugs Awareness Programme, Students' Outreach Programme.5. Department of English signed MoU with Kartimari Village Pt-1 & Kartimari Badlagaon ME School and organized Students' Outreach Programme. 6. Department of Economics signed MoU with Santipur LP School, Santipur Village & Prakriti, NGO and organized Students' Outreach Programme and Plantation Drive.7. Department of History signed MoU with Haraltari Village and Khudnamari MV School and organized Students' Outreach Programme, Health Awareness

	Programme. 8. Department of Mathematics & Philosophy signed MoU with Bhalukmari Village, Bhalukmari LP School and Sonamoyee Village Part I & II, Sonamoyee LP School respectively and organized various awareness programmes.9. Department of Education signed MoU with Shilghagri Village and Lilananda Bidyapith ME School and organized Community Service Programmes and Plantation Drives.10. Department of Political Science signed MoU with Rangapani Village and Rangapani LP School and organized Summer Camp, various competitions such as Extempore speech, Interaction Programme, Documentary Screening Programme and also observed World Day against Child Labour.11. Department of Political Science signed MoU with Care India Foundation and organized Heath Camp cum Awareness Camp on HIV, AIDS.12. Sapatgram College signed MoU with Sapatgram Municipal Board & Directorate of sericulture, BTR, Kokrajhar.
12. To continue No Fossil Fuel Day	12. The Best Practice Cell under the aegis of IQAC, Sapatgram College has introduced No Fossil Fuel Day on every last saturday of every month.
13. To accelerate sports, gym and cultural activities	13. The IQAC initiated to purchase some sports and gym equipments to provide sports and gym facilities to the students.
13. Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Sapatgram College	07/03/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	03/03/2023

15. Multidisciplinary / interdisciplinary

Multidisciplinary/ Interdisciplinary study environment is significant to the academic atmosphere of the college. Sapatgram College aspires to become an all-inclusive multidisciplinary institution, and in this respect, the college has introduced Skill Hub Initiative (A Vocation Centre) under PMKVY 4.0 scheme of NSDC, where the regular students along with school dropout students are given opportunity to learn various employable skills along with their traditional bookish knowledge system of education. Moreover, the college has undertaken Memorandum of Understanding with various Colleges and Universities, under which various Faculty and students exchange programmes are organised to give the students an opportunity to opt for courses from any stream from any institution and thereby promote multidisciplinary education system. The college allows students to choose Generic Courses and Skill Enhancement Courses across disciplines. Being affiliated to Gauhati University, Sapatgram College faces constraints when it comes to curriculum design as the University is the sole authority to design curriculum. However, students from a variety of streams and subjects may choose to enroll in a few add-on courses designed and offered by various departments of the college. The college has arranged several multidisciplinary seminars, webinars, special talk etc. The college provide many subject combination to our students to opt for as per the guidelines formulated by the Gauhati University. Equity and inclusion through a range of measures has been initiated for including greater opportunities for public education, supervision of scholarship for disadvantage and unprivileged students. Moreover, the college has undertaken some initiatives for career progression of the students belonging to various departments. The interdisciplinary classes has been arranged by some departments

to develop the multidisciplinary environment in the college. Different Departments of the college have introduced multidisciplinary/interdisciplinary Add-on courses.

16.Academic bank of credits (ABC):

As Sapatgram College is a constituent college to Gauhati University and completely follows the curriculum framework and syllabi as approved by the University from time to time. The college has registered the students in the Academic Bank of Credit portal i.e., (www.abc.gov.in) as a constituent institute of Gauhati University to enable its students' mobility across various higher educational institutions.

17.Skill development:

The college has introduced Skill Hub Initiative (A vocational centre) under PMKVY 4.0 of NSDC (National Skill Development Corporation), under which four Skill Development Courses are imparted such as 1. Self-employed Tailor, 2. Professional Make-up Artist 3. Electrical Technician & 4. Associate Senior Desktop publishing. Both the regular Students ("inschool" students in the language of NSDC) as well as outsiders, unemployed and school dropouts ("outschool" students in the language of NSDC) can opt for these courses which are absolutely free. The college has already conducted skill enhancement classes as per the present requirement. The college also encourages the soft skill development of the students by arranging lectures by resource person from different fields and has established a Incubation Centre in the college campus. Besides CBCS, the college provides computer training courses and encourages entrepreneurship through different workshop programmes in order to embrace skill development. The college has organised workshop on mushroom cultivation and uplifted a self-financed micro-project on mushroom cultivation, organised workshops and training programmes on handicrafts to develop traditional knowledge system, and upgrade their knowledge with modern technologies etc.

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

The college has four Language departments as approved by the university such as (i) Bodo (ii) Bengali (iii) Assamese (iv) English, and all these departments offer full programs or courses in different programs which deal with India Languages, Culture, Knowledge System among other topics. In addition to these departments the college faculty also have interest and research work in these areas to aid students develop understanding about

our traditional philosophy. The college regularly encourages its faculty to enhance their knowledge in these areas by attending FDP, Refresher courses, seminars and conferences and also by organizing these for the benefit of all faculty from different institution across India. The college has made several efforts to integrate Indian Knowledge System in its course unit. The bilingual method as the medium of teaching is used in our college. The college celebrates many commemorative days to make the students aware of Indian culture and heritage. As a part of it, offline Yoga training implemented in the college to inculcate the Indian cultural value among the students. Moreover, the college has arranged excursion programmes to impart Indian Knowledge base among the students and sense of integrity as a responsible citizen of India. The college has taken initiatives to revive endangered regional Indian languages by introducing Add-On Courses e.g., "Certificate Course on Rajbongshi Basha".

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

The college has followed the Focus on Outcome based Education Policy which helps our college to keep record of results of the students through academic audit and mentor mentee system. Course Outcomes and Programme Outcomes are discussed by the faculty members from time to time. During the pandemic, virtual tours were explored by several departments. Successful alumni are invited to share their experiences with the existing students to highlight the Outcome based Education system. All the Departments of the college organise an interaction programme between teacher and students on desired outcome of the courses.

20.Distance education/online education:

To promote distance and online education, the college has subscribed to Google suite including all Google tools like Google Meet, Jamboard, Google Classroom, Google Calendar, Cisco Webex free version to develop and deliver the entire teaching learning process in an online environment in addition to traditional chalk and talk teaching method. All the online classes were held by using Online college portal and also through google classrooms. Assignments and evaluations are also done through online by some departments. Several webinars were organized by the college through Cisco Webex, google meet etc. Study materials were uploaded by the faculty members on college website. Even after the college resumes, several online practices are still exercised. Our college is the member of NLIST-INFLIBNET for providing e-resources to the students and the faculty members.

Moreover, the college has a Centre for Distance education under Gauhati University known as IDOL. Under this course, various departments conducted PG Courses such as M.A. in Political Science, English, Economics, History, Education, Philosophy, Mathematics, Assamese and Bengali. The students take admission in Gauhati University and the college organize the classes only on Sunday.

Extended Profile

1.Programme

1.1	11
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	817
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	254
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	151
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	24
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	25
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	53.63 lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	41
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
The IQAC prepares the academic calendar. Faculty members prepare the lesson plan and action plan and submit monthly progress report in the first week of every months. Course completion certificates are collected from the faculty members and feedbacks are taken from the students before the commencement of end-semester examination. At the beginning of the academic session, students undergo Induction and Orientation program, where career counselor and academic experts guide and encourage students for creating a better career. The faculties of each subjects make students aware about Course Outcomes which are defined for each course. Faculty	

members give periodical assignments and conduct tests to check students' progress both in offline and online mode. IQAC with the help of other faculty members identify the slow and advanced learners. Advanced learners are encouraged and engaged in peer teaching, and the faculty members try to improve the learning of slow learners through remedial and tutorial classes. The faculties aim to strengthen the problem solving and critical thinking skills of the students by using both traditional and modern method of teaching. ICT tools are used for effective teaching-learning. The faculty members of the Departments maintain teaching diaries, prepare teaching plan, and monthly progress reports are submitted to IQAC.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://www.sapatgramcollege.in/departments.php

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

Before the commencement of the academic year, the Institution prepares and publishes 'Academic calendar' containing the relevant information regarding the teaching learning schedule (working days), various events to be organized, holidays, dates of internal examination, semester examination etc. The students' academic progress is monitored regularly by adopting the strategy of continuous internal evaluation, seminars, project work, unit test and semester examinations. For the implementation of Internal Assessment Process, Examination committee is formed at the college level which monitor overall internal assessment process. The examination committee, send the information to the University about the students who are appearing for the examination. After receiving enrolled list of the students' by the University, the college prepares seating arrangement chart, list of invigilators etc. The record of internal assessment is maintained by each department. In addition the internal academic audit conducted which ensures the compliance to verify with documentary evidence.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.sapatgramcollege.in/academiccalendar.php

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

11

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

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

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**11**

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

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**406****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****406**

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

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

Sapatgram College takes initiatives to create awareness on Professional Ethics, Gender, Human Values, Environment and Sustainability. Courses that teach human values in its curriculum are Political science, English, Education. Professional ethics are integrated in the courses of English and Education subjects. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. units undertake a host of activities in the nearby vicinity and in the adopted villages. N.S.S. organizes various environment related programs including tree plantation, cleanliness drive, etc. Various activities like painting, quiz competitions, invited talks are organized to create awareness about nature, environment and

sustainability. World Environment Day is organized in the college every year. The college has taken active participation in Swachh Bharat Abhiyan Programmes. Major gender issues are focused and addressed through different activities in the college by observing International Women's Day, Health Awareness Programme, Special Talk on Cyber Crime & Child Marriage etc. Human values like respect, acceptance, consideration, appreciation, listening are the virtues that guide us to take into account the human element when we interact with other human beings.

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

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

5

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

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

346

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.sapatgramcollege.in/upload/feedback_file/1709102653.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

635

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

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

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

303

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

2.2 - Catering to Student Diversity

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

ASSESSMENT METHODOLOGY FOR SLOW-LEARNERS

- The institution identifies slow learners by their formative and summative performance in their internal examinations as well as by their teachers and mentors.
- The slow learner's performance in the examinations is below 40%
- Attendance below 75% along with marks below 40%.

ASSESSMENT METHODOLOGY FOR ADVANCE-PERFORMERS

- The institution identifies advance learners by their formative and summative performance in their internal examinations which is above 50%.
- The skills of advance learners enable them to participate in conferences such as seminars, quiz competitions etc.
- Further enhancement on their skill set is brought to light with the art of writing.
- Encouraging regular library exercises.

MEASURES TAKEN FOR IMPROVING THE WEAK STUDENTS (i) Tutorial classes are conducted with appropriate focus on the subject in

which the students are found to be slow learners (ii) Individual academic counseling is done by concerned subject teacher. (iii) Personal counseling is done through mentoring and maintain the entire academic record of the student. Slow learners are counseled and motivated by the mentors.

INITIATIVES TAKEN i) Basics of the subjects were cleared through remedial classes. ii) Notes on important topics were provided. iii) Theoretical portions were explained through presentations.

File Description	Documents
Link for additional Information	https://www.sapatgramcollege.in/sa_learner.php
Upload any additional information	View File

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

Number of Students	Number of Teachers
817	24

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Each department follows unique programmes to enhance the learning experience of students. Some of these programmes include:

Participatory methods: ICT aided seminar presentation and assignments, Case study analysis, Group discussions, Debate and quiz competitions, Peer Teaching etc. are organized regularly by the departments.

Online Tests: The Department of English and the department Political Science have implemented an online teaching module using Google Classroom. Students are given log-in credentials to join the Classes created by the teacher in Google Classroom using a password. Internal Exams, Assignment Submission, Distribution of Study Materials are done through this Platform.

Workshops and Seminars: Various departments and IQAC of the college have conducted several International and National Seminars and Workshops by inviting resource persons from many foreign countries including US, Germany, and UK during the past years for the benefit of the student community. In addition to this, various cells functioning in the college organizes student centric programmes and initiatives at regular intervals.

Film Screening: Films adapted from the novels and plays are shown to students.

Individual Projects: Individual projects are given to students to motivate independent thinking and independent problem-solving skills and to improve confidence in working through a problem.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://www.sapatgramcollege.in/department_s.php

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

ICT-enabled tools for effective teaching and learning process The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom. Faculty members of the college use ICT technology to improve the teaching and learning process.

1. In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning. 2. Teachers use Laptop, Voice Amplifier in the class rooms. 3. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva etc. 4. During Pandemic our college developed a college web portal through which all the teachers actively engaged in the online classes.

5. Videos, PPT, PDF were used as the remedial for the classes. 6.

The college has two ICT enabled class rooms where teachers regularly did their classes 7. The college has one Smart Class Room where seminars/Symposiums are convened.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sapatgramcollege.in/departments.php

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

2.3.3.1 - Number of mentors

24

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

2.4 - Teacher Profile and Quality

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

24

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

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

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**11**

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****221**

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

2.5 - Evaluation Process and Reforms

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

Gauhati University, the parent university of this institution has adopted major reform in the evaluation by introducing Choice Based Credit System (CBCS) from the academic year 2016 and the institute has adopted the same. According to university guidelines, there are two semesters, odd and even in a year for graduation courses. To handle the internal assessment process, our college continuously conducts the internal evaluation through different mechanisms such as regular class tests, student seminars, field surveys in some subjects, assignments, presentations, viva-voce, dividing students into groups-each group comprising academically strong and weak students and made to discuss and write assignments together contribution/ knowledge gained by members of the group was tested through interactions, preparation of innovative

learning modulus on special topics involving students by asking them to frame relevant questions on a topic, group discussions, quiz etc

• Due to the sudden outbreak of the COVID-19 pandemic, the continuous internal evaluation was conducted through fully online system. Online assignments of students were taken through learning management system (Free online google meet and google class rooms site) by Departments of English, Political Science and History and also by sending e-mails to students, Other departments have used e-mails, whatsapp, Google Classroom, Google Meet, Google Form and other web platforms for continuous internal evaluation of students.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sapatgramcollege.in/department_s.php

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

Most of the grievances related to the examination are received after declaration of results by the Gauhati University. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the Officer-in-Charge of Examination. As per internal practical tests are concerned, if any student pin points any academic discrepancy viz conduct of tests, the concerned teachers wholeheartedly show their concern and attention is given to the student grievances. The reasons of absence of the students during internal examinations are investigated and their grievances are redressed accordingly.

File Description	Documents
Any additional information	View File
Link for additional information	https://www.sapatgramcollege.in/department_s.php

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the

Programmes offered by the institution.

In the syllabus prepared by the affiliated University, the learning outcomes are well defined. Besides this, the institution emphasized on promoting value education through motivated trained faculty. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference to the teachers and students. Copy of Curriculum and Outcomes of Programs and Courses are available in the website of the affiliated University. An interaction Programme on stated programme and Course Outcomes is organised before the commencement of classes every semesters.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sapatgramcollege.in/upload/igac_file/1708338959.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following: Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The evaluation is rigorous. It is done by adjoining the marks acquired by the students to their corresponding Course outcomes. The attainment of Programme outcome is discussed with the students after the completion of courses of every semesters.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://www.sapatgramcollege.in/igac_sub.php

2.6.3 - Pass percentage of Students during the year**2.6.3.1 - Total number of final year students who passed the university examination during the year****188**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://www.sapatgramcollege.in/upload/event_file/1709374923.pdf

2.7 - Student Satisfaction Survey**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**https://www.sapatgramcollege.in/iqac_sub.php**RESEARCH, INNOVATIONS AND EXTENSION****3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****NIL**

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non

government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****NIL**

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****14**

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year****14**

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

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

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

17

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

3.3 - Extension Activities

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

The College regularly conducts the extension activities in the nearby villages and weaker sections of the societies. This will transform the outlook of the students and inculcate leadership qualities in the youth. They will prove good administrators, good humans with good moral behaviour and responsible citizens in future. Such citizens help in Nation building. At the same time the needs of the society and the needs of the downtrodden sections are fulfilled. The extension activity in the academic session 2022-23 is as under:

1. Extension Activity Cum Survey On Food Processing Unit "Manmi's Pickle: A Step Towards Equality" Organized by Department of Economics In Collaboration With Women Cell, Sapatgram College on 8th July, 2022.
2. One Month Plantation Drive under the initiative of Chief Minister's Institutional Plantation Programme from 15th July to 15th August, 2022 organized by NSS unit, Sapatgram College.
3. White Tree Trunk Project organized by NSS Unit on 9th

October, 2022.

4. Cleanliness Programme organized by Department of English on 20th October, 2022.
5. Marathon Race for Unity on the occasion of National Unity Day on 31st October, 2022 organized by NSS Unit, Sapatgram College.
6. Extension cum Awareness Programme, drama reflecting "The importance of Girls' Education in India" organized by Department of Political Science, Sapatgram College on 19th November, 2022. etc

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/upload/event_file/1708676096.pdf
Upload any additional information	View File

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

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

NIL

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year (Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

8

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

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

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

502

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

3.4 - Collaboration

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

14

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

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

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

23

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and strategic objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools. The Infrastructure Cell plans ahead for all requirements regarding the availability class rooms, laboratories, furniture and other equipment. Whenever need arises to augment infrastructure in terms of classroom, laboratory books etc. are submitted to the IQAC and Purchase Committee for allotment of funds and execution of work thereof. Distinguished features of the College include the following- The college ensures optimal utilization of the resources by encouraging innovative teaching learning practices like use of power point presentations, LCD projectors, smart boards etc. Regular workshops/awareness programs/training programs are conducted for optimal deployment of infrastructure and utilization of modern technology. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extracurricular activities, parent teacher meetings, Training classes etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sapatgramcollege.in/facilities.php

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

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extracurricular activities. Students are trained in sports under the guidance of a qualified and specialized Physical Educational Instructor. They are trained and encouraged to participate in various level of competition including intra college events, inter college events. All the participants are awarded with participation certificates. Yoga class/awareness Programme: Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a three days Yoga Awareness Programme was conducted for the faculty and students by expert yoga trainers. Trainers were present on the occasion. Cultural activities: The college believes in all-round development of its students. Every year the college conducts cultural programs to make this happen. Gymnasium Activities: The college has well furnished Gym centre with modern Gym equipment covering an area of 1240 sq. ft. established on 2020. The students and the teaching staff of this college use the Gym centre after 3.00 pm in every alternate working day under the guidance of a qualified instructor. 30% of the teaching, non-teaching staff and students use the gym centre on regular basis.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sapatgramcollege.in/facilities.php

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sapatgramcollege.in/facilities.php
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

6.71 lakhs

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

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college using Soul 2.0 software and library is fully automated. Library provide OPAC device to students and faculty members to have access books by subject, Author, Accession no and title. The total numbers of books in library are about 20748 and number of visitors per day is 25-35. The library has browsing centre, Xerox facility, and reading rooms for users. The library has also a guidance and counselling cell.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.sapatgramcollege.in/library.php
4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	
A. Any 4 or more of the above	
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
2.19 lakhs	
File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
35	

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

4.3 - IT Infrastructure

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

The College emphasizes to provide IT facilities to the teaching staff as well as the students of this college. The college develops an online portal in the college website during the time Covid pandemic to provide online teaching learning facilities for the students. The college planned to introduce Wi-Fi facilities in the campus area but due to lack of proper service provider, the WiFi facilities cannot be provided. The College also plans to introduce some IT based computer course for the students of this college which will make our students able to know a little bit about the information technology. Moreover, the college gives preference to purchase IT related equipment in every year such as Laptop, Desktop, L.C.D. Projector etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sapatgramcollege.in/facilities.php

4.3.2 - Number of Computers

41

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

53.63 lakhs

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

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

The college 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 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 Head of all departments along with Principal, Vice Principal and 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. The Library committee monitors, maintains the library facilities and other resource for their optimum use. Policies for using the college library are framed by the library-committee. The Girls' Hostel Management Committee monitors, maintains the hostel facilities for its optimum use of it. The Planning-Board plans the renovation, augmentation of general infrastructure

and beautification of the campus. The Sports and Cultural committee monitors and maintains the connected facilities. IQAC monitors, supports the required physical and support facilities of the college. Employees (Sweepers) are in place to maintain cleanliness and hygiene in the college campus. College canteen is monitored by the canteen management committee which looks after the hygiene and quality of the food served. Drinking water outputs (Drinking Water-Purifier) are maintained by hired services. The maintenance of Electric works is done by the appointed technician.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sapatgramcollege.in/facilities.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

282

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

6

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to institutional website	https://www.sapatgramcollege.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
46	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
46	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

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

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

5.2.2.1 - Number of outgoing student progression to higher education

36

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

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

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

17

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

5.3 - Student Participation and Activities

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

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

2

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

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

The college encourages students to have student representative for every year. These representatives act as bridge between principal and students. The mission of the students' council of the college is to protect and promote interests of the student community inside college campus. The SCSUC plays a key role in conducting the Annual College Week and General Fresher's Social of the college. 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, SCSUC has become a vital organ of the college. The student representatives put the grievances of students (if any) to the principal, who orders the convener of respective committee to handle that in a nice way. Most of teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics. The college facilitates the participation of students in various cells and committees. Such as IQAC, Grievances Redressal Cell, Anti-Ragging Cell, Anti-Sexual Harassment Cell, College Hostel Committee etc. have student members. Moreover, class monitors have been nominated in each semester by the concerned departments to provide inputs on various academic matters time to time.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/committee.php
Upload any additional information	View File

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

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

68

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

5.4 - Alumni Engagement

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

The Alumni Association of Sapatgram College was established in 2004. Alumni Association, Sapatgram College has made 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, games & sports in the campus and its neighbouring areas successfully from time to time. The Alumni Association has been playing a vital role in the institution since 2004. It has been closely associated with Sapatgram College since its inception. The Alumni Association of Sapatgram College was registered on 31.05.2018 under Assam Society Registration Act XXI of 1860. In this academic year, the Alumni Association has undertaken this following multifacing activities. These are:

1. Alumni Association & P.T.A in collaboration with Incubation Centre & IQAC organized a One Day Workshop on "Starting Smart: Unlocking The Potential And Understanding Intellectual Property Rights (IPR) For Start-Ups" on 28-04-2023.
2. Alumni Association & P.T.A in collaboration with IQAC organized Annual Alumni Meet cum Parent Teacher Association on 14-05-2023.
3. Alumni Association in collaboration with Department of Bengali under the aegis of IQAC organized State Level Workshop on Fine Arts and Crafts from 30th May to 31st May, 2023.
4. Alumni Association contributed for the construction of the new College Main Gate and successfully laid the stone on 8th

June, 2023.

5. Alumni association also conducted some extension/ community service programme from time to time.(Jal Dan Jiban Dan-28/06/2023).

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/
Upload any additional information	View File

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

A. ? 5Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

VISION:

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

MISSION:

- Sapatgram College believes in imparting life-oriented and value-based education- an education aimed at strengthening the body, purifying the mind and sharpening the intellect.
- The college seeks to present itself as a major centre of learning for advancement, preservation, dissemination and use of knowledge in this rural and economically backward region of the state and thereby cater to the needs of the society and the nation.
- It encourages enrollment of students from different crosssections of society by providing them with the best of infrastructure and learning resources, so as to maketeaching and learning a pleasurable and profitable experience.

- **Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions.**

File Description	Documents
Paste link for additional information	https://sapatgramcollege.in/vision&mission.php
Upload any additional information	View File

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

Sapatgram College has mechanism to perform various functionalities through decentralized method. College is functioning under the supervisions of the governing body, which comprises all stakeholders. On college level, Principal is the head of the institution and he is assisted by Vice-Principal, other faculty members. For extension work, college has constituted various committees and cells for all-round development of the college involving N.S.S, student-welfare, sports and cultural activities. Recruitment and promotional policies are in accordance with the rules laid down by Service-Management Rule Government of Assam. • Planning-Board prepares action-plan keeping in view short term and long-term goals of the institution. • All administrative matters such as renovation, campus maintenance, hostel, canteen, student admissions/scholarship are handled by office staffs, senior teaching staffs and Principal. • Student activities are handled by Secretary of SCSUC. • Examinations are conducted by Examination Committee, OC, AOC and invigilators. • Purchase committee deals with the purchase of equipment and recurring expenditure. • Grievance-Redressal committee comprising of teaching staff members is constituted to provide a mechanism for Redressal of grievances. • Women cell is established comprising of teaching staff members to handle any sexual harassment issues. • Anti-ragging cell comprising of senior faculty members, Principal is established. • Alumni Cell comprising of faculty members, ex-students is established. • Research Cell is established to pursue and conduct research activities. • Library-Advisory Committee is constituted to deal the issues related to library. • Career Counselling Cell organizes some career related programmes.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a strategy to execute the all round development of the college. Being an affiliated college under Gauhati University, the college has limited scope to develop the curriculum. For smooth execution of Teaching Learning process, the IQAC prepares an Academic Calendar at the very beginning and the departments prepare their teaching plan and execute the same time to time. The college nurtures a conducive environment to undertake research activities in the campus. The IQAC constitutes a Research and Publication Cell to accelerate the research activities among the teaching faculty. The College authority encourages the faculty members to pursue research works. An admission committee is constituted to conduct and monitor admission process. The students' admission process is done through online. The merit list is prepared and uploaded in the college website. The counseling and the admission of the selected candidates are conducted in the campus as per the dates published in the website. Financial transaction of the college operates partially cashless and maintains cashbook and ledger, receipt and payment register. All the final examinations are governed by Gauhati University, so the college has to follow the direction of Gauhati University time to time.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sapatgramcollege.in/upload/p_p_lan/1714205699.pdf
Upload any additional information	View File

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

However, the administration of Sapatgram College is the responsibility of the Principal. The Principal is involved in overlooking the implementation of plans of the College. He ensures that regular day to day operations are properly conducted by teaching and non-teaching staff. The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically. The committees for co-curricular activities are formed at the beginning of the year and are assigned the tasks according to the institutional plans, for the curricular activities that enhance overall development of students. Administrative Committees [Examinations, Scholarships, Purchase, Sports, Admissions, Library, etc.] For the smooth conduct of all administrative activities according to requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function. Appointment of the teaching and non-teaching staffs are done by the Governing Body as per Govt. Guidelines.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/
Link to Organogram of the Institution webpage	https://sapatgramcollege.in/upload/iqac_file/1681802416.pdf
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Sapatgram College has effective welfare schemes for teaching and non-teaching staff as mentioned below.

- The college has a Cooperative Society namely Dhanasree Cooperative in which the employees of the college deposit a lump-sum amount monthly-wise and can take loan at a nominal rate of interest from this co-operative society as and when they face financial crisis. The Dhanasree Cooperative also extends financial help to the weaker section of the society.
- The college has a group insurance for both teaching & non-teaching staff.
- The Alumni and Parent-teacher Association of this college provides financial help to the poor & meritorious students of this college.
- In addition, the institution adheres all the welfare measures notified by the Government of India, Government of Assam, UGC and DHE Assam regarding leave rules like providing Maternity Leave, Paternity Leave, Child Care Leave, Restricted holidays etc. to all the teaching and non-teaching staff.
- The college has a Day-Care Centre for taking care of the children belonging to the employees of the institutions. Part time child care-takers are hired on the basis of the need of the situation.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/w_staff.php
Upload any additional information	View File

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

1

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

15

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

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

Performance Appraisal for teaching faculty: Following the UGC regulation 2010 and amendments thereof, the institution monitors performance appraisal system through submitting of APR (Annual Progress Report) of the teaching staff. The APR reflectsthe details of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. The evaluation of courses taught and average number of clock works in a week are computed. Due consideration is given to the evaluation of innovation for special contribution made by the teacher.

Performance Appraisal for non teaching faculty: The appointment is made through the Government of Assam and after joining the department as per service rules Departmental Promotion Committee (DPC) is being conducted in due course of time. The principal concerned is being asked to give report (Annual Progress Report of last 3 years) where in the general performance, conduct and character is being evaluated and appraised. The complaint of the involvement in any unpleasant activity, if any, is also being reflected.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/ap_rules.php
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The 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. All the financial processes in the college are strictly monitored by the principal. 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 copies of the audit are also preserved in the college for records. The external financial audit is performed by govt. auditor as per their schedule which is yet to be done.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/index.php
Upload any additional information	View File

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

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

6.31L

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

The institution is running by the government funds through the State Government. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement. Except the salary budget, others grants are generally sanctioned for a specific purpose. After receiving the fund, the same is being discussed in Planning Board and in the Purchase Committee. Optimum use of the funds is made as per the rules and regulations and is subjected to audit by the government Within the institution. The college receives funds from Govt. of Assam against the free admission. These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development and purchasing committees are formed. The college displays quotation in the college notice board and after getting quotation a comparative statement is prepared by the purchase committee on the basis of quoted rates. The L-1 is preferred to supply the required goods. Online quotation is invited for construction work under RUSA project.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/index.php
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under: 1. All the faculty members are

encouraged and supported to participate in Orientation, refresher courses, Workshops, Seminars and conferences related to the teaching-learning process and research. 2. Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars. 3. Teachers are also supported and encouraged to participate in examination evaluation processes. 4. The poor and meritorious students are provided with financial aid out of the college local fund. 5. The college also provides platform for the students to participate in Intra-College level painting competitions, quiz competition, seminars etc. 6. Add-on courses have been introduced by most of the Departments and students are free to choose any one as per their will in the respective subject. 7. Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum. 8. All the teachers are encouraged to use ICT tools for effective teaching-learning processes.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/iqac.php
Upload any additional information	View File

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

The institution reviews its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are: 1. Students feedback on faculty, syllabus, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The student's feedback is conducted as per the following norms: a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained. b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. c. The whole process is being operated through IQAC and no other faculty member is involved at any stage. 2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis. 3. Remedial Classes: The

teachers conduct remedial classes and revision for the students wherever needed. 4. Syllabus Monitoring: The principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sapatgramcollege.in/event_sub.php
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The Institute believes in gender equality and makes effort towards Gender sensitization. The sensitivity towards the girl students at this institute is carried as follows: 1. Sexual Harassment Cell, Women's Cell are led by a senior, caring female teaching

member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student. Various moral and religious lectures from time to time, by scholars play a pivotal role in controlling any type of deviant behaviour. Women Cell organized Social Awareness Program On "Importance Of Iron And Oral Health And Girls' Education" on 29/11/22 resourced by Dr H.N. Zaman, MO, Raniganj BPHC, Dr. Suman Lalani Jain, Dentist, Raniganj, BPHC. The Women Cell celebrated International Women's Day & organized Special Talk On Child Marriage And Its Impact On Women Empowerment on 10/3/23 resourced by Dr. Padma Guha Agarwala, Retd. Associate Prof. & Hod, Education, Mrs. Hiramoni Pathak, Centre Administrator, One Stop Centre, Dhubri, Manjuwara Hussain, Social Worker And Special Cell For Women, Dhubri, Dr. Hemanta Kr. Nath, Medical Officer, Santipur P.H.C, Sapatgram. Women Cell also organized An Awareness Campaign On Importance And Maintenance Of Good Oral Health And Hygiene With Open Quiz Competition On Oral Health On World Oral Health Day (20/3/23) resourced by Dr. Suman Lnani Jain, BPHC, Raniganj Bilasipara. Moreover, Extension cum Awareness Programme, Drama Reflecting "The Importance Of Girls' Education In India" on 19/11/22, Awareness Programme on Gender Equality on 8/12/22 were also organized.

File Description	Documents
Annual gender sensitization action plan	https://www.sapatgramcollege.in/upload/iqac_file/1708768079.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sapatgramcollege.in/a_cell.php

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

B. Any 3 of the above

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

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

The College has waste management tank for solid waste, liquid waste, and e-waste. Dustbins are installed at nook and corner of the campus and wastes are collected from the dustbins and decomposed in the waste management tanks. Most of the waste collected is biodegradable. The minimal amount of nonbiodegradable is mostly burnt in the pits. The biodegradable portion too is dumped in the pits for decomposition over time. The solid biodegradable waste collected from the parks, playground and surrounding areas and dumped in the pits for decomposition. Fallen dry leaves of the campus are collected and dumped for decomposition and used as manure for plants. There are provisions of separate dustbins for separate wastes such as degradable and non-degradable, Biomedical waste, E-waste wastes in the college campus. Different wastes are kept separately in different dustbins. In addition, Sapatgram College has signed a MOU with Sapatgram Municipality Board (SMB) for management of non-degradable solid waste such as Biomedical waste management, E-waste and also for Waste recycling system, Hazardous chemicals and radioactive waste management generated within the college campus. The SMB has its own recycling unit for management of Hazardous chemicals and radioactive waste. The SMB waste collecting vehicle comes to the college campus to collect and carry all types of non-degradable solid waste including Biomedical waste management, E-waste from college campus & hostel to their waste recycling unit for appropriate waste management. The SMB charges a nominal amount of monthly fees from the college authority for against this invaluable service.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.sapatgramcollege.in/facilities.php
Any other relevant information	View File

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

B. Any 3 of the above

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

A. Any 4 or all of the above

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

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

Institution provides an inclusive environment for everyone with

tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day, National Unity Day, Constitution Day, National Voter's Day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. Several activities such as Donation Campaign "Manuhe Manuhor Babe", Awareness Programme on International Mother Language Day, Extension Programme on World Day against Child Labour, Cycle Rally for Anti Drug Campaign were also organized.

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

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

The Department of Political Science in collaboration with IQAC, Sapatgram College organized Special Lecture Programme on "Philosophy of the Constitution of India on the occasion of Constitution Day" on 26th November, 2022. In this programme, the college tried to make awareness among the voters and their rights as incorporated in the Constitution of India. The Department of Political Science also observed National Voters' Day on 25th January, 2023 and organized an online lecture session to make awareness among the voters about their rights. The college observed the Republic Day on 26th January every year. On the day, The Principal and the other staffs and other dignitaries delivered speech on the Constitutional parameters regarding rights and duties as a citizen of India. Moreover, the NSS Unit in collaboration with IQAC, Sapatgram College organized Marathon Race for Unity on the occasion of National Unity Day on 31st October, 2022.

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

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

A. All of the above

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

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

12.08.2022: Librarians' Day

15.08.2022: Independence Day 05.09.2022: Teachers' Day

**31.10.2022: National Unity Day 25.01.2023: National Voters' Day
26.01.2023: Republic Day 21.02.2023: International Mother Language Day
08.03.2023: International Women's Day 05.06.2023: World Environment Day**

12.06.2023: World Day against Child Labour

19.06.2023: National Reading Day

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

7.2 - Best Practices

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

Title of the Best Practice: Introduction of Skill Hub at Sapatgram College under PMKVY 4.0 Scheme of NSDC: Sapatgram College has introduced Skill-Hub Initiative (vocational training Centre) to prepare local youths for their future making them skilled and self-employed, make the women financially empowered by skilling them, develop spirit of entrepreneurship among youths of local area through skill enhancement. Skill Hubs are nodal skill centres acknowledged to provide various skills and vocational training opportunities. By realizing the importance and the necessity for developing skills among students, National Education Policy 2020 highlighted on mainstreaming vocational education and to enable removal of academic silos, and creating skilled and work-ready human capital.

Title of the Practice: To promote Social Responsibility through adopted Neighboring Villages. To foster a sense of social responsibility among students and faculty, to contribute holistic development of neighboring villages, to promote sustainable development practices, to manage the gap between the college and surrounding society. Sapatgram College recognizes its responsibility to contribute to development of surrounding villages. With a vision to create a symbiotic relationship between the college and its neighboring society, this aims to address various socio-economic challenges prevalent in the area. The adopted neighboring villages exemplifies its commitment to social responsibility and community development. Despite encountering hurdle, the college remains committed in its mission to create a positive impact and build a better future for all stakeholders.

involved.

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

7.3 - Institutional Distinctiveness

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

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 and skill based education and thereby pave the way for self-employment and entrepreneurship for this rural mass. Being situated in the backward area, the college has empowered the rural and backward community by introducing Skill hub, under which the college has been offering free Skill Courses such as 1. Self-employed tailor, 2. Professional Make-up Artist, 3. Electrical Technician, & 4. Senior Associate Computer DTP. Against this background, the Principal and all the teaching and nonteaching staff are doing their best to improve the inclusive education in this area.

Sapatgram College began its journey for holistic development through holistic education towards the learner community. In order to enable their best potentials, instead of merely laying the focus on academic on text book-based education, Sapatgram College has laid emphasis on the aspects of human being namely, physical, mental, emotional, moral socio-political aspects by adopting some effective measures. These help the students in their holistic development.

- Physical Development and Emotional Development
- Moral Development
- Spiritual Development
- Socio-political Development
- Socio-Cultural Development.

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

7.3.2 - Plan of action for the next academic year

To organize National and International Seminar, Workshop, FDP and online classes. 2. Procurement of more ICT tools for ICT based classes. 3. IQAC emphasizes on research activities to be undertaken by the Faculty Members of various departments. 4. To organize Skill Development Programme for the students under the supervision of Skill Development Department, Govt. of Assam. 5. To initiate Academic and Administrative Audit of the college. 6. To upgrade ecosystem, green audit, Plantation Programme and to promote environmental awareness. 7. Publication of ISBN books and ISSN Journals 8. To make the Central Library portal more dynamic and informative. 9. To purchase more books and equipments for Central Library. 10. To undertake some community development programme such as Health Awareness Programme, Voters' awareness programme, Environmental Awareness Programme etc. 11. To continue the college administration as per Code of Ethics. 12. To continue the practice of No Fossil Fuel Day as best practice. 13. To implement Language Laboratory. 14. To ensure high speed internet connectivity throughout the campus. 15. To continue the activities as per MoU signed with the educational institution and NGOs & GOs. 16. To continue Green Audit. 17. To continue more Add-on courses by each and every department. 18. Up-gradation of sports and gym equipments. 19. To initiate inclusion in NIRF. 20. To carry out village & household survey for future plan of development 21. Installation of rainwater harvesting 22. Installation of High Speed internet connectivity 23. To increase outreach programmes and Community service

24. To conduct awareness programme on health, hygiene, environment and education