

**ANNUAL QUALITY ASSURANCE REPORT
(2015-16)**



**SUBMITTED
TO
NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL (NAAC)
BANGALORE-560072
ON
29-12-2018**

**Submitted by
INTERNAL QUALITY ASSURANCE CELL
SAPATGRAM COLLEGE, SAPATGRAM
P.O. :- SAPATGRAM,
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The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2015-2016

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2015 to June 30, 2016)

Part – A

AQAR for the year (for example 2014-15)

2015-16

1. Details of the Institution

1.1 Name of the Institution	Sapatgram College
1.2 Address Line 1	P.O. - Sapatgram
Address Line 2	Dist.: Dhubri
City/Town	Sapatagram
State	Assam
Pin Code	783337
Institution e-mail address	principalsapatgramcollege@gmail.com
Contact Nos.	+919435243684
Name of the Head of the Institution:	Dr. Rajeshwar Prasad Singh
Tel. No. with STD Code:	N/A
Mobile:	+919435243684
Name of the IQAC Co-ordinator:	Dr. Gour Krishna Saha
Mobile:	+919435126302

IQAC e-mail address:

1.3 NAAC Track ID

1.4 NAAC Executive Committee No. & Date:
(For Example
EC/32/A&A/143 dated 3-
5-2004. This EC no. is
available in the right
corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

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

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

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

AQAR 2015-16 submitted to NAAC on 29-12-2018

1.9 Institutional Status

University State Central Deemed
Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.10 Type of Faculty / Programme

Arts Science Commerce Law

PEI (Phys Edu) TEI (Edu) Engineering

Health Science Management

Others (Specify)

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

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

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

Autonomy by State/Central Govt. / University

College with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG Programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

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

Yes No

If yes, mention the amount

Nil

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State

Institution Level

(ii) Themes

- Workshop on Research Methodology in Social Sciences.
- Workshop on Examination reform.

2.14 Significant Activities and contributions made by IQAC

- Self-appraisal reports of individual teachers were collected by IQAC to keep a record of the different activities of the faculty members.
- IQAC encourages the faculty members to take up project work and research activities. It also encourages the teachers to present papers in national and international seminars and conferences. As a result of this, some teachers are engaged in research work and many of them have presented research papers in national and international seminars.
- IQAC makes sure the continuation of organizing Departmental Seminars for the Major students. The seminars are conducted every week as per the allotted time in the Class Routine.
- IQAC take active initiative to continue the mentoring system which was introduced in the year 2012-13.
- IQAC keeps record of Student Feedback on teachers and analyzed them for the betterment of teaching and learning process.
- IQAC gives special attention to improve overall quality of the institution with the optimum use of resources and fund.
- Prepares the Annual Budget of the College.
- Organized a Training Programme on “Office Automation” for non-teaching staff of the college.
- Organized a Workshop on “Research Methodology in Social Sciences” for the faculty members of the college.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
• IQAC had the plan of	• The construction was completed

<p>improving the infrastructure by Construction of Guest House on the 1st Floor and a Hall on the 2nd Floor of Canteen Building.</p> <ul style="list-style-type: none"> • Construction of Classrooms, Departmental Rooms, Smart Classroom and toilets out of Govt. of Assam grants. • Purchase of ICT aids. • To observe the days like Independence Day, Republic Day, International Women's Day, Non-Violence Day, Anti Terrorism Day, International Yoga Day and International Day Against Drug Abuse in the college in order to create awareness in the students about environment, health and hygiene, development of personality as to inculcate in them a sense of responsibility towards the society in general and towards the nation in particular. 	<ul style="list-style-type: none"> • The construction was completed • ICT aids were purchased. • These days were observed.
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Academic Calendar of the year 2015-2016 (See Annexure-1)

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

Management Syndicate Any other body

Provide the details of the action taken

- | |
|--|
| <ul style="list-style-type: none"> • The principal in consultation with the faculty and staff verified the AQAR and did necessary correction whenever it was necessary. • Shared the content of the AQAR with the faculties in the meeting of the Academic Cell. • The AQAR is approved by the Governing Body, Sapatgram College. |
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Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

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

Interdisciplinary				
Innovative				

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

Open Options.

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

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

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

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

Major Subjects	Combination Subjects (Any one of the following)
1. English	Economics / Education / Political Science / Philosophy/History/Computer Application/Mathematics
2.Assamese	Economics / Political Science / Education / History / Philosophy/Computer Application/Mathematics
3.Bengali	Political Science / Education / Economics / History / Philosophy/Computer Application/Mathematics
4.Education	Economics / Political Science/ History/ Philosophy/Comp. App./Mathematics
5.Political Science	Economics / Education / Philosophy/ History/Comp. App./Mathematics
6.Economics	Political Science / Education / Philosophy / History/Comp.

	App./Mathematics
7.History	Political Science / Education / Economics / Philosophy /Computer Application/Mathematics

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	

1.3 Feedback from stakeholders*

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

Analysis of the feedback in the year 2015-2016 (See Annexure-IV)

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

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

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
23	08	15	-	-

2.2 No. of permanent faculty with Ph.D. 07

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	06
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	5	08	2
Presented papers	04	07	
Resource Persons	01	01	

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

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

2. Continued the mentoring system during the session 2015-16. It is believed that by introduction of the mentoring system, the problems faced by the students in teaching-learning and other activities has been partially addressed.
3. Continued the practice of organizing the weekly departmental seminars for Major students in order to enable them to interact among themselves and with the teachers.
4. Continued the practice of giving home assignments to the Major students as part of their internal assessment.
5. Improved library services by computerization of library functions, new acquisitions and enhancing access.
6. Facility of computer and internet access and training to teachers, non-teaching staff and students are provided.
7. Encouraged the faculty members to present papers in National/ International Seminars/ Conferences/ Workshops, to take up Minor/ Major Research Projects under UGC Scheme, to avail the benefit of Faculty Improvement Programme under UGC for research work and to publish papers in ISSN/ ISBN Journals/ Books or other journals.
8. Introduced Under Graduate Correspondence Courses through Krishna Kanta Handique State Open University.

2.7 Total No. of actual teaching days during the academic year during this academic year 188

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

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

2.10 Average percentage of attendance of students 75%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Total no. of students Passed	Division				
			Distinction %	I %	II %	III %	Pass %
B.A. (Major)	84	67	-	41.79	41.79	16.41	79.76
B.A. (General)	71	48	-	-	16.66	83.33	67.60

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

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

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	01
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	02
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	04
Others	-

2.14 Details of Administrative and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	02	-	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

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

The IQAC encourages faculty members to take up major and minor research projects. The research Cell of the college explores the feasibility of research. The faculty members are encouraged to write seminar papers, research proposals and granted duty leaves as per requirements. All undergraduate students undertake field study on “Environmental Studies” to collect information on different environment related topic.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals		3	2
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2015-16	UGC	1,30,000/-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	01	-	1,30,000/-	-

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

Chapters in Edited Books

ii) Without ISBN No.

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

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations

International National Any other

3.14 No. of linkages created during this year: Nil

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year:

Type of Patent		Number
National	Applied	No
	Granted	No
International	Applied	No
	Granted	No
Commercialized	Applied	No
	Granted	No

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

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

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

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS events:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized

University forum College forum

NCC NSS Any other

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

- Gandhi Jayanti was observed by the Extension Education Cell of the college on 2nd October, 2015. Cleanliness drive was implemented by the students in the college campus and the market area of the town. The students also performed street plays on the benefits of cleanliness.
- An Awareness Programme was organized by Value Based Education Cell in Chaukuri L. P. School on 15th October, 2015 on Global Hand Washing Day. In the programme the children of the school were advised to wash their hands with soap and the technique of hand washing was taught to them. By Dr. P.G. Agarwala. The Headmaster, teachers, students and some local people of the village were present on the occasion.
- 14 Rovers and 7 Rangers with 2 Leaders of the Scout & Guide of the college participated in the Inter State Hiking Programme at Delhi, Agra, Shimla from 21.10.2015 to 02.11.2015. The Programme included Rock Climbing and Mountaineering Course.
- The Flag Day of Scouts and Guides was observed on 7th November, 2015 in the college campus. The Rovers and Rangers of the college cleaned the college campus under Swacha Bharat Abhiyan.
- The School Adoption Committee of Sapatgram College adopted the Silghagri L.P.School (Provisionally Government Aided) established in 1980 located at Silghagri Village under Kadamtola Gram Panchayat on 29.12.2015. one Blackboard, one Table, two Benches, Exercise Books for students, two Football, six C.I Sheets were provided to the school for uplifting the infrastructure of the school. Art Competition was conducted and prizes were awarded for inculcating artistic temperament in the children.
- The Rovers and Rangers of the college took part as volunteers in the SouthAsian Games organized at Guwahati and Shillong from 06.02.2016.
- Thinking Day was observed on 22nd February, 2016, the birth anniversary of Lord Stephen Baden Powell and his wife Lady Baden Powell in the college campus. An All Faith Prayer Meeting was organised on the day. A cultural function was organised by the Rangers and Rovers of the college.
- International Women's Day was observed on 8th March, 2016 organized by Women Cell, Sapatgram College in collaboration with Dhubri Zonal Women's Cell and Brihottar Sapatgram Mahila Yeikya Mancha in the college. A seminar on "Women Empowerment" was held. An Art Competition of school and college students was held on that day. A rally of the girl students and members of Yeikya Mancha was organized through the town and adjoining villages. Street plays about the rights of

women were performed by the students. A cultural programme was organized by the students.

- Rabindra Jayanti was observed on 9th May, 2016. The Principal and the teachers of the Department of Bengali spoke on the contribution of Rabindranath Tagore to Indian Literature. More than 150 students and teachers participated in the Programme.
- Anti Terrorism Day was observed in the college on 21.05.2016. It was organized by the Value Based Education Cell. A Lecture Session was held on the day. The speakers included Mr. S. k. Panigrahi, Mr. N.I.Mondal, Dr. G. K. Saha & Dr. K. K. Roy.
- World Environment Day was observed by Extension Education Cell, Sapatgram College on 5th June, 2016 with a day-long programme in Hatasora village near Pratapkhata. There was plantation programme in the village. The students organized a rally in the village with placards for inculcating awareness in the public about environmental pollution and its degradation. Street plays were also performed by the students with the same purpose. The general public was advised to ban plastic in their day-to-day life.
- 2nd International Yoga Day was observed in the college by the Value Based Education Cell on 21st June, 2016 in the Indoor Stadium. More than 100 students participated in the programme. Mr. N. I. Mondal and Mr. Akhil Das spoke on the value and benefits of yoga and advised the students to make it a part of their daily life. Mr. A. Das demonstrated some yoga postures and the students performed them. As it is, the Value Based Education Cell organizes yoga classes every Sunday in the college campus.
- International Day Against Drug Abuse was organized by the Value Based Education Cell, Sapatgram College in collaboration with Civil Administration, Bilasipara and Sapatgram Town Committee on 26.06.2016. A rally of school and college students and teachers with placards and banners was organized in the morning from Sapatgram Town Committee Office to Sapatgram College through the town. Slogans were shouted regarding the evil effects of drugs on the society. A Lecture Session was organized in the college at 11.00 A.M on the evil effects of drugs. The speakers included Mr. S.K.Panigrahi, Mr. Enamul Hussain, EAC, Bilasipara, Mr. N. I. Mondal, Mr. M. H. Choudhury, Mrs. Minati Sarkar, Chairperson, STC and Mr. G.Saha, Headmaster, Sapatgram Bengali High School.

Criterion – IV

4. Infrastructure and Learning Resources:

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	34802.97 sq.mt.			34802.97 sq.mt.
Class rooms	2015.35 sq. mt.	1055.38 sq. mt.	Govt. of Assam	3070.73 sq. mt.
Laboratories	28.06 sq. mt.	98.11 sq. mt.	College Fund	126.17 sq. mt.
Seminar Halls	133.04 sq. mt.	-	-	133.04 sq. mt.
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	HP Desktop 2set, Steel Desk Bench 40pairs, Printer 3pic, Smart class rooms	UGC, Infrastructure Development Grant, College fund	HP Desktop 2set, Steel Desk Bench 40pairs, Printer 3pic, Smart class rooms

		ICT Accessories etc.		ICT Accessories etc.
Value of the equipment purchased during the year (Rs. in Lakhs)	-	6,79,502/-	-	6,79,502/-
Others (Guest House & IDOL Room)	3126.95 Sq. mt	187.29 sq. mt.	U.G.C & College Fund	3314.24 sq. mt.

4.2 Computerization of administration and library

- Data Entry Process is going on with SOUL 2,0 software developed by INFLIBNET.
- The Books and other reading materials are being classified using DDC (Dewey decimal classification 23rd Edition).
- The Browne System is being followed in the circulation section.
- Book Bank facility has been provided for the students belonging to SC / ST / OBC / Minority / BPL categories. More number of books have been added.
- Internet facility has been provided to the Central Library with the use of BSNL Wimax.
- Partly Computerization of Administration, Central Library and the process of admission.
- Reprography Service has been provided in the Central Library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15287	Rs.28,18,148/-	542	Rs.87,197/-	15829	Rs.29,12,745/-
Reference Books	1958		41	Rs.7,400/-	1999	
e-Books			80409 (As per N-List)	Free of Cost	-	-
Journals & Periodicals	18	19,171/-			18	19171/-
e-Journals		-	3828 (As per N-List)	Free of Cost	3828	Free of cost
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-
	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
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Existing	38		Wimax	-	18	04	06	10
Added	01			-	-	-	-	01
Total	39			-	18	04	06	11

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

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

4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs.1, 06,062/-

ii) Campus Infrastructure and facilities

Rs. 1,39,27,220/-

iii) Equipments

Rs.3, 93,440/-

iv) Others

Rs.2, 82,000/-

Total :

Rs. 1, 47, 08,722/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC informs the students about student support services through prospectus.
- Separate hand outs are given to the students for enrolling themselves in NSS and Scouts & Guides.
- The IQAC ensures that the departments should provide the major students a copy of the syllabus.

5.2 Efforts made by the institution for tracking the progression

Though the college has not evolved any formal mechanism for tracking the progression of students, it gets connected with them through alumni meetings.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
731	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
443	60.6

Women

No	%
288	39.4

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
389	59	03	167	02	620	506	40	02	181	02	731

Demand ratio: 1:1 Dropout %: 4.29

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

Nil

No. of students beneficiaries

-

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

NET	01	SET/SLET	02	GATE	Nil	CAT	Nil
IAS/ IPS etc.	Nil	State PSC	Nil	UPSC	Nil	Others	Nil

5.6 Details of student counseling and career guidance

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

- A workshop on “Choice of Subjects for Applicants to Degree Courses” was organized by the Career Counseling Cell, Sapatgram College, on 16-06-2015 for the applicants for Degree course, 2015-16. Dr. T. K. Sarmah, Principal presided over the Workshop. The Convener Mr. I. Sarkar; Co-convener Dr. G. K. Saha and the members of the Cell elaborated the prospects of different General and Major Subjects of the Degree Course. The students were motivated to opt for Major/ General Subjects as per their choice and affinity towards the subject. More than 320 applicants were present in the workshop. The workshop ended with a brief motivational speech by Dr. Tarini Kanta Sarmah, Principal, Sapatgram College.
- A workshop on ‘Career Counselling for Final Year Students’ was organized by the Career Counseling Cell, Sapatgram College, on 16-05-2016 to guide the outgoing Final Year B.A students after their examination about higher education and job prospects in State and Central Government Organizations and in public Sectors i.e. Banks, LIC, Railways, Defence, SSC and Postal Services etc. More than 140 students were present in the workshop. The bright students were advised to go for Post Graduate Courses in different universities and institutions. They were also supplied information about the tentative dates for applying as such courses. Some advertisements of the universities were given to them. The students aspiring for jobs were advised to consult the employment news, news paper and magazines in the Central Library. They were also supplied with copies of some advertisements of jobs in different sectors and given the tentative dates of some more advertisements. The Cell also asked the students to meet the Convener Mr. Indranil Sarkar for any kind of help about applying for different jobs. The Principal and some teachers of Sapatgram College inspired the students to proceed towards their goal with strong determination and perseverance.

No. of students benefitted

460

5.7 Details of campus placement

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

5.8 Details of gender sensitization programmes

<ul style="list-style-type: none"> International Women’s Day was observed on 8th March, 2016 organized by Women Cell, Sapatgram College in collaboration with Zone-16, ACTA, Dhubri and Brihottar Sapatgram Mahila Yeikya Mancha in the college. A seminar on “Women Empowerment” was held. An Art Competition of school and college students was held on the day. A rally of the girl students and members of Yeikya Mancha was organized through the town and adjoining villages. Street plays about the rights of women were performed by the students. A Free Health Check-up Camp was organized with the help of Dr.Hemanta Kumar Nath, Medical Officer, Santipur Mini Primary Health Centre. Free haemoglobin test of the women was done in the camp. Free medicines were also distributed.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

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

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

5.11 Student organized / initiatives

Fairs: State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Session	No. of Grievances Reported	Grievances Reported	No. of Grievance Redressed	Grievance not Redressed
2015-16	02	I. Boys' Common Room with running water facility. II. Demand for more number of computers with internet facility	02	Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

<p><u>VISION:</u></p> <ul style="list-style-type: none"> 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. <p><u>MISSION:</u></p> <ul style="list-style-type: none"> Sapatgram College believes in imparting life-oriented and value-based education- an education aimed at strengthening the body, purifying the mind and sharpening the intellect. The college seeks to present itself as a major centre of learning for advancement, preservation, dissemination and use of knowledge in this rural and economically backward region of the state and thereby cater to the needs of the society and the nation.
--

- It encourages enrollment of students from different cross-sections of society by providing them with the best of infrastructure and learning resources, so as to make teaching and learning a pleasurable and profitable experience.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

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

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

6.3.2 Teaching and Learning

- Continued the mentoring system during the session 2014-15. It is believed that by introduction of the mentoring system, the problems faced by the students in teaching-learning and other activities has been partially addressed.
- Continued the practice of organizing the weekly departmental seminars for students in order to enable them to interact among themselves and with the teachers.
- Continued the practice of giving home assignments to the students as part of their internal assessment.
- Improved library services by computerization of library functions, new acquisitions and enhancing access.
- Computer and internet access and training to teachers, non-teaching staff and students.
- Encouraged the faculty members to present papers in National/ International Seminars/ Conferences/ Workshops, to take up Minor/ Major Research Projects under UGC Scheme, to avail the benefit of Faculty Improvement Programme under UGC for research work and to publish papers in ISSN/ ISBN Journals/ Books or other journals.

6.3.3 Examination and Evaluation

The final examinations are conducted as per the directives of Gauhati University. However, internal examinations are conducted by the college. 20% marks are assigned for the internal examinations. It is scored on the basis of written examinations, papers presentation in the Weekly Seminars and home assignments in Major Papers. However, in case of General Course the students are supposed to take up written examination of 20% as internal marks.

6.3.4 Research and Development

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

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

As the students are prime HR, the college strives to develop this resource through variety of activities like NSS, Scout & Guides, social and cultural activities and skill development programmes. Besides regular teaching, the college provides them number of other support services which contribute significantly in the development of Human Resource.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

- Informal collaboration with some industries has been initiated.

6.3.9 Admission of Students

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

6.4 Welfare schemes for

Teaching	
Non teaching	<ul style="list-style-type: none"> • Loan from College Fund
Students	<ul style="list-style-type: none"> • Payment of College fees on installment basis. Students from poorer sections can pay in many installments.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No N/A

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

The final examinations are conducted as per the directives of Gauhati University. However, internal examinations are conducted by the college. 20% marks are assigned for the internal examinations. It is scored on the basis of written examinations, papers presentation in the Weekly Seminars and home

assignments in Major Papers. However, in case of General Course the students are supposed to take up written examination of 20% as internal marks.

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

N.A.

6.11 Activities and support from the Alumni Association

- A Lecture Session on AIDS was organized by the Alumni Cell in Sapatgram Timber Merchants' Chamber on 22.09.2015 with the help of Dr. H. K. Nath, Medical Officer, Santipur Mini Primary Health Centre. More than 100 people of the locality including the members of Alumni Association attended the programme. The Alumni Association actively participated in the said programme.
- The Annual Meet of Alumni Association was organized in the college campus on 14.11.2015. More than 85 members of the Association participated in the programme.

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

A Training Programme on “Office Automation” was organized in the college by the Computer Centre for the non-teaching staff on 9th August, 2015. The faculty members of Computer Science imparted the necessary training to the non-teaching staff. More than 10 non-teaching staff of the college participated in the programme.

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

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

Criterion – VII

7. Innovations and Best Practices

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

- The existing practice of organizing weekly departmental seminars for students, giving home assignments to the students and holding unit tests as part of the internal assessment of major students is continued. This

practice keeps the students academically engaged throughout the session. The departmental seminars give the students an opportunity to prepare research papers under the active guidance of the faculty members and enable them to interact among themselves and with the teachers.

- The college is continuing with the computerization of the process of admission with the software of Office Automation.
- The college has been steadily investing in the development of its physical infrastructure.
- The Rangers and Rovers of Sapatgram College under Ranger Leader (H.W.B) Dr. Padma Guha Agarwala and Rover Leader Mr. Abdul Rezak Sheikh are deployed to maintain law and order in the meetings and festivals in the college as well as in the neighboring areas including Sapatgram town.
- Special emphasis has been given to encourage more number of students to take part in games & sports, debates, essay writing and other extra-curricular activities organized by the college.

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

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

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

- Cleanliness and plantation
- Departmental Wall Magazine

(Provide the details in annexure: See Annexure-III)

7.4 Contribution to environmental awareness / protection

- The teachers and students of the college under the leadership of the Extension Education Cell of the college actively participated in Swachha Bharat Abhiyan (Cleanliness Programme) organized by the Women Cell, Civil Administration, Bilasipara and Sapatgram Town Committee on 22.10.15 in various places of Sapatgram Town. The students and teachers were actively involved in the cleaning of Kachari area, Market Area, Bus Stand and Railway Station. The general people were advised to keep their surrounding clean for a healthy environment.
- World Environment Day was observed by Extension Education Cell, Sapatgram College on 5th June, 2016 with a day-long programme. There was plantation programme in the college campus and in the adjoining villages. The students organized a rally in the town with placards for inculcating awareness in the public about environmental pollution and its degradation. Street plays were also performed by the students with the same purpose. The general public was advised to ban plastic in their day-to-day life.

7.5 Whether environmental audit was conducted? Yes No

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

Annexure-IV

8. Plans of institution for next year

Infrastructure:

Academic Plan (Teaching Learning):

1. Continues the mentoring system during the session 2015-16. It is believed that by introduction of the mentoring system, the problems faced by the students in teaching-learning and other activities has been partially addressed.
2. Continue the practice of organizing the weekly departmental seminars for students in order to enable them to interact among themselves and with the teachers.
3. Continue the practice of giving home assignments to the students as part of their internal assessment.
4. Improves library services by computerization of library functions, new acquisitions and enhancing access.
5. Computerization of administration and the process of admission.
6. Computer and internet access and training to teachers, non-teaching staff and students.
7. Encourage the faculty members to present papers in National/ International Seminars/ Conferences/ Workshops, to take up Minor/ Major Research Projects under UGC Scheme, to avail the benefit of Faculty Improvement Programme under UGC for research work and to publish papers in ISSN/ ISBN Journals/ Books or other journals.
8. Holds training courses for secretarial staff in accounts and computer

use.

9. Prepares the Annual Budget of the college.

Extra-Curricular Activities:

10. Provides students with opportunities to engage in meaningful extra-curricular activities.

11. Observes the days like Independence Day, Republic Day, International Women's Day, Non-violence Day, Rabindra Jayanti, Gandhi Jayanti, Mahapurush Shankar Dev Tithi, Veer Chilarai Divas, Teachers' Day, Flag Day, Shilpi Divas, College Foundation Day, Thinking Day, World Environment Day and Anti-Terrorism Day in the college in order to create awareness in the students about environment, health and the great personalities and thus inculcate in them a sense of responsibility to the nation and to the future generation.

12. Organizes Health Camps.

Technology Upgradation:

- Purchase and installation of more CCTV Cameras in newly constructed Classrooms.
- Installation of Bio-Metric Attendance System.


**Co-ordinator
IQAC
Sapatgram College**

Name: Dr. Gour Krishna Saha

Signature of the Coordinator, IQAC


**Principal / Chairman
IQAC
Sapatgram College**

Name: Dr. Rajeshwar Prasad Singh

Signature of the Chairperson, IQAC

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Abbreviations:

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

ACADEMIC CALENDAR FOR THE SESSION 2015-16
FOR T.D.C. CLASSES (Under Semester System), Sapatgram College under
GAUHATI UNIVERSITY

Month & Year	Working Days	Teaching Days	Exam. Days	Programmes Observed	Sundays	Holidays
July, 2015	1-4, 6-11, 13-17, 20-25, 27,31	NIL	NIL	Admission of 1 st Sem. TDC class be completed by 31 st July 2015	5, 12, 19, 26	1-31 Summer Vacation 18-19 Id Ul Fitre
Total	26				4	31 (1)
August, 2015	1, 3-6, 8, 10-14, 17-22, 24-29, 31	1, 3-6, 8, 10-14, 17-22, 24-29, 31	NIL	Classes of Odd Semester from 1 st Aug 2015 & 7 th College Foundation Day, 15- Independence Day	2, 9, 16, 23, 30	7- Foundation Day 15 – Independence Day
Total	24	24			5	2
Sept., 2015	1, 2, 4, 7-12, 14, 16-19, 21-23, 25, 26, 28-30	1, 2, 4, 7-12, 14, 16-19, 21-23, 28-30	NIL	15 th Tithi of Sankardev Election of SCSUC will be held in last week of Sept.	6, 13, 20, 27	3 rd Tithi of Sri Sri Madhavdev, 5 th Janmaastomi, 15 th Tithi of Srimanta Sankardev, 24 th Id-ul-Zuha.
Total	22	20		2	4	3+1=4
Oct., 2015	1, 3, 5-10, 12-17, 19, 27-31	1, 3, 5-10, 12-17, 19, 27-31	Sessional Exam be completed by 3 rd week of the month	2 nd October Gandhi Jayanti	4, 11, 18, 25	2 nd Birthday of Mahatma Gandhi, 20-26 Durga Puja, Maharam, Laxmi Puja.
Total	20	20			4	7
Nov., 2015	2-7, 9, 12-14, 16-21, 23-24, 26-28, 30	2-7, 9, 12-14, 16-21, 23-24, 26-28, 30	20-30 th Exam Days	Odd Semester Exam will start from 3 rd week of the month.	1, 8, 15, 22, 29	10-11 th Kali Puja & Diwali 25 th Birth Day of Guru Nanak
Total	22	22	(11-3)=8	8	5	3
Dec., 2015	1-5, 7-12, 14-19, 21-24, 26, 28-31	NIL	Odd Semester Exam be completed by 31 st Dec. 2015		6, 13, 20, 27	25- Christmas Day
Total	26				4	1
Jan., 2016	1, 2, 4-9, 18-23, 25, 27-30	18-23	Nil	21-31 st College Week	3, 10, 17, 24, 31	13-16 th Magh Bihu, 26 th Republic Day. 1 st to 12 th Winter vacation
Total	19	6	Nil	5-1=4	5	5+12=17
Feb., 2016	1-6, 8-12, 15-20, 22-27, 29	1-6, 8-12, 15-20, 22-27, 29	Nil	13 th Saraswati Puja 22 nd Chilarai Divas	7, 14, 21, 28	13 th Saraswati Puja
Total	24	24			4	1
March, 2016	1-5, 8-12, 14-19, 21, 22, 24, 26, 28-31	1-5, 8-12, 14-19, 21, 22, 24, 26, 28-31			6, 13, 20, 27	7 th Maha Shivratri 23 rd Dol Yatra 25 th Good Friday
Total	24	24			4	3

April, 2016	1, 2, 4-9, 11, 12, 18-23, 25-30	1, 2, 4-9, 11, 12, 18-23, 25-30	Mid Sem. Completed by 12 th April		3, 10, 17, 24	13-16 th Bohag Bihu
Total	22	22			4	4
May, 2016	2-7, 9-14, 16-21, 23-28, 30-31	2-7, 9-14, 16-21, 23-28, 30-31	End Sem will start from last week		1, 8, 15, 22, 29	1 st May Day
Total	26	26			5	
June, 2016	1-4, 6-11, 13-18, 20-25, 27-30	NIL	End Sem. Exam.		5, 12, 19, 26	
Total	26	Nil			4	
Grand Total	281	188				

Annexure-II

Report on Feedback Received from Students

Feedback Received from Students:

This questionnaire is designed to make a survey of the institutional feedback. The questionnaire consists of four sections comprising 24 questions. The major sections are

1. Course Content
2. Teaching Learning Process
3. Library/ Sports/others
4. Administration

The activities of the institution in the above four sections are being analyzed to create a quality profile for the year in relation to institutional vision and goals. The results would enable the institution to create a quality index profile.

The students are supposed to be the most important stakeholders of Higher Education systems. The interest and participation of students at all levels in both internal quality assurance and external quality assurance have to play a central role. The Student Feedback Approach is basically about institutional practices, processes and frameworks that take into account students concerns of the quality of the education they receive. Analysis of feedback report has been prepared on the basis of well designed questionnaire and opinion survey time to time.

The main objectives of the feedback system are as follows:

1. To provide the platform to the students in identifying a greater role in the teaching learning process
2. To help the faculty modification and improvement in the teaching methodology at the College.
3. To develop a communication channel between the management and students.
4. To maintain the functioning of the college system in the field of teaching learning process, library, sports, administration, etc at its level best.
- 5.

The 4 major sections of the feedback survey are distributed as follows:

A. Course Content

1. The teacher cover the entire syllabus
2. The teacher discuss topics in detail
3. The teacher communicate clearly
4. The teacher inspires me by his /her knowledge in the subject

B. Teaching Learning Process

1. The teacher engages the class for the full duration and completes the course in time
2. The teacher provides guidance counseling in academic and non-academic matters in/outside the class
3. The teacher uses modern teaching aids
4. The teacher pays attention to academically weaker students as well
5. How effective Presentation/Chart/Assignment are implemented in class
6. The Examinations/Assignments were graded fairly

C. Library/ Sports/others

1. Do you think cultural and other activities are beneficial and organized in regular basis
2. Are you satisfied with cleanliness in the College
3. Are you satisfied with the play ground and sports facilities provided
4. Are the required number of titles in your Subject available in the Library
5. Are you satisfied with the available Reading space in the Library
6. Are the Library Staff co-operative and helpful
7. How effective is Grievances Redress cell for you?
8. Are you satisfied with the computer and internet facility provided

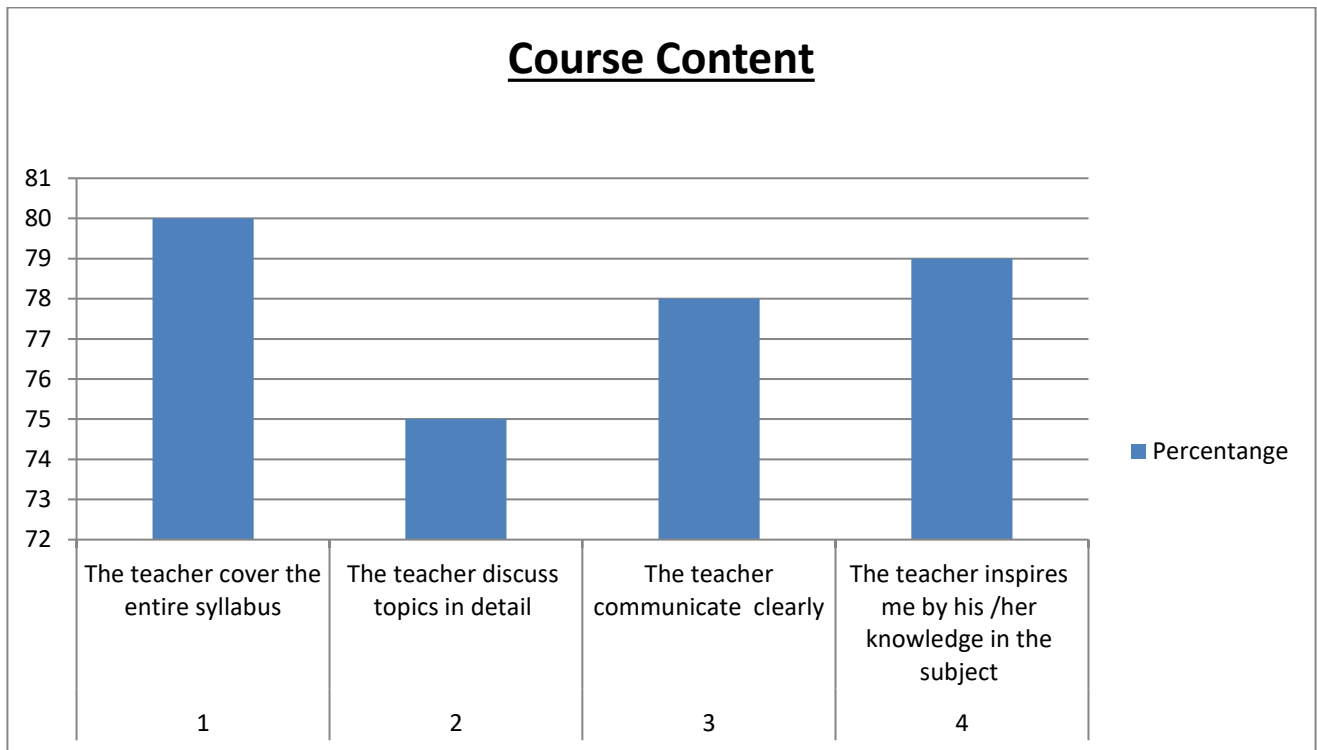
D. Administration

1. Availability of the officials in the College and response to students problems
2. Are there enough clean class rooms available in the College
3. Are you provided with enough drinking water
4. Are you happy with the food served in the Canteen

In the session 2015-16, the college collected the feedback from around 100 major students of different departments among all the faculty members. The following are the response (graphical representation)

Course Content

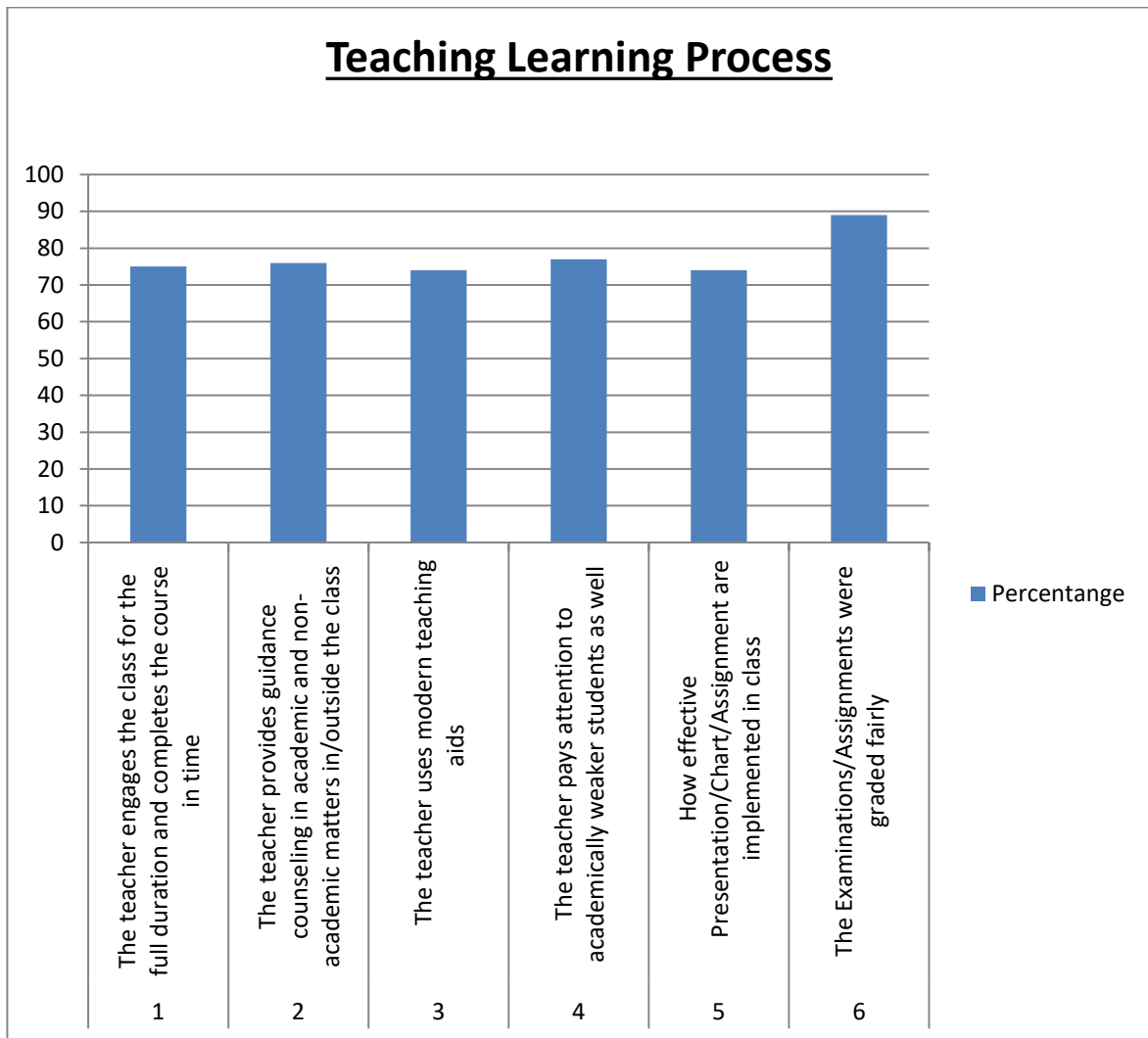
1. The teacher cover the entire syllabus
2. The teacher discuss topics in detail
3. The teacher communicate clearly
4. The teacher inspires me by his /her knowledge in the subject



The chart displays the percentage of respondents. Appox. 80% of students rate the teacher covers the entire syllabus, 75% percentage of students are satisfied with the teacher discuss topics in detail, 78% of students rate the teachers communicate clearly and 79% of students rate the teachers inspired his/her knowledge in the subjects.

Teaching Learning Process

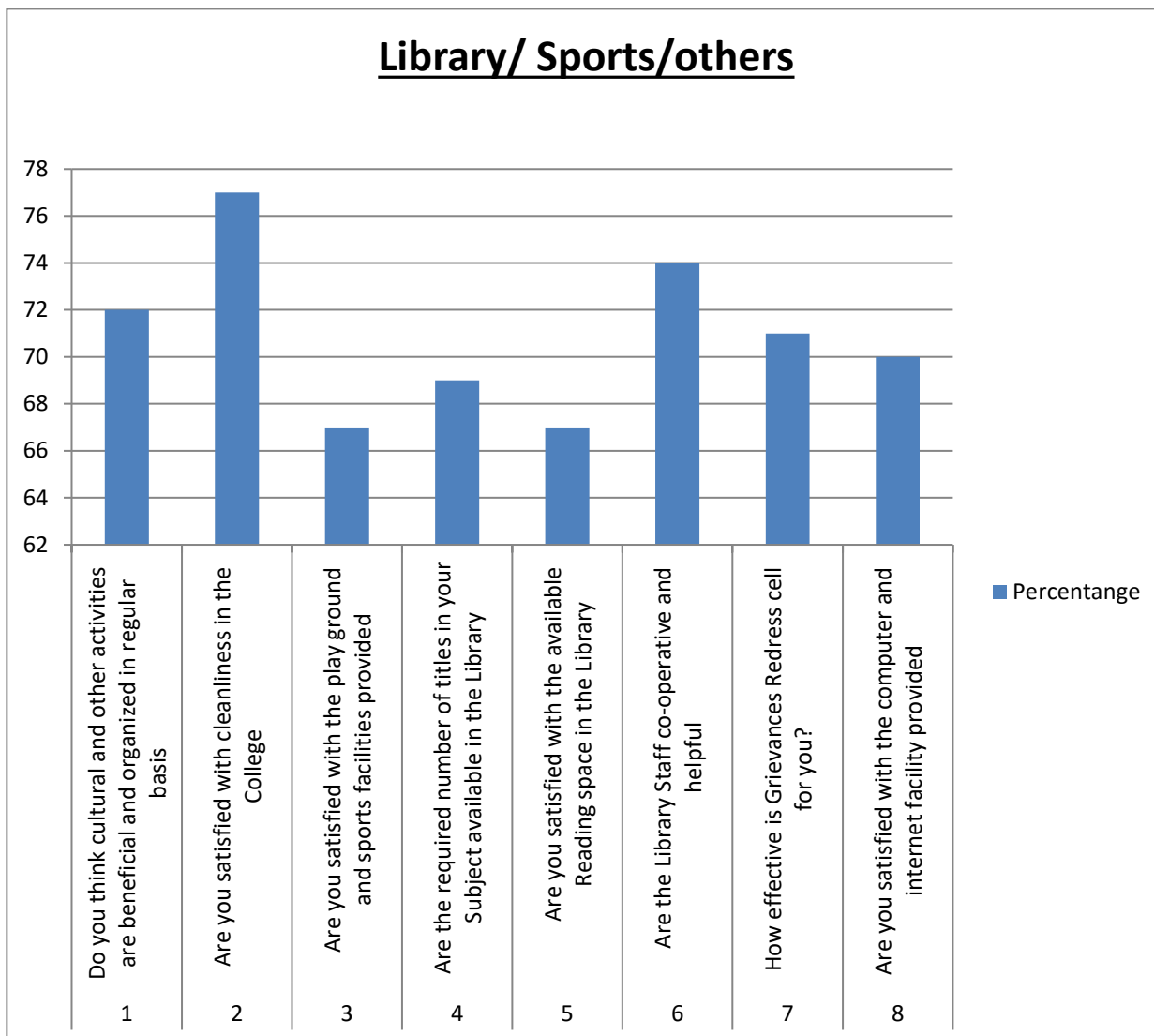
1. The teacher engages the class for the full duration and completes the course in time
2. The teacher provides guidance counseling in academic and non-academic matters in/outside the class
3. The teacher uses modern teaching aids
4. The teacher pays attention to academically weaker students as well
5. How effective Presentation/Chart/Assignment are implemented in class
6. The Examinations/Assignments were graded fairly



The chart displays the percentage of respondents. Appox. 75% of students rate the teacher engages the class for the full duration and completes the course in time ,76% percentage of students are satisfied the teacher provides guidance counseling in academic and non-academic matters in/outside the class,74% of students rate the teacher uses modern teaching aids, 77% of students rate the teacher pays attention to academically weaker students as well ,74% of students rate how effective Presentation/Chart/Assignment are implemented in class and 89% of students are satisfied the Examinations/Assignments were graded fairly.

Library/ Sports/others

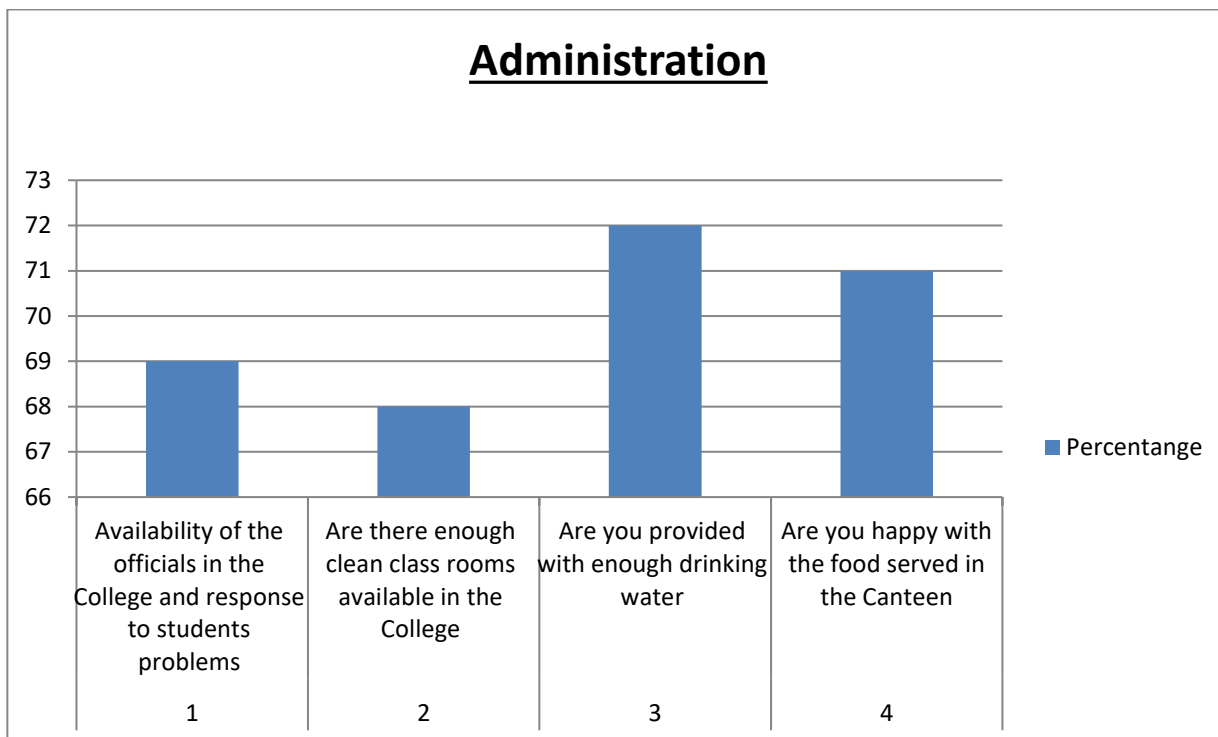
1. Do you think cultural and other activities are beneficial and organized in regular basis
2. Are you satisfied with cleanliness in the College
3. Are you satisfied with the play ground and sports facilities provided
4. Are the required number of titles in your Subject available in the Library
5. Are you satisfied with the available Reading space in the Library
6. Are the Library Staff co-operative and helpful
7. How effective is Grievances Redress cell for you?
8. Are you satisfied with the computer and internet facility provided



The chart displays the percentage of respondents. Appox. 72% of students rate the teacher for cultural and other activities are beneficial and organized in regular basis , 77% percentage of students are satisfied with cleanliness in the College ,67% of students rate satisfied with the play ground and sports facilities provided, 69% of students rate the required number of titles in your Subject available in the Library ,67% of students satisfied with the available Reading space in the Library 74% of students are satisfied in relation with the Library Staff co-operative and helpful ,71% students are satisfied with the Grievances Redress cell and 70% students are satisfied with the computer and internet facility provided .

Administration

1. Availability of the officials in the College and response to students problems
2. Are there enough clean class rooms available in the College
3. Are you provided with enough drinking water
4. Are you happy with the food served in the Canteen



The chart displays the percentage of respondents. Appox. 69% of students have enjoyed the availability of the officials in redressing the problems, 68% percentage of students are satisfied enough in relation with clean class rooms available in the College, 72% of students enjoyed the facility of drinking water and 71% of students are happy with the food served in the Canteen.

Annexure-III

BEST PRACTICE -1

Title: Cleanliness and plantation

Goal:

1. To make the college campus clean, green and eco friendly
2. To create practice of cleanliness and nature friendly environment towards social responsibility
3. To inculcate the habit of cleanliness among the college fraternity and its neighborhood

Context:

Keeping in view the importance of nature and cleanliness in our daily life, our college has been carrying forward the mission to maintain the college and its surrounding clean and green. Our cleanliness campaign also got inspired by the Prime Minister Narendra Modi's "Swachh Bharat Abhiyan". The Nature Cell working under IQAC, Sapatgram College undertook plantation program as a routine business which includes World Environment Day, Foundation day of the college and more especially on the day of superannuation of the staff. No doubt, we have marched ahead in many ways than one and try our best to preserve the practice for all round cleanliness of the college but we still lag behind in maintaining matters of health & hygiene and keeping the campus completely eco friendly.

Practice:

To maintain an eco-friendly campus, we have taken up plantation programme drive for the last few years. The Nature Cell of the college has been planting trees and plants on various occasions. The

NSS and the social service unit of the college has been monitoring the cleanliness of the college campus including class-rooms, office, departments and toilets etc. During the college week, the students took special initiatives to make the campus clean and eco-friendly. To encourage our students, awards and certificates of appreciation are distributed amongst them. Students are also sensitized to adopt the habit of non use of plastic within the campus. Administration too ensures that cleanliness is maintained on a regular basis. We have been striving to make the college a “No Tobacco or Smoke Free Zone” and a “Plastic Free Zone”. The initiative taken by NSS unit clearly indicates that the use of plastic which was used frequently by everyone has now been reduced to minimal. It has been also seen that by the use of dustbin planted at a reasonable distance has also minimized the tendency of littering the waste products here and there. It is significant to mention that we have been successful in planting a number of indigenous and medicinal plants like Neem, Amlakhi, Black Berry, Sisoo, Bakul Titachap etc. in the interest of the beneficiaries.

Evidence of Success:

1. The efforts put in towards keeping the college campus clean and its surroundings, it has been witnessed that it has created an ever lasting impact on the mind of nature lovers.
2. The use of dustbins at a reasonable distance has minimized in throwing of waste product everywhere in the college.
3. We have also been successful in conserving the indigenous varieties of plants.

Problems Encountered and Resource required:

1. As our college is situated in a low lying area many plants are destroyed owing to water logging during flood.
2. We have been striving to make our college and its surrounding and adjoining areas an eco-friendly zone but we have not been 100 percent successful as we are yet to make the people aware about the importance and necessity of a clean and eco-friendly environment.
3. As our college is located on the bank of river Loska, it creates situation of flood and massive soil erosion in the college during the rainy season.
4. Though the college is well protected in all three directions but its southern part is wide open as because it is not covered with a wall so the cattle from the surrounding areas enter into the campus and pollute the same.

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BEST PRACTICE -2

TITLE : DEPARTMENTAL WALL MAGAZINE

GOAL: The IQAC of the college decided to initiate the process of preparing wall magazines in every departments. It would be a forum for students to inculcate habit of creative writing through thoughts and ideas on topics related to their courses and beyond.

CONTEXT: Imagination to generate though the college publishes student's magazine annually but due to editorial limitations and constraints of space all students are not able to publish their writings. Therefore, the concept of a departmental wall magazine has been initiated so as to accommodate other desirous students to exhibit or showcase their creativity through the concept of 'Wall Magazine'

PRACTICE: The practice is to collect writings from students and select them by evaluating on the basis of the merit of writings. The editorial committee consists of teachers of the department who scrutinize the writings and make the selection. The final lot is given to the students of the department who prepare and give the final shape to the wall magazine. After that it is finally inaugurated by a reasonable person ranking from the principal to the senior faculties annually. The wall magazine is maintained and managed by the students

EVIDENCE OF SUCCESS: The practice has resulted in a considerable success as its beginning has paved the way for all the major departments to showcase their creative vision. As a matter of fact, all the major departments prepared their respective departmental wall magazines in a decorative manner and that won the accolades from various quarters. Therefore, the practice has proved to be satisfying as it attracts everyone who fall within the domain of their subjects.

Problems Encountered and Resource required: The only problem that may come up is to get the materials from student in time. The wall magazine frame is provided by the college. The other resources required are collected from students' contribution.

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Annexure IV

SWOC ANALYSIS

Strengths:

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

Weaknesses:

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

Opportunities:

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

Challenges:

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