



YEARLY STATUS REPORT - 2023-2024

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 **UGC 2f and 12(B)**
- 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.

8399998656

• 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/upload/academic/2023-2024.pdf>**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	PMKVY 4.0	National Skill Development Corporation	August, 2023 to June 2024	Rs. 2502916

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. Internal Quality Assurance Cell of SAPATGRAM COLLEGE 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. In the previous session, the college has obtained 240 targets of which the college has fulfilled 200 targets under this SHI,.Approx 134 Students of Skill-Hub got their Certificate from NSDC in the year 2023-24 and 180 students also enrolled in Second Batch of Skill- Hub in this session. The SHI has mobilized fund from NSDC an amount of Rs. 2,502,915.86 in two tranches.

Department Of Economics in collaboration with IQAC has organized a programme on Financial awarness and consumer programme to aware the students of the college, which will positively impact on their

financial Well-being.

The Department of Bodo in collaboration with Career Counselling Cell under IQAC, Sapatgram College has organized a special talk on Career Prospectus on Civil Services, The Honorable Chief Guest Mr. Dibakar Nath (IAS) DC from Dhubri District, enlightened the students of the college how to clear Civil Service Examination strategically and remain motivated throughout the process of Clearing the examination.

Central library, Sapatgram College organized a BOOK FAIR in collaboration with Fakiragram College. Almost every year, the college organizes the programme for the students.

A seminar on one Year on job Stripen training Programme organized by IQAC and Placement Cell, Sapatgram College in collaboration with Amtron Assam and teamlease Edtech Limited as a part of MOU signed on on 3rd September, 2023. . Puran Grung, Team Leader, Jitupal Dihingia, Counsellor, Prabhat Kumar Trivedi, Counsellor were the resource persons of the programme. They delivered a spontaneous lecture on the procedure of the joining in the company and how it will be benefit for all the students for their bright future ahead. They also offered One Year On Job Stipend Training in various companies from all over India.

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 of Sapatgram College organized an Orientation Programme for B.A. 1st Semester Students, Sapatgram College on 11.08.2023 ii. Central Library, Sapatgram College in collaboration with IQAC organized an Extempore Speech Competition on the occasion of National Librarians' Day on 12.08.2023. iii. Department of Education, Sapatgram College organized an Orientation Programme on NEP on 04.08.2023. iv. Department of Economics organized a Course Outcomes Seminar on 05.08.2023. v. Department of Bengali, Sapatgram College organized a

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Prospectus On Civil Services on 17.10.2023. xiv. Department of Bengali, Sapatgram College organized a Three-Day National Level Workshop and Professional Training Programme on Handicrafts on 01.11.2023 to 03.11.2023. xv. Department Of Education In Collaboration With Women Cell, SCTU, Sapatgram College Under ACTA organized National education Day on 11.11.2023. xvi. Department Of History And The Innovation And Best Practice Cell Of Sapatgram College organized an Extension Activity On The Occasion Of Children Day on 14.11.2023. xvii. Department of English, And Political Science In Collaboration With NSS Unit And Women Cell Of Sapatgram College on Special Lecture Programme On Child Abuse And Social Responsibility on 30.11.2023. xviii. The Electoral Literacy Club In Collaboration With Department Of Political Science, Sapatgram College organized National Voters Day on 25. 01.2024. xix. The Electoral Literacy Club, Sapatgram College in Collaboration with Department Of Political Science organized a Special Lecture Programme On Ethical Voting on 22.2.2024. xx. Department of Political Science in collaboration with Electoral Literacy Club, Sapatgram College organized an Essay Writing Competition On Role Of Women In The Empowerment Of Democracy on 07.03.2024. xxi. Department Of Education And Economics and Women Cell and ACTA In Collaboration With Women Cell Of

Dhubri Zone – 16, ACTA and, Sapatgram College Celebrated International Women's Day on 08.03.2024. xxi. Sapatgram College organized Musical Chair Competition on 11.03.2024. xxii. The Electoral Literacy Club In Collaboration With Department Of Political Science, History And English organized a programme on ModelPollingBoothon 13.03.2024. xxiii. Central Library, Sapatgram College organized Book Fair on 15.03.2024. xxiv. ELC Club, Sapatgram College In Collaboration With Department Of History, Political Science And English organized a programme on Model polling Booth on 21.03.2024. xxv. Department Of Bodo, English And Bengali, In Collaboration With Sapatgram College organized a programme on Celebration Of The Birth Anniversary Of Upendra Nath Brahma as Chatra Divas. xxvi. The Electoral Literacy Club, Sapatgram College In Collaboration With Department Of Political Science, History And Women Cell organized a programme on Voters' Awareness Drive For Women on 04.04.2024. xxvii. Research Cell, In Collaboration With Department Of Political Science And Education organized an One Day Workshop On Research Methodology In Social Sciences on 14.05.2024. xxviii. Department Of History at Sapatgram College In Collaboration With The Innovation And Best Practice Cell organized a Painting Competition on 05.06.2024.

2. The IQAC planned to undertake Community Development Programme

2. i. Department of Assamese organized a Community Development Programme on Manuhe Manuhor Baabe for providing some medicines and two plastic chairs and financial support to an elderly widow of the locality on 08th September, 2023. ii) Department of Bengali organized a three days National level workshop on Professional Training Programme titled Bahumukhi Hasta Shilpakala on 01-12-2023 to 03-12-2023. iii) Department of Economics, Sapatgram College conducted a survey at Shantipur village (Adopted village) to get a picture of the economic and social status of the people living there on 04-11-2023. iv) Department of History and the Innovation and Best Practice Cell of Sapatgram College organized an engaging and educational quiz competition at Khudnamari M.V School, Horaltari (adopted school of department of History) on 14/11/2023. v) A Special Lecture Programme on "Child Abuse and Social Responsibility" was organized by the department of English and Political Science in collaboration with NSS unit and Women Cell of Sapatgram College on 30.11.2023. vi) Department of Bengali organized A cleanliness Programme on Sawach Bharat Abhiyan in the college campus on 13.02.2024. vii) Twodayslong "Awareness Program cum Extension Activity" has been conducted by Nature Cell and Value Based Education Cell,

	Sapatgram College in collaboration with Department of Economics, Sapatgram College on 22nd and 23rd March 2024 in various locations of Sapatgram Town area (Lakhibhandar, Bazaar). viii) One Week Students Internship Programme was organized by Department of Education, Sapatgram College from 29th April to 4th May, 2024 as a part of MOU signed in the Lila Nanda Bidyapith ME School and Department of Education, Sapatgram College. ix) Department of English and NSS Unit of Sapatgram College. Organized a plantation programme on the college premise on 05.06.2024. x) Department of Education organized A Plantation Drive, on the occasion of World Environment Day at Sapatgram College campus on 5/06/2024. xi) Department Of Assamese In Collaboration With Srimanta Sankardev Sangha Dhubri, Lokapriya High School And Rabantari Village organized a Week-Long Workshop On Sattriya Nritya And Khol Baadan on 24-03-2024.
3. Procurement of more ICT tools for ICT based classes	3. i. 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. ii. The college has purchased ICT enables equipment's like two smart panels and single sitting desk in the new smart classrooms.
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 Continue Skill Development Programmes for The Students	5. i. The main achievement in this case is the introduction of Skill Hub Initiative (SHI) under Internal Quality Assurance Cell of SAPATGRAM COLLEGE, 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. Approx 134 Students of Skill-Hub got their Certificate from NSDC (National Skill Development Corporation) in the year 2023-24 and 180 students also enrolled in Second Batch of Skill- Hub in this session. The SHI has mobilized fund from NSDC an amount of Rs. 25,02,916 in two tranches to meet the cost of training of in school 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) Department Of Assamese In Collaboration With Srimanta Sankardev Sangha Dhubri, Lokapriya High School And Rabantari Village organized a Week-Long Workshop On Sattriya Nritya And Khol Baadan on 24-03-2024.
6. To upgrade ecosystem, green Audit, Plantation Programme and to promote Environmental Awareness.	6.The IQAC has taken some initiative to maintain the ecosystem, green campus, plantation and environmental related issues such as i. Department Of History And Department Of Political Science, Sapatgram College organized a programme On “Bamboo Dustbin Making Activity” on 07.1.2023. ii. Department Of Bengali, Sapatgram College Organized A Cleanliness Programme On Swachha Bharat Obhiyan on 13.02.2024. iii. NSS Unit Sapatgram College organized a cleanliness programme on 13.02.2024. iv. Department Of Education, Sapatgram College organized a Plantation Drive On World Environment Day on 05.06.2024.
7. IQAC Plans to Establish More MoU With Other Educational Institution And NGOs	7.i) A number of MoUs were signed during this academic session- Skill Hub, Sapatgram College signed MoU with Future Dream Institute on 10.08.2023. ii)Skill Hub, Sapatgram College signed MoU with Priya’s Creation on 24-06-2024. iii).Sapatgram College signed a MoU with AMTRON Assam and Team Lease Edtech Ltd on 03-09-2023.
8. To introduce more Add-On	8.Almost all the departments

courses by the Departments.	have introduced six-month Add-on Courses during this academic session. These are-i)The Department of English introduced Certificate Course on Communicative English.ii)The Department of Philosophy introduced Add-On Course on Non-Violence (Indian Tradition). iii) The Department of Mathematics introduced Add- On Course On Archives & Museums.iv) The Department of Economics introduced Add-On Course on Women Entrepreneurship. V) The Department of Assamese introduced a Add-On Course on Art Of Recitation. Vi)The Department of Assamese introduced Add-On Course on Practice Teaching. Vii)The Department of Bengali introduced Add-On Course on Spoken English. viii)The Department of Political Science introduced Add-On course on Social and Political Thoughts of Mahatma Gandhi. ix) The Department of Education introduced Add-On Course on Practice Teaching. x) Department of Assamese introduced add-on Course on Bihu Adhyayan. xi)The Department of Mathematics introduced Add- On Course On Glimpses of some Indian Mathematician: A Brief Review. xii) Department of Bengali introduced Add-on Course on Rajbangshi Language.
9. To Incorporate Water and Waste Management Audit To The Existing Format Of Green Audit	9.The college has transports non-degradable waste to Municipality Waste Management Unit as per MoU signed with Sapatgram Municipal Corporation. The IQAC conducts Green audit for the academic

	year 2023-2024 is continuing in the same format.
10. IQAC Emphasizes on Organizing Various Awareness, Plantation Drive, Co-Curricular Programmes with Other Institutions, Corporate Houses, Villages And Schools	10. Several number of activities were organized during the session- i) Sapatgram College & Amtron Elecctronics Development Corporation Ltd & Team lease Edtech Ltd organized a Seminar on
11. To continue No Fossil Fuel Day	11. The Best Practice Cell under the aegis of IQAC, Sapatgram College has introduced No Fossil Fuel Day on every last Saturday of every month.
12. To Accelerate Sports, Gym and Cultural Activities	12. The IQAC initiated to purchase some sports and gym equipments to provide sports and gym facilities to the students.
13. To conduct Gender Audit of the college	13. The IQAC has Implemented the Gender Audit On 30.06.2024.
14. To conduct Energy Audit of the college	14. The IQAC has implemented the Energy Audit on 30/06/2024.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, Sapatgram College	10/09/2024

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
• 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	UGC 2f and 12(B)
• 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.	8399998656				
• 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/upload/acalendar/2023-2024.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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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	
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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	
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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
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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. Internal Quality Assurance Cell of SAPATGRAM COLLEGE 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. In the previous session, the college has obtained 240 targets of which the college has fulfilled 200 targets under this SHI,.Approx 134 Students of Skill-Hub got their Certificate from NSDC in the year 2023-24 and 180 students also enrolled in Second Batch of Skill- Hub in this session. The SHI has mobilized fund from NSDC an amount of Rs. 2,502,915.86 in two tranches.		
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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 Continue Skill Development Programmes for The Students	5. i. The main achievement in this case is the introduction of Skill Hub Initiative (SHI) under Internal Quality Assurance Cell of SAPATGRAM COLLEGE, 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. Approx 134 Students of Skill-Hub got their Certificate from NSDC(National Skill Development Corporation) in the year 2023-24 and 180 students also enrolled in Second Batch of Skill- Hub in this session. The SHI has mobilized fund from NSDC an amount of Rs. 25,02,916 in two tranches to meet the cost of training of in school 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) Department Of Assamese In Collaboration With Srimanta Sankardev Sangha Dhubri, Lokapriya High School And Rabantari Village organized a Week-Long Workshop On Sattriya Nritya And Khol Baadan on 24-03-2024.
6. To upgrade ecosystem, green Audit, Plantation Programme and to promote Environmental Awareness.	6.The IQAC has taken some initiative to maintain the ecosystem, green campus, plantation and environmental related issues such as i. Department Of History And Department Of Political Science, Sapatgram College organized a programme On "Bamboo Dustbin Making Activity" on 07.1.2023. ii. Department Of Bengali, Sapatgram College Organized A Cleanliness Programme On Swachha Bharat Obhiyan on 13.02.2024. iii. NSS Unit Sapatgram College organized a cleanliness programme on 13.02.2024. iv. Department Of Education, Sapatgram College organized a Plantation Drive On World Environment Day on 05.06.2024.
7. IQAC Plans to Establish More MoU With Other Educational Institution And NGOs	7.i) A number of MoUs were signed during this academic session- Skill Hub, Sapatgram College signed MoU with Future Dream Institute on 10.08.2023. ii)Skill Hub, Sapatgram College

	signed MoU with Priya's Creation on 24-06-2024. iii).Sapatgram College signed a MoU with AMTRON Assam and Team Lease Edtech Ltd on 03-09-2023.
8. To introduce more Add-On courses by the Departments.	8.Almost all the departments have introduced six-month Add-on Courses during this academic session. These are-i)The Department of English introduced Certificate Course on Communicative English.ii)The Department of Philosophy introduced Add-On Course on Non- Violence (Indian Tradition). iii) The Department of Mathematics introduced Add-On Course On Archives & Museums.iv) The Department of Economics introduced Add-On Course on Women Entrepreneurship. V) The Department of Assamese introduced a Add-On Course on Art Of Recitation. Vi)The Department of Assamese introduced Add-On Course on Practice Teaching. Vii)The Department of Bengali introduced Add-On Course on Spoken English. viii)The Department of Political Science introduced Add-On course on Social and Political Thoughts of Mahatma Gandhi. ix) The Department of Education introduced Add-On Course on Practice Teaching. x) Department of Assamese introduced add-on Course on Bihu Adhyayan. xi)The Department of Mathematics introduced Add- On Course On Glimpses of some Indian Mathematician: A Brief Review.

	xii) Department of Bengali introduced Add-on Course on Rajbangshi Language.
9. To Incorporate Water and Waste Management Audit To The Existing Format Of Green Audit	9.The college has transports non-degradable waste to Municipality Waste Management Unit as per MoU signed with Sapatgram Municipal Corporation. The IQAC conducts Green audit for the academic year 2023-2024 is continuing in the same format.
10. IQAC Emphasizes on Organizing Various Awareness, Plantation Drive, Co-Curricular Programmes with Other Institutions, Corporate Houses, Villages And Schools	10.Several number of activities were organized during the session- i) Sapatgram College & Amtron Elecctronics Development Corporation Ltd & Team lease Edtech Ltd organized a Seminar on
11. To continue No Fossil Fuel Day	11. The Best Practice Cell under the aegis of IQAC, Sapatgram College has introduced No Fossil Fuel Day on every last Saturday of every month.
12. To Accelerate Sports, Gym and Cultural Activities	12. The IQAC initiated to purchase some sports and gym equipments to provide sports and gym facilities to the students.
13.To conduct Gender Audit of the college	13. The IQAC has Implemented the Gender Audit On 30.06.2024.
14. To conduct Energy Audit of the college	14. The IQAC has implemented the Energy Audit on 30/06/2024.
13.Whether the AQAR was placed before statutory body?	Yes
• Name of the statutory body	

Name	Date of meeting(s)
Governing Body, Sapatgram College	10/09/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	24/02/2024

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 AddOn 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

878

Number of students during the year

File Description	Documents
Data Template	View File

2.2

318

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

142

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	33
Total number of Classrooms and Seminar halls	
4.2	113.15
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	55
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, prepares 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/department_s.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)

12

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

403

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

330

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

382

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/1723546873.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

117

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
871	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/departments.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

10

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

208

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 emails, 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/departments.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/departments.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/iqa_c_file/1722751090.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/iqac_sub.p hp

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

142

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/1725440605.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/student_satisfaction.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)

0

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

0

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

21

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

10

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

27

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 2023-24 is as under:

1. On the occasion of National Unity Day (Rashtriya Ekta Divas), a Marathon Race was organized by NSS Unit & Scout & Guide in collaboration with Major Games (SCSUC-2023) on 31st October, 2023.

2. A Special Lecture Programme on "Child Abuse and Social Responsibility" was organized by NSS Unit in collaboration with Department of Political Science, English and Women Cell of Sapatgram College on 30th November, 2023.

3. A Road Safety Awareness Programme was organized by NSS Unit and Yuva Tourism club in collaboration with MG Motors Honda, Dhubri Branch on 1st December, 2023.

4. An Awareness Programme on Road Safety was organized by NSS Unit & Department of Political Science & IQAC of Sapatgram College in collaboration with Sapatgram Police Station on 8th February, 2024.

5. A Cleanliness Programme with motto "Students Against Dirt" was organized by NSS Unit, Sapatgram College on 13th February, 2024.

6. NSS Unit and Department of English, Sapatgram College planted some samplings in the college premises on the occasion of World Environment Day on 5th June, 2024.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/upload/event_file/1724914164.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

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

6

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

330

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

12

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

40

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://www.sapatgramcollege.in/facilities.php

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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

37.10 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

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)

2.84 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

70

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)

76.05 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

349

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

1

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

25

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

25

File Description	Documents
Any additional information	View File
Number of students benefitted 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 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

A. All of the above

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

4

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

20

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

5

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.

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/upload/committee/1722832346.pdf
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

61

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 Sapatgram College donated the main gate of the college and organized the Inauguration ceremony of college Main Gate on College Foundation Day, 07-08-2024.

2. The alumni Meet organized by Department of Bengali, Sapatgram College on 31st March, 2024.

3. Sapatgram College celebrated International Women's Day on 11th March instead of 8th March due to Holiday for Sivratti. It was organized by Women Cell, ACTA in collaboration with Women Cell of Dhubri Zone - 16, ACTA and Department of Education and Economics, Sapatgram College.

4. On 11-06-2024 IQAC and Placement Cell, Sapatgram College in collaboration with Amtron, Assam And Team Lease Edtech Limited organized a One Year On Job Training programme for the students of the Sapatgram College as a part of MOU signed on 3rd September, 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 D. 1 Lakhs - 3Lakhs (INR in Lakhs)

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 harrasement 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. •LibraryAdvisory 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/p_plan.php
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://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	View File
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 & nonteaching 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 nonteaching 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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

8

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 reflectsthedetails

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)

1.39

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 it's 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/upload/event_file/1725440605.pdf
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 Harrasment 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, SCTU, Sapatgram College under ACTA in collaboration with Department of Education organized a Street Rally and Street Play on the occassin of National Education Day on 11/11/2023. Women Cell in collaboration with NSS Cell, Sapatgram College, Department of English & Political Science, Sapatgram College organized a Special Lecture Programme on Child Abuse and Social Responsibility on 30/11/2023 resourced by Arunabh Dev Sharma, Consultant, Kailash Satyarthi Children Foundation, Kokrajhar District and Program Secretary, BAARD, NGO- Kokrajhar. Women Cell, ACTA in collaboration with Women Cell, Dhubri Zone-16, Deptt of Education and Economics, Sapatgram College organized a Lecture on theme "Inspire Inclusion Human Rights with special Reference to women & Child Right" on 11/03/2024 resourced by Hemlata Kakoti, Principal In-Charge(Retd), Chilarai College & Dr. P.G. Agarwala, Associate Professor(Retd), Sapatgram College. Women Cell, Sapatgram College in collaboration with Electoral Literacy Club, Sapatgram College, Department of Political Science and Hi8sto9ry, Saapatgram College organized a Voter's Awareness Drie for Women on 04/04/2024.

File Description	Documents
Annual gender sensitization action plan	https://www.sapatgramcollege.in/upload/iqac_file/1724152835.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://www.sapatgramcollege.in/upload/cell_events/1725518780.pdf

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 nondegradable solid waste such as Biomedical waste management, Ewaste 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 nondegradable solid waste including Biomedical waste management, Ewaste 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:

A. Any 4 or All of the above

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

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

A. Any 4 or all of the above

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	View File
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	View File
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 Children Day, Special Lecture Programme on Child Abuse and Social Responsibility 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 Electoral Literacy Club, Sapatgram College organized Special Lecture Programme on the theme "Nothing like Voting, I Vote for

Sure" on 25th January, 2024. In this programme, the college tried to make awareness among the voters and their rights as incorporated in the Constitution of India. 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. The Department of Political Science in collaboration with Electoral Literacy Club, Sapatgram College organized Special Lecture programme on Ethical Voting on 22nd February, 2024 to make awareness among the voters about their rights. The Department of Political Science in collaboration with Electoral Literacy Club, Sapatgram College organized an Essay Writing Competition on "Role of Women in the Empowerment of Democracy" on 7th March, 2024. The Department of Political Science, History and English in collaboration with Electoral Literacy Club, Sapatgram College organized Model Polling Booth programme on 13th March, 2024. The Department of Political Science, History and English in collaboration with Electoral Literacy Club, Sapatgram College organized Model Polling Booth programme on 21st March, 2024 resourced by SDO Civil Bilasipara, Miss. Shristi Singh & Asstt. Commissioner, Jiaur Rahman. Moreover, the NSS Unit and Scout & Guide in collaboration with Major Games (SCSUC-2023), Sapatgram College organized Marathon Race for Unity on the occasion of National Unity Day on 31st October, 2023.

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

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

12.08.2023: National Librarians' Day

15.08.2023: Independence Day

05.09.2023: Teachers' Day

31.10.2023: National Unity Day

25.01.2024: National Voters' Day

26.01.2024: Republic Day

21.02.2024: International Mother Language Day

08.03.2024: International Women's Day

23.04.2024: World Book Day and Copyright Day

05.06.2024: World Environment Day

21.06.2024: International Yoga 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.

BEST PRACTICE I:

1.TITLE OF THE PRACTICE

‘Kaushal Vikash’ through implementation of Skill Hub at Sapatgram College

2.OBJECTIVES OF THE PRACTICE

- To provide vocational training to students and local community, enhancing their employability and entrepreneurial skills.
- To contribute tonational skill development initiative by aligning withobjectives of the Pradhan Mantri Kaushal Vikas Yojana(PMKVY-4.0).
- To bridge skill gap in key sectors such as tailoring,makeup artistry,electrical technology,and desktop publishing,thereby promoting self-employment and job readiness.

3.CONTEXT

Sapatgram College is the first college in entire Dhubri district to introduce and implement skill development courses in its course curriculum.Recognizing the growing need for skill development inregion,Dr. Jogomaya Paul,Coordinator,IQAC as well as Single Point of Contact(SPOC) toNational Skill Development Corporation(NSDC),tookinitiative to submitexpression of interest form to NSDC forestablishment ofSkill Hub at Sapatgram College.

BEST PRACTICE II

1.TITLE OF THE PRACTICE:

Sustainable Initiatives and Cultural Expressions:A Collaborative Workshop Series

2.Objectives of the Practice:

1. To Promote Sustainability and Cultural Heritage
2. To Integrate Environmental and Cultural Education:
3. To Encourage Active Engagement

3.CONTEXT:

This practice is aligned with Sapatgram College's commitment to interdisciplinary learning and community engagement.The series is strategically timed to coincide with significant cultural and environmental events,such as World Environment Day and Eco-friendly Holi. This alignment ensures that activities are both relevant and impactful,bridging global and local concerns.

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.

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, prepares 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)****12**

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**403****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****330**

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

382

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/1723546873.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

117

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
871	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/departments.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**10**

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****208**

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 emails, 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/departments.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/departments.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/iqac_file/1722751090.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/iqac_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

142

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/1725440605.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/student_satisfaction.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)

0

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

0

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

21

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****10**

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****27**

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 2023-24 is as under:

1. On the occasion of National Unity Day (Rashtriya Ekta

Divas), a Marathon Race was organized by NSS Unit & Scout & Guide in collaboration with Major Games (SCSUC-2023) on 31st October, 2023.

2. A Special Lecture Programme on "Child Abuse and Social Responsibility" was organized by NSS Unit in collaboration with Department of Political Science, English and Women Cell of Sapatgram College on 30th November, 2023.

3. A Road Safety Awareness Programme was organized by NSS Unit and Yuva Tourism club in collaboration with MG Motors Honda, Dhubri Branch on 1st December, 2023.

4. An Awareness Programme on Road Safety was organized by NSS Unit & Department of Political Science & IQAC of Sapatgram College in collaboration with Sapatgram Police Station on 8th February, 2024.

5. A Cleanliness Programme with motto "Students Against Dirt" was organized by NSS Unit, Sapatgram College on 13th February, 2024.

6. NSS Unit and Department of English, Sapatgram College planted some samplings in the college premises on the occasion of World Environment Day on 5th June, 2024.

File Description	Documents
Paste link for additional information	https://www.sapatgramcollege.in/upload/event_file/1724914164.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

4

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

6

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

330

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

12

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

40

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/facilitie_s.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://www.sapatgramcollege.in/facilities.php

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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

37.10 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)

2.84 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

70

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)****76.05 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

349

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

1

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

25

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

25

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

4

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

20

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

5

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.

50

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/upload/committee/1722832346.pdf
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

61

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 Sapatgram College donated the main gate of the college and organized the Inauguration ceremony of college Main Gate on College Foundation Day, 07-08-2024.

2. The alumni Meet organized by Department of Bengali, Sapatgram College on 31st March, 2024.

3. Sapatgram College celebrated International Women's Day on 11th March instead of 8th March due to Holiday for Sivratti. It was organized by Women Cell, ACTA in collaboration with Women Cell of Dhubri Zone - 16, ACTA and Department of Education and Economics, Sapatgram College.

4. On 11-06-2024 IQAC and Placement Cell, Sapatgram College in

collaboration with Amtron, Assam And Team Lease Edtech Limited organized a One Year On Job Training programme for the students of the Sapatgram College as a part of MOU signed on 3rd september, 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)

D. 1 Lakhs - 3Lakhs

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/p_plan.php
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://sapatgramcollege.in/
Link to Organogram of the Institution webpage	https://sapatgramcollege.in/upload/igac_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	View File
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 & nonteaching 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 nonteaching 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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

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

8

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 reflectsthedetails 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 thefinancial processes in the college arestrictly 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)

1.39

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/upload/event_file/1725440605.pdf
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 Harrasment 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, SCTU, Sapatgram College under ACTA in collaboration with Department of Education organized a Street Rally and Street Play on the occassin of National Education Day on 11/11/2023. Women Cell in collaboration with NSS Cell, Sapatgram College, Department of English & Political Science, Sapatgram College organized a Special Lecture P5rogramme on Child Abuse and Social Responsibility on 30/11/2023 resourced by Arunabh Dev Sharma, Consultant, Kailash Satyarthi Children Foundation, Kokrajhar District and Program Secretary, BAARD, NGO- Kokrajhar. Women Cell, ACTA in collaboration with Women Cell, Dhubri Zone-16, Deptt of Education and Economics, Sapatgram College organized a Lecture on theme "Inspire Inclusion Human Rights with special Reference to women & Child Right" on 11/03/2024 resourced by Hemlata Kakoti, Principal In-Charge(Retd), Chilarai College & Dr. P.G. Agarwala, Associate Professor(Retd), Sapatgram College. Women Cell, Sapatgram College in collaboration with Electoral Literacy Club, Sapatgram College, Department of Political

Science and History, Saapatgram College organized a Voter's Awareness Drive for Women on 04/04/2024.

File Description	Documents
Annual gender sensitization action plan	https://www.sapatgramcollege.in/upload/igac_file/1724152835.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://www.sapatgramcollege.in/upload/cell_events/1725518780.pdf

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 nondegradable solid waste such as Biomedical waste management, Ewaste 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 nondegradable solid waste including Biomedical waste management, Ewaste 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:

A. Any 4 or All of the above

- 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**

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

A. Any 4 or all of the above

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	View File
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

C. Any 2 of the above

assistance, reader, scribe, soft copies of
reading material, screen reading

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	View File
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 Children Day, Special Lecture Programme on Child Abuse and Social Responsibility 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 Electoral Literacy Club, Sapatgram College organized Special Lecture Programme on the theme "Nothing like Voting, I Vote for Sure" on 25th January, 2024. In this programme, the college tried to make awareness among the voters and their rights as incorporated in the Constitution of India. 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. The Department of Political Science in collaboration with Electoral Literacy Club, Sapatgram College organized Special Lecture programme on Ethical Voting on 22nd February, 2024 to make awareness among the voters about their rights. The Department of Political Science in collaboration with Electoral Literacy Club, Sapatgram College organized an Essay Writing Competition on "Role of Women in the Empowerment of Democracy" on 7th March, 2024. The Department of Political Science, History and English in collaboration with Electoral Literacy Club, Sapatgram College organized Model Polling Booth programme on 13th March, 2024. The Department of Political Science, History and English in collaboration with Electoral Literacy Club, Sapatgram College organized Model Polling Booth programme on 21st March, 2024 resourced by SDO Civil Bilasipara, Miss. Shristi Singh & Asstt. Commissioner, Jiaur Rahman. Moreover, the NSS Unit and Scout & Guide in collaboration with Major Games (SCSUC-2023), Sapatgram College organized Marathon Race for Unity on the occasion of National Unity Day on 31st October, 2023.

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

A. All of the above

Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

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

12.08.2023: National Librarians' Day

15.08.2023: Independence Day

05.09.2023: Teachers' Day

31.10.2023: National Unity Day

25.01.2024: National Voters' Day

26.01.2024: Republic Day

21.02.2024: International Mother Language Day

08.03.2024: International Women's Day

23.04.2024: World Book Day and Copyright Day

05.06.2024: World Environment Day

21.06.2024: International Yoga 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.

BEST PRACTICE I:

1.TITLE OF THE PRACTICE

'Kaushal Vikash' through implementation of Skill Hub at Sapatgram College

2.OBJECTIVES OF THE PRACTICE

- To provide vocational training to students and local community, enhancing their employability and entrepreneurial skills.
- To contribute to national skill development initiative by aligning with objectives of the Pradhan Mantri Kaushal Vikas Yojana (PMKVY-4.0).
- To bridge skill gap in key sectors such as tailoring, makeup artistry, electrical technology, and desktop publishing, thereby promoting self-employment and job readiness.

3.CONTEXT

Sapatgram College is the first college in entire Dhubri district to introduce and implement skill development courses in its course curriculum. Recognizing the growing need for skill development in region, Dr. Jogomaya Paul, Coordinator, IQAC as well as Single Point of Contact (SPOC) to National Skill Development Corporation (NSDC), took initiative to submit expression of interest form to NSDC for establishment of Skill Hub at Sapatgram College.

BEST PRACTICE II**1.TITLE OF THE PRACTICE:**

Sustainable Initiatives and Cultural Expressions:A Collaborative Workshop Series

2.Objectives of the Practice:

- 1. To Promote Sustainability and Cultural Heritage**
- 2. To Integrate Environmental and Cultural Education:**
- 3. To Encourage Active Engagement**

3.CONTEXT:

This practice is aligned with Sapatgram College's commitment to interdisciplinary learning and community engagement. The series is strategically timed to coincide with significant cultural and environmental events, such as World Environment Day and Eco-friendly Holi. This alignment ensures that activities are both relevant and impactful, bridging global and local concerns.

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

Action Plan for next academic session are mentioned below:

1. Get prepared and participate in the Third Cycle of the NAAC Assessment and Accreditation process.
2. Increase the number of smart/ICT enabled classrooms.
3. Enhance connections with industry to boost on-campus placement opportunities.
4. Increase Collaborations with National and International institutions.
5. Organize workshops and training sessions for faculty on the latest teaching methods and technologies.
6. Provide financial assistance and incentives for faculty research and development.

7. Establish partnerships with industries for research projects and internships.

8. Continuously monitor quality initiatives