

**ANNUAL QUALITY ASSURANCE REPORT  
(2016-17)**



**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,  
DIST-DHUBRI, ASSAM, PIN-783337  
Email: principalsapatgramcollege@gmail.com**

## The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2016-2017

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, 2012 to June 30, 2013)

### Part – A

**AQAR for the year:**

**2016-17**

#### 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](mailto:principalsapatgramcollege@gmail.com)  
[sapatgramcollegeiqac@gmail.com](mailto:sapatgramcollegeiqac@gmail.com)

Contact Nos.

03667-286235

Name of the Head of the  
Institution:

Dr. Rajeshwar Prasad Singh

Tel. No. with STD Code:

03667-286235

Mobile:

+919435243684

Name of the IQAC Co-ordinator:

Dr. Gour Krishna Saha

Mobile:

+919435126302

IQAC e-mail address:

[sapatgramcollegeiqac@gmail.com](mailto:sapatgramcollegeiqac@gmail.com)

1.3 NAAC Track ID

ASCOGN12123

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*

EC (SC)/12/A&A/58.2 dated  
19-2-2016

1.5 Website address:

[www.sapatgramcollege.org](http://www.sapatgramcollege.org)

Web-link of the AQAR:

[www.sapatgramcollege.org/AQAR2016-17.doc](http://www.sapatgramcollege.org/AQAR2016-17.doc)

1.6 Accreditation Details

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

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

22.10.2005

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

AQAR 2016-17 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   
(e.g. 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.
- 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*)

**Gauhati University**

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

N.A.

UGC-CPE

N.A.

DST Star Scheme	N.A.	UGC-CE	N.A.
UGC-Special Assistance Programme	N.A.	DST-FIST	N.A.
UGC-Innovative PG programmes	N.A.	Any other (Specify)	N.A.
UGC-COP Programmes	N.A.		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	4		
2.2 No. of Administrative/Technical staff	2		
2.3 No. of students	-		
2.4 No. of Management representatives	1		
2.5 No. of Alumni	1		
2.6 No. of any other stakeholder and community representatives	2		
2.7 No. of Employers/ Industrialists	NIL		
2.8 No. of other External Experts	NIL		
2.9 Total No. of members	10		
2.10 No. of IQAC meetings held	4		
2.11 No. of meetings with various stakeholders: No.	04	Faculty	06

Non-Teaching Staff Students 02 Alumni 02 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. 04 International - National - State 01

Institution Level 03

(ii) Themes

- Seminar on Examination and Evaluation under Semester System.
- Workshop on “Administrative Reform”
- Seminar on “National Intregation: It’s Relevance” on Quami Ekta Week Celebration.
- Seminar on RTI Act, 2005 – Its application in Higher Education System.

#### 2.14 Significant Activities and contributions made by IQAC

- Prepares lesson plan and monthly progress report along with the teaching diary and distributes to the faculty members in the beginning of the academic session.
- Prospectus and the academic calendar are also prepared in the beginning of the session for smooth running of the classes.
- Initiative has been taken for introducing ICT enabled teaching in the college and for this all the Heads are provided a laptop for the same.
- The faculty members of the college have been constantly encouraged to participate in seminar/ conferences/workshop/RC/OC/summer institute.
- Initiative has been taken for introducing commerce stream and Bachelor of Vocational Degree. Proposals are prepared and submitted to the concerned authority.
- IQAC encourages the faculty members to take up project works and research activities e.g. M.Phil./Ph.D./MRP
- IQAC makes sure about 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 takes 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 academic improvement of the institution with the optimum use of resources and fund.
- Initiatives have been taken by the IQAC for introducing cashless transaction in respect of only admission purposes.

#### 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
<ul style="list-style-type: none"><li>• IQAC takes the initiative of procurement of reference books and journals into the Central library</li><li>• IQAC has the plan of introducing Commerce</li></ul>	<p>done</p> <ul style="list-style-type: none"><li>• Proposal submitted</li></ul>

<p>Stream</p> <ul style="list-style-type: none"> <li>• IQAC take the initiative for further improvement of language lab for communication skill</li> <li>• Efforts have been made by the IQAC for further beautification of college campus by planting saplings of trees and flower plants and emphasizes on making the campus pollution free zone through Nature Cell</li> <li>• IQAC takes the lead for rotation of Headship in the Departments from this academic year.</li> <li>• Initiatives have been taken by the IQAC to organize competitive Coaching Classes under Career and Counseling Cell for students.</li> <li>• To observe the days like Independence Day, Republic Day, International Women's Day, Non-Violence Day, Gandhi Jayanti etc. in the college in order to create awareness among the students about environment, health and hygiene, development of personality as to extend services towards the society in general and towards the nation in particular.</li> </ul>	<ul style="list-style-type: none"> <li>• Approved in the meeting</li> <li>• Done</li> <li>• Done</li> <li>• Classes for competitive exam began</li> <li>• These days were observed.</li> </ul>
---	--

*Academic Calendar of the year 2016-2017 (See Annexure-1)*

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

Management  Syndicate  Any other body

**AQAR 201**

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

**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	01(KKHSOU)		
PG Diploma	01		01	
Advanced Diploma	-			
Diploma	01		01	
Certificate	03		02	01
Others	01(H.S)			
<b>Total</b>	<b>09</b>	<b>01</b>	<b>04</b>	<b>01</b>

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 1<sup>st</sup> & 2<sup>nd</sup> Semesters, M.I.L. and Environmental Studies as compulsory subjects in 3<sup>rd</sup> & 4<sup>th</sup> 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/Computer Application/ Mathematics.
5.Political Science	Economics / Education / Philosophy/ History/Computer Application/ Mathematics.
6.Economics	Political Science / Education / Philosophy / History/Computer Application/ 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 2016-2017 (See Annexure-II)*

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
22	08	14	-	-

2.2 No. of permanent faculty with Ph.D.

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
	03								03

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	<b>06</b>
---	---	-----------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	3	7	20
Presented papers	1	3	2
Resource Persons	1		

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, if suspended for some unavoidable reasons, are taken on the other teaching days to make up the loss.

- All departments submitted their plan of action and function according to the academic schedule.
- Emphasis on student centric learning and project work.
- Student centered activities have been organized by the faculty members of the departments as per the departmental academic calendar. Interactive session with the students has also been organized by the members of IQAC to assess their interest in the departmental action plan and also to note down suggestive measures wherever needed.
- Continued the mentoring system during the session 2016-17. 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 Major students in order to enable them to interact among themselves and with the teachers.
- Continued the practice of giving home assignments to the Major students as part of their internal assessment.
- Library services are improved with the facility of computerization of library.
- Facility of computer and internet access and training to teachers, non-teaching staff and students are provided.
- Encouraged the faculty members to present papers in National/ International Seminars/ Conferences/ Workshops, and to take up Minor/ Major Research Projects under UGC Scheme or from other like-wise agencies to avail the benefit of Faculty Improvement Programme for research work and to publish papers in ISSN/ ISBN Journals and Books.
- Introduced Under Graduate Correspondence Courses through Krishna Kanta Handique State Open University.

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

182
-----

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

01	-	-
----	---	---

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)	85	81	-	39.50	44.44	16.04	95.29
B.A. (General)	88	76	-	-	40.78	59.21	86.36

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

- IQAC contributes in the teaching learning process by preparing the Prospectus and the academic calendar.
- IQAC monitors the activities of College through various cells and sub committees for smooth functioning of the College.
- IQAC has taken initiative for preparing annual budget for different activities of teaching learning.
- Takes active part in continuing the mentoring system which was successfully introduced for the undergraduate students.
- IQAC proposes to purchase relevant books as per the 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 taken 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

<i>Faculty / Staff Development Programmes</i>	Number of faculty benefitted
Refresher courses	1
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	

Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	3
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	03	-	-
Technical Staff	-	-	-	-

### Criterion – III

#### 3. Research, Consultancy and Extension

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

<p>*The IQAC encourages faculty members to take up major and minor research projects.</p> <p>*IQAC promotes faculty members to peruse Ph.D. and M.Phil. Special Leaves are sanctioned for Course work, Seminar, Workshop, Conferences, under Faculty Development Programme.</p> <p>*The IQAC has taken initiatives to suggest the departments to apply for UGC, ICSSR etc. funded Research Projects and for organizing seminars and workshops.</p> <p>*IQAC has also planned to promote guide ship for various students centric research works.</p> <p>* Students of 6<sup>th</sup> semester under graduate students are encouraged to take part in research methodology class and undertake project work and field work.</p>
---

##### 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		2	1

Non-Peer Review Journals			
e-Journals			
Conference proceedings	04		

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	2016-17	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

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.

- Four Rovers and two Rangers of the college participated in the Regional Level Youth Development cum Leadership Training Programme for Youth of the North East Region from 04.07.2016 to 08.07.2016 at BSG Himalayan Home, Maziter, Sikkim.
- Seven Rovers and three Rangers of the college participated in the Adventure Summer Camp at Kokrajhar from 14.07.2016 to 18.07.2016. Yakub Mondal and Rashmita Barman got 1<sup>st</sup> Prizes in Quiz Competition and Folk Dance respectively. Besides that seven other Rovers and Rangers also won prizes in different events.
- Two Rangers and a Leader Dr. P. G. Agarwala attended the Workshop on World Association of Girls Guide and Girls Scout & Free Being Me from 26.07.2016 to 30.07.2016 at Shillong.
- The Rovers of the College Rituparna Sarma, Ratan Kumar Roy and Ali Rahosan received the Rastrapati Award on 12<sup>th</sup> Aug, 2016 from Sri Pranab Mukharjee, the Hon'ble President of India.
- Librarian's Day was observed in the College Library on 12.08.2016 to inculcate the values and benefits of Library use among the students and faculty of the college. Speaking on the occasion, Librarian Ms. Rita Malakar urges upon the audience that the proper use of library and its facilities can help use the users in searching their materials. Principal Dr. R. P. Singh and the IQAC, Coordinator Dr. G. K. Saha also spoke on the occasion. An Essay Competition on the "Role of Library in Increasing Reading Habits" was organized and prizes were distributed.
- Seven Rangers, one Rover and one Leader attended the State Level Rajya Puraskar Testing Camp at STC, Chamatapathar, Assam from 03.09.2016 to 07.09.2016.
- Five Rovers and Eight Rangers of Sapatgram College were awarded the Rajya Purashkar from 07.09.2016 to 10.09.2016 by Sri Banwarilal Purohit, the Hon'ble Governor of Assam.
- An Awareness Programme was organized by Value Based Education Cell in Deshbandhu Smriti Vidyapith Girls' High School on 15<sup>th</sup> October, 2016 on Global Hand Washing Day. In the programme the students of the school were advised to wash their hands with soap and the technique of hand washing was also taught to them.
- The teachers and students of the college under the initiative of the Extension Education Cell of the college actively participated in Swachha Bharat Abhiyan (Cleanliness Programme) organized by the Women Cell as per the instruction of the Civil Administration, Bilasipara on 22.10.16. The cleanliness activity was performed at 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 college was awarded the best prize by the Civil Administration in the sub-division.

- A Special Talk on “Ayurveda: Its Relevance in Our Life” was organized in the college on 28.10.2016, the Ayurveda Day. Dr.Himanta Nath delivered a lecture on the topic as Keynote speaker. Dr. R. P. Singh, Principal chaired the session. The other speakers were Dr. G. K. Saha, Coordinator, IQAC, Mr. N. I. Mondal and Mr. S.K.Panigrahi.
- Rashtriya Ekta Saptah was organized in the college campus from 31.10.2016 to 06.11.2016. A Rally for Peace and Communal Harmony was organized and it covered the town and the adjoining villages with placards and slogans on communal harmony.
- Thinking Day was observed in Sapatgram College on 22<sup>nd</sup> February, 2017, the birth anniversary of Lord Stephen Baden Powell and his wife Lady Baden Powell. A Lecture Session on the contribution of Lord Baden Powell was also held. It was organized by Value Based Education Cell of the college
- International Women’s Day was observed on 8<sup>th</sup> March, 2017 organized by Women Cell, Sapatgram College in the college campus. 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.
- Rabindra Jayanti was observed on 9<sup>th</sup> May, 2017. The Principal and the teachers of the Department of Bengali spoke on the contribution of Rabindranath Tagore towards Indian Literature. More than 200 students and teachers participated in the Programme.
- World Environment Day was observed by Extension Education Cell, Sapatgram College on 5<sup>th</sup> June, 2017 with a day-long programme. There was plantation programme in the college campus and in the adjoining villages. A rally of the students was also organized that ran down the town area with placards for inculcating awareness in the public about environmental pollution and its degradation. Street plays were also performed by the students for the same purpose. The general public was advised to ban plastic in their day-to-day life.
- International Yoga Day was observed in the college by the Value Based Education Cell on 21<sup>st</sup> June, 2017 in the Indoor Stadium. More than 100 students participated in the programme. Dr. P. G. Agrawala, Mr. N. I. Mondal 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 accordingly. It was also decided that the Value Based Education Cell will organize yoga classes every Sunday in the college campus.

## 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	3070.73 sq. mt.			3070.73 sq. mt.
Laboratories	126.17 sq. mt.			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 ICT Assosories etc.	UGC,Infrastructure Development Grant,College fund	HP Desktop 2set, Steel Desk Bench 40pairs,Printer 3pic,Smart class rooms ICT Assosories etc.
Value of the equipment purchased during the year (Rs. in Lakhs)		<b>6,79,502/-</b>		<b>6,79,502/-</b>
Others (College Canteen, Extension of Principal's Office)	3314.24 sq. mt.			3314.24 sq. mt.

#### 4.2 Computerization of administration and library

- Issuing and receiving of Books is going on with SOUL software developed by INFLIBNET.
- The Books and other reading materials are being classified using DDC (Dewey decimal classification 23<sup>rd</sup> Edition).
- The Browne System is being followed in the circulation section.
- Under the College Book Bank Scheme sets of Books were distributed to the needy and deserving students in various classes.
- Book Bank facility has been provided for the students belonging to SC / ST / OBC / Minority / BPL categories. Some more of books are added.
- Internet facility has been provided to the Central Library with the use of BSNL Wimax.
- The administrative and admission process were computerized.
- Reprography Services were provided in the Central Library.
- Central Library of the college does the subscription of E-Books and E-Journals as per the requirement of the institute.
- Automation Software is partially used in the office.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15829	Rs.29,12,745/-	97	11774/-	15926	Rs.2924519/-
Reference Books	1999				1999	
e-Books	80409 (INFLIBNET)	Free of cost	3054591 (INFLIBNET)	Free of cost	31,35000 (INFLIBNET)	Free of cost
Journals & Periodicals	18	19171/-			18	19171/-
e-Journals	3828 (As per N-List)	Free of cost	2172 (As per N-List)	Free of cost	6000 (As per N-List)	
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify)	-	-	-	-	-	-
	-	-	-	-	-	-

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centers	Computer Centers	Office	Departments	Others
Existing	39		Wimax	-	19	04	06	10
Added	01			-	-	-	-	01
Total	40			-	19	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.)

- 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 Counseling Cell. 1 Laptop 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.
- Two Sets of BSNL Wimax have been installed. The facility of internet can be had in the Computer Centre, the Network Resource Centre, the office and the Central Library.
- The Computer Centre has been imparting Basic Course and Certificate Courses in Computer Application where the non-teaching staff is trained. The faculties are also trained.
- Free coaching classes of Computer education are provided to the

teachers and the taught.

4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs.47, 337/-

ii) Campus  
Infrastructure  
and facilities

Rs.7, 76, 478/-

iii) Equipments

Rs.66, 262/-

iv) Others

Rs.20, 37,546/-

**Total:**

Rs.29, 27,623/-

**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
825	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
479	58

Women

No	%
346	42

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
506	40	02	181	02	731	556	53	0	226	0	835

Demand ratio: 1:1

Dropout %: 7.5

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 22-08-2016 for the applicants of Degree course, 2016-17. Mr. S. K. Panigrahi, Principal In-charge 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. More than 350 applicants were present in the workshop. The workshop ended with a brief motivational speech by Mr. S. K. Panigrahi,

Principal, Sapatgram College.

- A workshop on ‘Career Counseling for Final Year Students’ was organized by the Career Counseling Cell, Sapatgram College, on 17-05-2017 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 like Banks, LIC, Railways, Defense, SSC and Postal Services etc. More than 150 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 provided information about the probable dates for applying to such courses. Some advertisements of the universities were given to them. The job aspiring students were advised to consult the books and magazines in the Central Library. They were also supplied with copies of advertisement of jobs in different sectors and were informed about the expected dates of some other advertisements for the same. The Convener of the cell Mr. Indranil Sarkar was entrusted with the responsibility to assist the students in this regard. Dr. Rajeshwar Prasad Singh, Principal, Sapatgram College inspired the students to proceed towards their goal with strong determination.
- Organized a Career Counseling Session on 17.05.2017 related to further studies and Job prospects at the institutional level.
- Started Coaching Classes on 15.06.2017 for Competitive Exam Inaugurated by Dr. MS. Laxhipriya IAS, SDO Civil (Bilasipara).
- Organized an Institution Level Career Counseling programme on 21.6.2017 in relation to Choice of Subjects in the UG Courses.

No. of students benefitted

500

#### 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

- International Women’s Day was observed on 8<sup>th</sup> March, 2017 organized by Women Cell, Sapatgram College in the college campus. An Art Competition comprising school and college students was held on that day. A rally of the girl students and members of Yeikya Mancha was organized to the town and adjoining villages. Street plays about the rights of women were performed by the students.

#### 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	-	-
Financial support from government	244	Rs.829600/-
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
2016-17	02	i) Unattractive reading room and unscientific sitting arrangement.	02	Nil



		ii) Insufficient Internet facility and lack of staff in the library.		
--	--	--	--	--

**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"> <li>To maintain the highest academic standards, upholding the noblest ideals and moral values, to identify hidden talent, create enlightened, empowered &amp; socially committed students and above all good human beings.</li> </ul> <p><u>MISSION:</u></p> <ul style="list-style-type: none"> <li>To provide value based quality education and training in an environment conducive to intellectual, social &amp; cultural enrichment so as to mould responsible citizens with a harmonious blend of Indian Traditions and modern Technology for a better tomorrow.</li> </ul>
---

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

<p>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.</p> <ul style="list-style-type: none"> <li>The Head of the Departments distributed the major and general course syllabi among the teachers including the guest faculties.</li> <li>The teachers prepared their lesson planning according to the class routine allotted to them and the lesson plan was executed. If any class was suspended due to some unavoidable circumstance, the class was re-organized by the concerned teacher on other teaching days to make up the loss.</li> <li>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.</li> </ul>
---

### 6.3.2 Teaching and Learning

- Staff members prepare a teaching plan at the beginning of every semester. This plan is based on the teaching days available for class instruction. The syllabus framed by each faculty is reviewed by the Head of Department at the end of every quarter. Principal reviews the teaching plan along with student's attendance reports at the end of each quarter.
- Guest lecturers are invited to share their knowledge among the students as when needed.
- 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.
- Interactive sessions were organized by conducting group discussion, quiz etc.
- Continued the practice of organizing 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.
- Library services are improved with the facility of computerization of library.
- Facility of computer and internet access and training to teachers, non-teaching staff and students are provided.
- 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.

### 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

- Free access of internet facility available for teachers and students in central library.
- Issues and receipt of books with SOUL software developed by INFLIBNET.
- 04 computer sets and a photocopier machine are functional in the Central Library.
- The Books and other reading materials are being classified using DDC (Dewey Decimal Classification 23<sup>rd</sup> 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

The institution follows the state Government rules and UGC guidelines while recruiting the teaching and non-teaching staffs. Initial approval of such recruitment is made by the Governing Body.

#### 6.3.8 Industry Interaction / Collaboration

- Informal collaboration with some industries has been initiated.
- Interactions are made from time to time when students' visit programme is organized in nearby industries.

#### 6.3.9 Admission of Students

- The admission committee conducts a mandatory meeting with the parents before the commencement of admission. In that meeting, the Head of the institution highlights the overall development of the college. The purpose of the parent meeting is to inform the parents and their wards about ethics, rules and regulations of the college in particular and of the affiliating University in general. In addition to that counseling is done for proper subject selection that can determine their career. Admission into the college is generally given on merit basis but as the institution attracts students from the villages of its vicinity, it accommodates average students too in the absence of meritorious students. Reservation of seats for candidates is as per government guidelines. Terms and conditions of the admission process are clearly stated in the college prospectus.
- The institute follows Cashless mode of transactions by using Bank Challan for the admission purposes.

6.4 Welfare schemes for

Teaching	a. Assistance to avail bank loan. b. Credit and Thrift Society c. Canteen facilities. d. Free health check up camps organized. e. Group insurance
Non teaching	a. Assistance to avail bank loan. b. Loan through BCEMAF c. Canteen facilities d. Free health check up camps organized e. Group insurance
Students	<ul style="list-style-type: none"> <li>• Free admission for poor students by government.</li> <li>• Payment of College fees on installment basis. Students from poorer sections can pay in more than one installment.</li> </ul>

6.5 Total corpus fund generated

Nil

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	

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

- Alumni Association is very supportive. Alumni of the college visit the college occasionally and extend contribution to the development of the college. Some of the Alumni hold significant position as police officer, assistant professor, associate professor, teacher, clerk etc.
- The registration of Alumni Association is under process.

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

- A Routine Programme on “Office Automation” was organized in the college by the Computer Centre for the non-teaching staff. The faculty members of Computer Science provided the necessary training to the non-teaching staff.

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

- Tree Plantation.
- Swachh Bharat Abhijan.
- Use of Solar energy
- Save energy using eco-friendly LED bulbs.
- 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.

- Use of ICT facility in teaching-learning process
- Cleanliness drives to ensure eco-friendly campus.
- Linking College with Society through School and Village adaptation programme.
- Wall magazines are published by all the departments which showcase the talents of students.
- 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 continued the process of admission with the help of software for 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 for active participation of students for taking part in games & sports, debates, quiz, 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

- The IQAC holds periodic meetings with the academic committee of the college to chalk out strategy for quality enhancement in teaching learning and other areas.
- Organized Career counseling meet.
- Preparation and publication of Prospectus and Academic calendar.
- Financial audit for the year was completed.
- Exit meeting for final year students.
- Feedback from students was taken.
- Prepared Annual Budget for current financial 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 completed.
- The construction of the Guest House and Boys' Common Room completed.
- Sound System and furniture for the English Language Laboratory were purchased and installed.
- ICT aids were purchased out from 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*)

- Library Best User Award
- Adoption of School

***Provide the details in annexure: See Annexure-III***

7.4 Contribution to environmental awareness / protection

- Hiring local bodies to look after the maintenance of the campus and garden.
- The Nature cell of the College looks after the beautification of the campus.
- Cleanliness in the campus is ensured through NSS, Scout and Guide and student organisation.
- 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 22.10.16 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 5<sup>th</sup> June, 2017 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)

**8. Plans of institution for next year*****Infrastructure:***

- Extensions of class rooms.
- Initiative has been taken to construct river side boundary wall.
- To digitalize the Central Library.
- Initiative has been taken to construct new Language Lab.
- Repairing of Old Building by construction of half walls, grill gates and boundary walls out of the Infrastructure Development Grant of Government of Assam.
- Construction of Extension of Open Stage out of Infrastructure Development Grant of Government of Assam.
- Construction of Cycle Stand near the Canteen Building out of Infrastructure Development Grant of Government of Assam.
- Construction of Women's Hostel out of the UGC Grant.

***Teaching Learning:***

- To encourage faculty to start thinking about new courses.
- To initiate faculty and students exchange programme.
- To offer inter disciplinary seminars, workshops and conferences.
- Initiative taken to introduce courses on Human Rights.
- Introduction of Vocational and Job oriented courses.
- To conduct academic Audit under the IQAC.
- To encourage ICT enable teaching.
- Enhance the research culture among the faculty.
- Special Coaching Classes for entry into services to be introduced.
- Continued the mentoring system during the session 2017-18.
- 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.
- The IQAC plans for taking effective measures for reducing the dropout rate of the students from 2017-18 sessions.

***Extra-Curricular Activities:***

- Provide students with opportunities to engage in meaningful extra-curricular activities.
- Observed the days like Independence Day, Republic Day, International Women's Day, Non-violence Day, Rabindra 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.
- Organize Health Camps.
- Sport facility strengthens.



- Implement the existing awareness program on environment issues .

***Technology Upgradation:***

- Purchase of ICT Aids from the UGC grants.
- Provided Wi-Fi facility in all the departments.
- Up gradation of Library Automation System for ease of access of the users.
- Up gradation of the Office Automation Process.
- Provide training to the students for proper use of E-Learning through INFLIBNET.
- Plan to install CCTV in the institution.

  
**Co-ordinator  
IQAC  
Sapatgram College**

Name: Dr. Gour Krishna Saha

*Signature of the Coordinator, IQAC*

  
**Principal / Chairman  
IQAC  
Sapatgram College**

Name: Dr. Rajeswar Prasad Singh

*Signature of the Chairperson, IQAC*

\*\*\*

## **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 2016-17**  
**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, 2016	1, 2, 4-5, 8-9, 11-16, 18-23, 25-30	NIL	NIL	Admission of B.A. Classes be completed be 15th July 2016	3, 10, 17, 24, 31	1-31 Summer Vacation, 6-7 Id Ul Fitre
Total	24				5	31 (2)
August, 2016	1-6, 8-13, 16-20, 23-24, 26-27, 29-31	1-6, 8-13, 16-20, 23-24, 26-27, 29-31	NIL	Classes of Odd Semester from 1 <sup>st</sup> Aug 2016 & 7 <sup>th</sup> College Foundation Day, 15 <sup>th</sup> Independence Day	7, 14, 21, 28	7- Foundation Day 15 – Independence Day 22- Tithi of Sri Sri Madhab Dev 25 <sup>th</sup> - Janmastomi
Total	24	24			4	4
Sept., 2016	1, 2, 5-10, 13-17, 19-24, 26-30	1, 2, 5-10, 13-17, 19-24, 26-30	NIL	3 <sup>rd</sup> - Tithi of Sankardev	4, 11, 18, 25	3 <sup>rd</sup> Tithi of Sri Sri Sankardev, 12 <sup>th</sup> Id-Uz-Zuha.
Total	24	24			4	2
Oct., 2016	1, 3-6, 18-22, 24-28, 31	3-6, 18-22	Mid Sem. Exam started from 24 <sup>th</sup> Oct.	Election of SCSUC will be held on 1 <sup>st</sup> Oct. 2 <sup>nd</sup> October Gandhi Jayanti	2, 9, 16, 23, 30,	2 <sup>nd</sup> Birthday of Mahatma Gandhi & Muharam, 7-15 Durga Puja, Laxmi Puja. 17 <sup>th</sup> Kati Bihu. 29-30 Kali Puja & Dewali
Total	16	9			5	13
Nov, 2016	1-5, 7-12, 15-19, 21-26, 28-30	1-5, 7-12, 15-19, 21-26, 28-30	24-30 <sup>th</sup> Exam Days	Odd Semester Exam will start from 4 <sup>th</sup> week of the month.	6, 13, 20, 27	14 <sup>th</sup> Birth Day of Guru Nanak
Total	25	25			4	1
Dec., 2016	1, 3, 5-10, 12-17, 19-24, 26-31	NIL	Odd Semester Exam be completed by 31 <sup>st</sup> Dec. 2016		4, 11, 18, 25	2 <sup>nd</sup> Sukafa Divas 25- Christmas Day
Total	26				4	2
Jan., 2017	2-7, 9-12, 16-21, 23-25, 27-28, 30-31	11-12, 16-21, 23-25,	Nil	26 <sup>th</sup> Republic Day 27-31 <sup>st</sup> College Week	1, 8, 15, 22, 29	1 <sup>st</sup> -10 <sup>th</sup> Winter Break 13 <sup>th</sup> -14 <sup>th</sup> Magh Bihu, 26 <sup>th</sup> Republic Day.
Total	23	11	Nil		5	13
Feb., 2017	2-4, 6-11, 13-18, 20-24, 27-28	2-4, 6-11, 13-18, 20-24, 27-28	Nil	1 <sup>st</sup> Saraswati Puja 10 <sup>th</sup> Chilarai Divas	5, 12, 19, 26	1 <sup>st</sup> Saraswati Puja 25 <sup>th</sup> Maha Shivratri
Total	22	22			4	2
March, 2017	1-4, 6-11, 14-18, 20-25, 27-31	1-4, 6-11, 14-18, 20-25, 27-31			5, 12, 19, 26	13 <sup>th</sup> Dol Yatra
Total	26	26			4	1

April, 2017	1, 3-8, 10-12, 17-22, 24-29	1, 3-5, 17-22, 24-29	Mid Sem. Started from 6 <sup>th</sup> April		2, 9, 16, 23, 30	13-16 <sup>th</sup> Bohag Bihu
Total	22	16			5	4
May, 2017	2-6, 8-9, 11-13, 15-20, 22-27, 29-31	2-6, 8-9, 11-13, 15-20, 22-27, 29-31	End Sem will start from last week		7, 14, 21, 28	1 <sup>st</sup> May Day 10 <sup>th</sup> Buddha Purnima
Total	25	25			4	2
June, 2017	1-3, 5-10, 12-17, 19-24, 27-30	NIL	End Sem. Exam.		4, 11, 18, 25	26 <sup>th</sup> Id-Ul-Fitre
Total	25	Nil			4	1
Grand Total	282	182				

## Annexure II

### Report on Feedback Received from Students

The feedback system has opened and strengthened a transparent communication channel among students, teachers and the administration. It has helped in modifying the teaching learning structure. The overall sense of belongings to the institutions among the students and the teachers has been strengthened with the introduction of this mechanism. The analysis of the student feedback has been prepared on the basis of their opinion survey through a well designed questionnaire. The questionnaire consists of four sections comprising 22 questions. The major sections are

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

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

#### **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

#### **Teaching Learning Process**

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

#### **Library/ Sports/others**

11. Do you think cultural and other activities are beneficial and organized in regular basis
12. Are you satisfied with cleanliness in the College
13. Are you satisfied with the play ground and sports facilities provided
14. Are the required number of titles in your Subject available in the Library
15. Are you satisfied with the available Reading space in the Library
16. Are the Library Staff co-operative and helpful

17. How effective is Grievances Redress cell for you?
18. Are you satisfied with the computer and internet facility provided

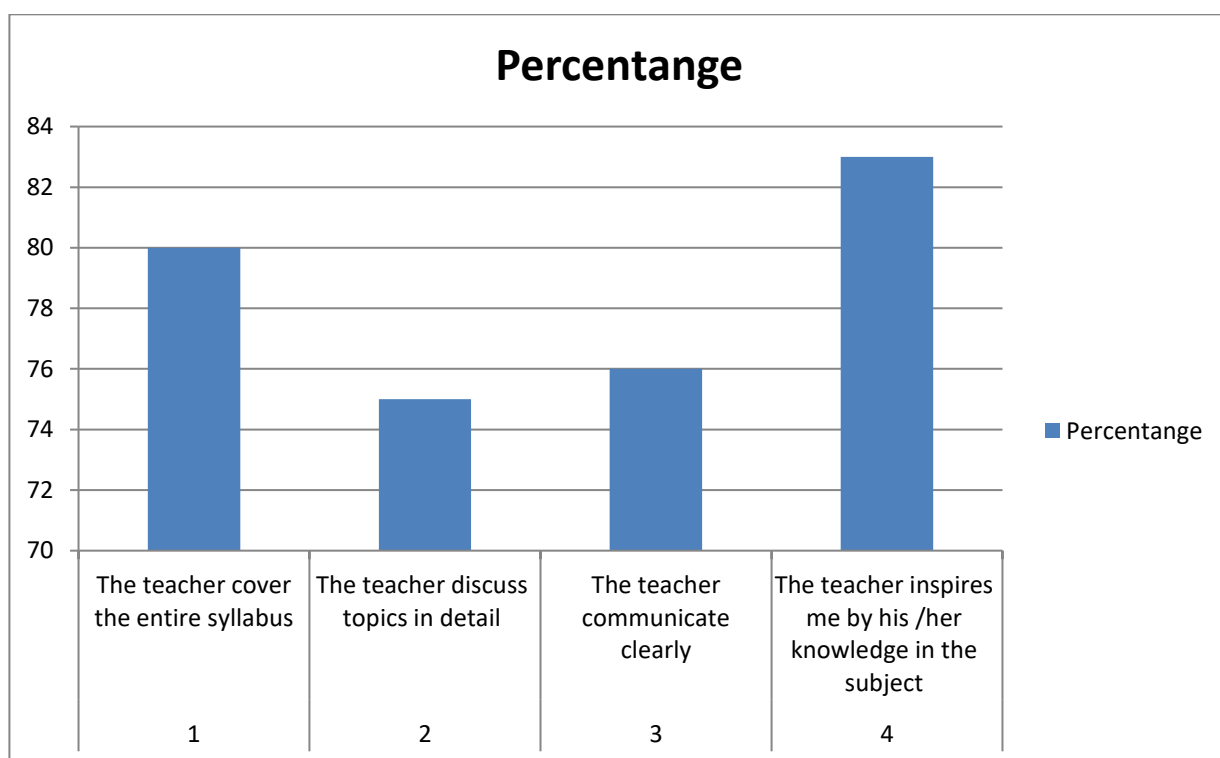
## **Administration**

19. Availability of the officials in the College and response to students problems
20. Are there enough clean class rooms available in the College
21. Are you provided with enough drinking water
22. 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**

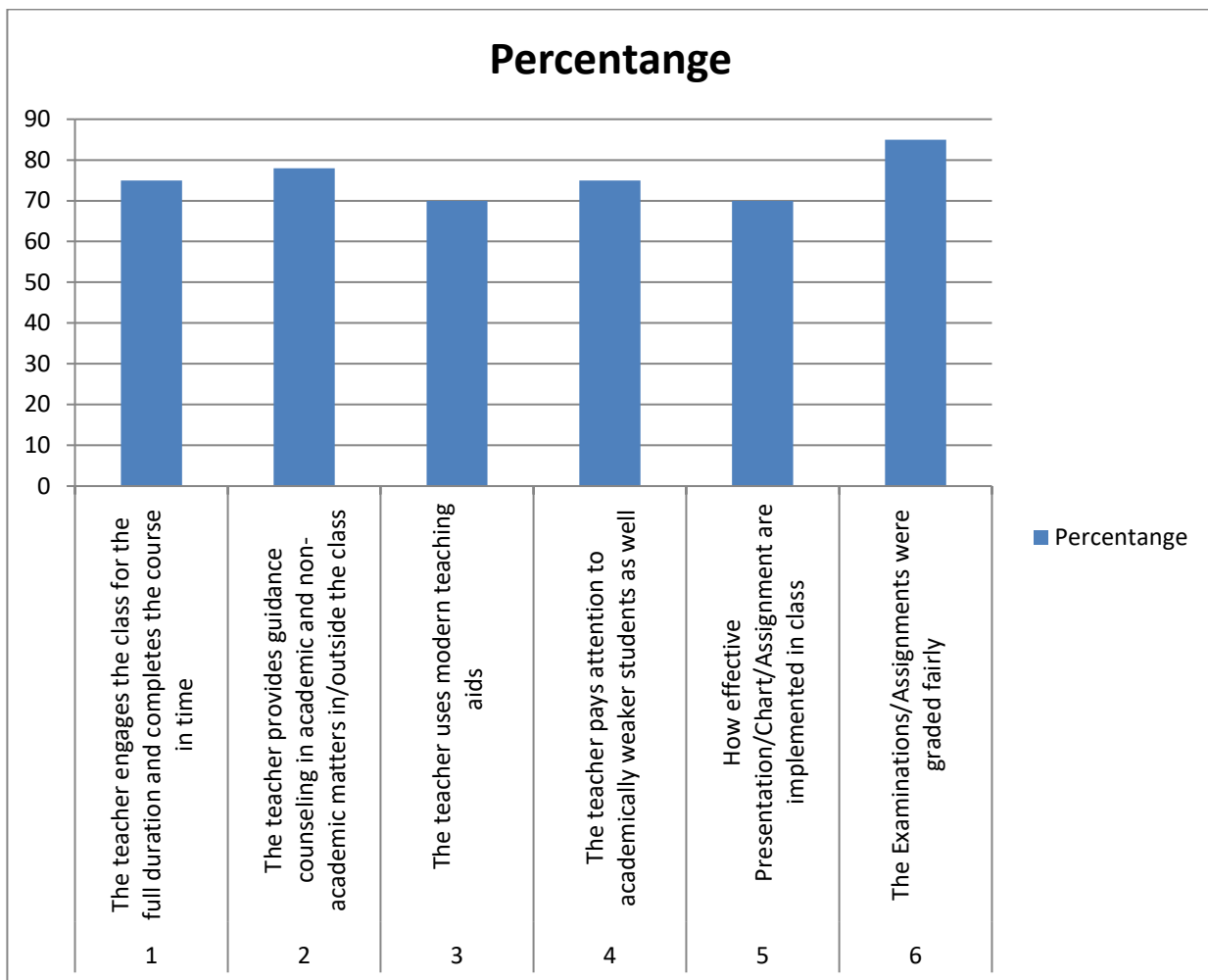
1. The teacher cover the entire syllabus
2. The teacher discuss topics in detail
3. The teacher communicate clearly
4. The teacher inspires me by his /her knowledge in the subject



The chart displays the percentage of respondents. Appox. 80% of students rate the teacher covers the entire syllabus, 75% percentage of students are satisfied the teacher discuss topics in detail, 76% of students rate the teachers communicate clearly and 83% of students rate the teachers inspired his/her knowledge in the subjects.

## **Teaching Learning Process**

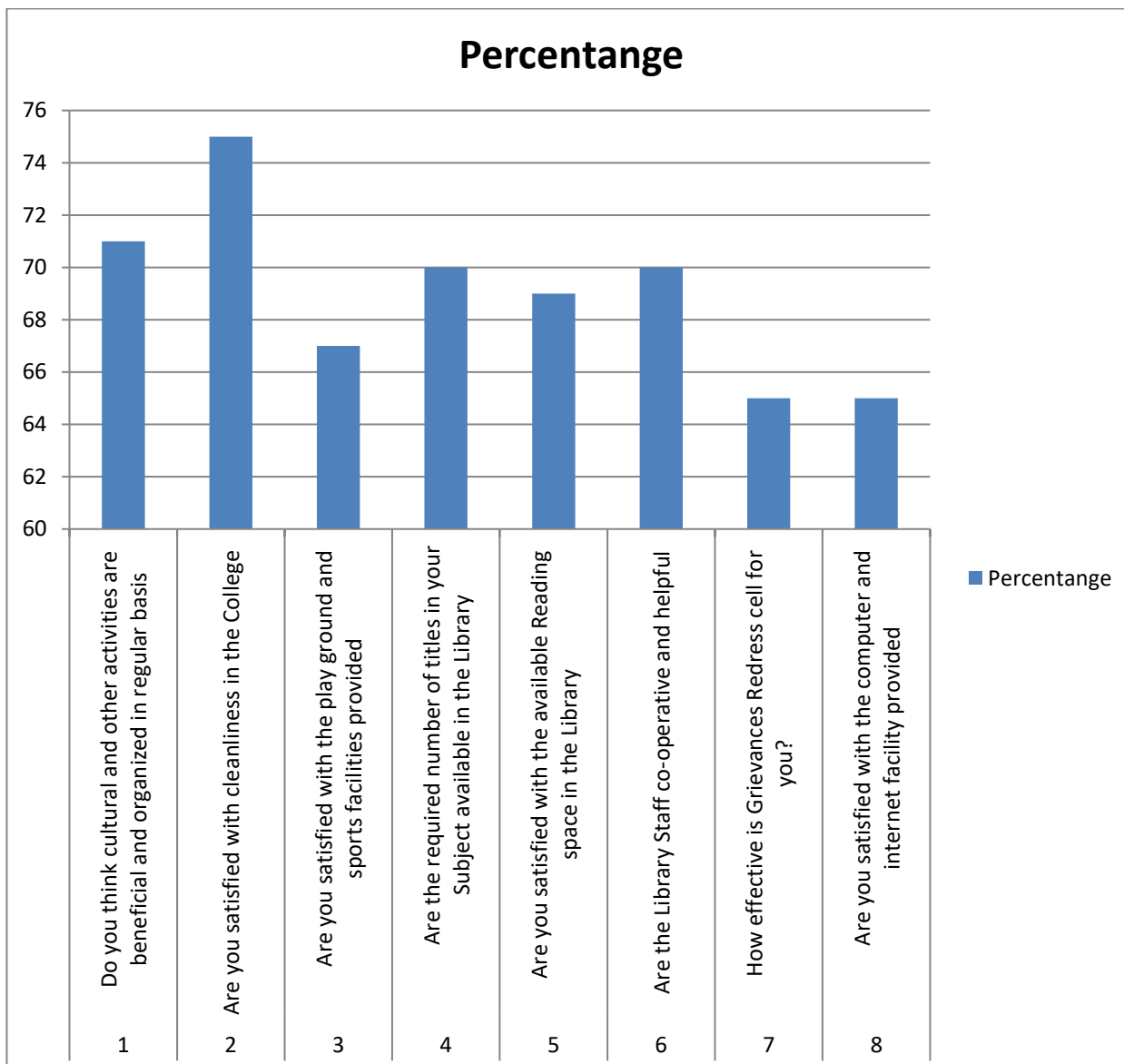
1. The teacher engages the class for the full duration and completes the course in time
2. The teacher provides guidance counseling in academic and non-academic matters in/outside the class
3. The teacher uses modern teaching aids
4. The teacher pays attention to academically weaker students as well
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 ,78% percentage of students are satisfied the teacher provides guidance counseling in academic and non-academic matters in/outside the class,70% of students rate the teacher uses modern teaching aids, 75% of students rate the teacher pays attention to academically weaker students as well ,70% of students rate how effective Presentation/Chart/Assignment are implemented in class and 85% of students are satisfied the Examinations/Assignments were graded fairly.

### Library/ Sports/others

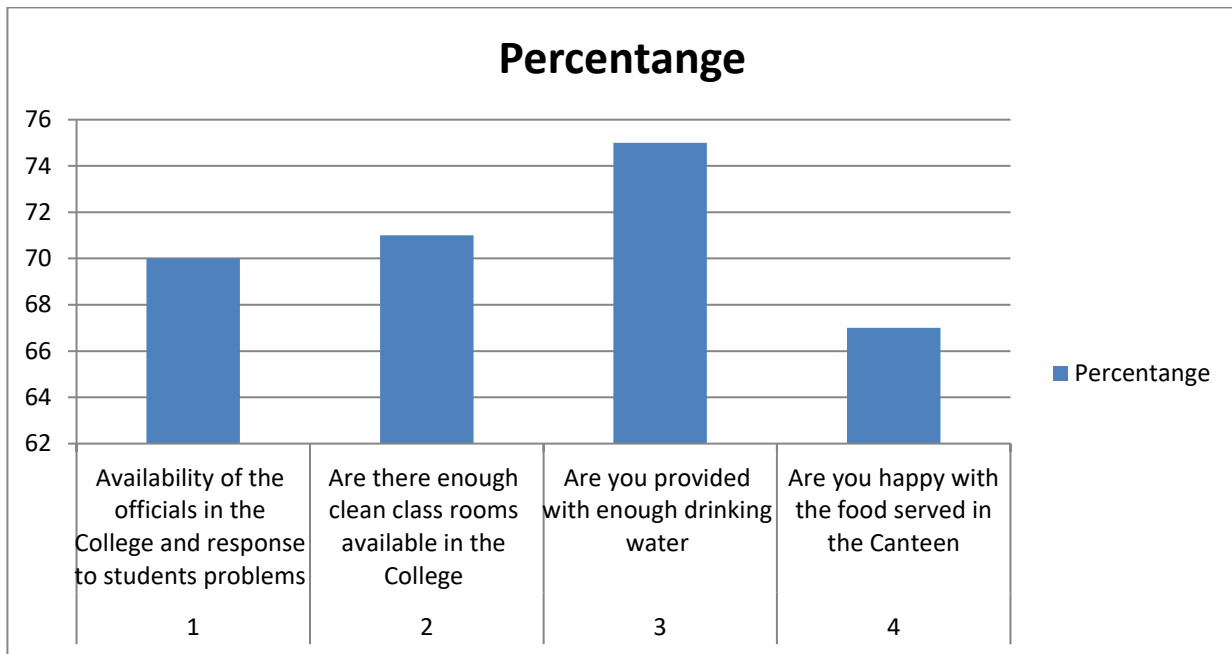
1. Do you think cultural and other activities are beneficial and organized in regular basis
2. Are you satisfied with cleanliness in the College
3. Are you satisfied with the play ground and sports facilities provided
4. Are the required number of titles in your Subject available in the Library
5. Are 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. Approx. 71% of students rate the teacher for cultural and other activities are beneficial and organized in regular basis , 75% percentage of students are satisfied with cleanliness in the College ,67% of students rate satisfied with the play ground and sports facilities provided, 70% of students rate the required number of titles in your Subject available in the Library ,69% of students satisfied with the available Reading space in the Library 70% of students are satisfied in relation with the Library Staff co-operative and helpful ,65% students are satisfied with the Grievances Redress cell and 65% 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. Approx. 70% of students rate availability of the officials in the College and response to student’s problems, 71% percentage of students are satisfied the enough clean class rooms available in the College, 75% of students rated satisfied with enough drinking water and 67% of students happy with the food served in the Canteen.

**Annexure III**

**The Best Practice -1**  
**Title: Library Best User Award**

**Goal:**

1. To motivate students to inculcate reading habit.
2. To attract more students to visit the library and use the recourses.

**Context:** Library is a place where teachers and the taught engage themselves in serious study. They visit to read, consult and borrow study material. It is a fulcrum where all academic activities are performed by the visitors. Best user is identified on the basis of his or her attendance and use of library resources. It was formally introduced in the academic session of 2015-16.

**Practice:** Data is gathered through visitor’s register which is maintained by the librarian. Data is compiled on the basis of circulatory register. The best user award is given on the basis of data analysis and the observatory note of the librarian. Two students are selected for this award. This award is given in the form of appreciation certificate on the librarian’s day on 12<sup>th</sup> August. Library users are appreciated for their efforts in keeping the entrance, reading and stalk areas neat and clean.

**Evidence of success:**

1. Visitors of library increased.
2. Increase in the use of library resources.
3. Improved the quality of students.



4. Positive attitude towards the value of library and its services are seen among the students.

**Problems Encountered and Resource required:**

1. Library service has not been provided systematically due to insufficient staff and space.
2. Reading rooms are not up to the mark to fulfill the demands of the visitors.
3. ICT enabled services in library are not properly maintained due to poor network connectivity and inadequate ICT equipments.
4. Lack of sufficient trained staff.
5. Regular reading habit is yet to be generated.
6. Widely accessible computer network and adequate ICT equipments required for proper dissemination.

**Contact Details:**

The Principal  
Sapatgram College  
P.O: Sapatgram  
Dist: Dhubri (Assam)  
Pin: 783337  
Email: [principalsapatgramcollege@gmail.com](mailto:principalsapatgramcollege@gmail.com)  
Website: [www.sapatgramcollege.org](http://www.sapatgramcollege.org)

**BEST PRACTICE -2**

**Title: Adoption of School**

**Goal:**

1. To transform backward rural school into a sound seat of learning.
2. To provide school student a conducive environment of learning.
3. To bridge the gap of inadequate teachers by providing college teachers for the same in certain subjects.
4. To empower the students acquire sufficient knowledge with the help of resources available in the college
5. To equip the teachers of the school by knowledge sharing.

**Context:**

The mission to adopt a backward LP School located in the village Silghagri under Kadamtala GP, Mahamaya Block was formally initiated in the year 2014-15 as a part of community development programme. Keeping the mission in mind, the college decided to adopt Lokpriya High school located at Rabantari village under Mahamaya block.

The village Ravantari is a mediocre village located in Bilasipara subdivision of Dhubri, Assam with a lower literacy rate 67.3 compared to 72.19% of Assam. Keeping in view the various needs of the school, Sapatgram College adopted the school through the initiative of Extension Education Cell of the college.

Though it is a newly provincialized school partly funded by the government of Assam, it lacks basic facilities, insufficient infrastructure and inadequate teachers. Therefore, the college after signing a memorandum of understanding with the school authority initiated to assist the school free teaching in certain subjects and other basic things.

## **Practices:**

The adopted school programme encourages students not only by providing support to build academic skills but also to build self esteem and confidence. Meanwhile, our college provided two Ceiling fans, a steel almirah and a tube well for fulfilling the basic needs of the school. Plantation of trees in the school has been done on the “World Environmental Day”. English department of the college initiated a supplementing study through ENGLISH LANGUAGE PROGRAMME. The college also provided support in sports, yoga, health and environmental awareness. The teachers also imparted teaching in English, Assamese, and Mathematics.

## **Evidence of Success:**

1. It is evident from the fact that our college has succeeded in motivating the teachers and the taught towards qualitative improvement of the school.
2. The college looked into various needs of the schools and created a congenial atmosphere in order to create teaching-learning conditions.
3. A little amount of success is also visible in creating literacy awareness that generated increase in the enrollment.

## **Problems Encountered and Resource required:**

1. Practically no major problem has been encountered as the teachers and the students extend their sincere cooperation in the assigned activities.
2. Problem encountered in raising the funds to qualify the needs.

## **Contact Details:**

The Principal  
Sapatgram College  
P.O: Sapatgram  
Dist: Dhubri (Assam)  
Pin: 783337  
Email: [principalsapatgramcollege@gmail.com](mailto:principalsapatgramcollege@gmail.com)  
Website: [www.sapatgramcollege.org](http://www.sapatgramcollege.org)

**Annexure IV**

## **SWOC ANALYSIS**

### **Strengths:**

- A green eco friendly campus is a noticeable feature of the college.
- Dedicated and qualified teacher maintains healthy academic standard in the college.
- The relationship between the teacher and the taught is cordial towards congenial academic atmosphere in the college.
- The college offers Hostel Facilities for outstation female students at a nominal rate.
- Better infrastructure and technology
- As the college is situated in a rural setting, the evil and anti-social elements have put 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:**

- Most students are from weak academic and socio economic background.
- Inadequate modern infrastructure.
- Limited number of courses offered.
- Lack of residential facility for teaching and non teaching staff.
- Unavailability of boy's hostel.
- Inadequate faculty members.
- Inadequate Smart Classroom.
- Limited financial resources hindering the growth of the institution.
- Slow academic expansion.

#### **Opportunities:**

- Scope for introducing new courses.
- Scope for initiating income generating activities in the campus owing to its sufficient large plot of land.
- ICT facilities will enable students to develop further.
- Scope for introducing vocational job oriented courses.
- Ample scope for promoting games and sports.
- Scope for opening PG courses in some departments.
- Vast college campus 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:**

- Low admission in a few subjects.
- Inadequate research facilities.
- Poor road connectivity.
- Most students are not proficient in English.
- 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.