

**ANNUAL QUALITY ASSURANCE REPORT
(2017-18)**



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

**Submitted by
INTERNAL QUALITY ASSURANCE CELL
SAPATGRAM COLLEGE, SAPATGRAM
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The Annual Quality Assurance Report (AQAR) of the IQAC Session: 2017-2018

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:

2017-18

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	Sapatgram
State	Assam
Pin Code	783337
Institution e-mail address	sapatgramcollegeiqac@gmail.com principalsapatgramcollege@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

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

Web-link of the AQAR:

www.sapatgramcollege.org/AQAR2017-18.doc

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/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

AQAR 2017-18 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.
- 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		
2.4 No. of Management representatives	1		
2.5 No. of Alumni	1		
2.6 No. of any other stakeholder and community representatives	3		
2.7 No. of Employers/ Industrialists	NIL		
2.8 No. of other External Experts	NIL		
2.9 Total No. of members	13		
2.10 No. of IQAC meetings held	6		
2.11 No. of meetings with various stakeholders: No.	04	Faculty	8

Non-Teaching Staff Students 04 Alumni 3 Others NIL

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. 03 International - National - State 01

Institution Level 02

(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.

2.14 Significant Activities and contributions made by IQAC

- Prepare lesson plan and monthly progress report along with the teaching diary and distributed to the faculty members in beginning of the academic session.
- Prospectus along with academic calendar is 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 one Laptop had already been provided to the HOD of each department.
- The faculty members of the college are constantly encouraged to participate in seminar/ conferences/workshop/RC/OC/summer institute.
- Initiative has been taken for introducing commerce stream and BVOC courses. Proposals were prepared and submitted to the concerned authority.
- IQAC encourages the faculty members to take up project work and research activities e.g. Ph.D/MPR from different agencies e.g. U.G.C./ICSSR.
- IQAC made sure the continuation of Departmental Seminars for the Major students. The seminars are conducted every week as per allotted time in the Class Routine.
- IQAC took active initiative to continue the mentoring system which was introduced in the year 2012-13.
- IQAC kept record of Student Feedback on teachers and analyzed them for the betterment of teaching and learning process.
- IQAC gave special attention to improve overall academic improvement of the institution with the optimum use of resources and fund.
- Initiatives have been taken by IQAC for introducing cashless transaction.

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">• IQAC took the initiative of procurement of reference books and journals to the Central library• IQAC had the plan of introducing Commerce Stream	<ul style="list-style-type: none">• Done• Proposal submitted

<ul style="list-style-type: none"> • IQAC took the initiative for further improvement of language lab for communication skill • Effort have been made by IQAC for further beautification of college campus by planting trees and emphasis on pollution free environment through Nature Cell • IQAC took the lead for rotation of Headship in the Departments from this academic year. • Initiative taken by IQAC in collaboration Career and Counseling for introducing competitive Coaching Classes • To Observe the days like Independence Day, Republic Day, International Women’s Day, Non-Violence 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 	<ul style="list-style-type: none"> • Approved in the meeting • Done • Done • Classes for competitive exam began. • These days were observed.
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(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

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	01(KKHSOU)		
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/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 2017-2018 (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
22	10	12	-	-

2.2 No. of permanent faculty with Ph.D. 06

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
	05								05

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	08
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	4	4	7
Presented papers	3	4	1
Resource Persons	1	2	

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

- ICT enabled teaching learning process followed
- Student centered teaching strategies were introduced.
- 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.
- 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.
- Introduced Under Graduate Correspondence Courses through Krishna Kanta Handique State Open University.

2.7 Total No. of actual teaching days during the academic year 186

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)	86	81		45.67	39.50	14.81	94.18
B.A. (General)	64	54		-	16.16	83.33	84.37

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

- Collecting self appraisal report of the faculty members.
- Through interaction with the head of the department.
- IQAC takes active part in continuing the mentoring system which was successfully introduced for the undergraduate students.
- 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.
- IQAC proposes to purchase books relevant to academic needs.
- 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	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	01
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	02
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 6th 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			
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				-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total				-

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
-	-	-	-	01	-	-

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	Nil	State level	Nil
National level	Nil	International level	Nil

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.

- The faculty members of the most of the department carry out the extension activities by way of taking classes in the neighborhood school.
- The NSS unit of the college undertook some initiative to provide flood relief during flood and distributed tube well for save drinking water and organized awareness program on health and hygiene, literacy and early child marriage in the adopted villages adjoining to our colleges.
- World Environment Day was observed by Extension Education Cell, Sapatgram College on 5th June, 2018 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.
- Librarian Day was observed in the College Library on 12.08.2017 to inculcate the values and benefits of Library use in the students of the college. Ms.Rita Malakar, elaborated on the proper use of the Library facilities provided to the students.Dr.R.P.Singh and Dr.G.K.Saha also spoke on the occasion. An Essay Competition on the topic "Role of Library in Increasing Reading Habits" was organized and prizes were distributed.
- International Women's Day was observed on 8th March, 2018 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.
- International Yoga Day was observed in the college by the Value Based Education Cell on 21st June, 2018 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. As it is, the Value Based Education Cell organizes yoga classes every Sunday in the college campus.
- Thinking Day was observed in Sapatgram College on 22nd February, 2018, 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 conducted. It was organized by Value Based Education Cell of the college.

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.	-	Laptop-10,CCTV-2,Air Conditioner-3, Steel Almirah-13 Ceiling Fan-60	UGC and Inf. Dev. Grant (Assam Govt.)	Laptop-10,CCTV-2,Air Conditioner-3, Steel Almirah-13 Ceiling Fan-60
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs.16,20339/-		Rs.16,20339/-
Others (College Canteen, Extension of Principal's Office)	3314.24 sq. mt.			3314.24 sq. mt.

4.2 Computerization of administration and library

- Using SOUL 2.0 library software for issue and receipt of books 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.
- Computerization of administration by using College Automation software.
- Reprography Service has been provided in the Central Library.
- Introducing Cash less transaction in new admission procedure through Bank Challan.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	15926	Rs.29,24519/-	897	198558/-	16823	Rs.3511562/-
Reference Books	1999		418	388485/-	1983	
e-Books	31,35000 (INFLIBNET)	Free of cost			3135000 (INFLIBNET)	5900/-(N-List)
Journals & Periodicals	18	19171/-			18	13181/-
e-Journals	6000 (as per N-list)				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	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.)

- Students are encouraged to use PowerPoint presentation of their seminar / project.
- Internet connectivity is provided to the office, library, computer centre and all departments.
- The Computer Centre has been conducting Basic Course in Computer Application and Certificate Courses in Computer Application where the non-teaching staff has been provided training free of cost. The teaching staff has been given classes after regular class hours of the college. Some teaching and non-teaching staff have 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.11, 58,885/-

ii) Campus Infrastructure and facilities

Rs.12, 91,020/-

iii) Equipments

Rs.5, 82,017/-

iv) Others

Rs. 73, 40, 018/-

Total :

Rs.10, 371, 940/-

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
805	-	-	-

(b) No. of students outside the state

(c) No. of international students

Men	No	%
	451	56.02

Women	No	%
	354	43.97

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
556	53	0	226	0	835	553	52	0	200	0	805

Demand ratio: 1:1

Dropout %: 16.20

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

No institutional mechanism exists to prepare students for competitive examination. However the faculty members inspired and guide students for competitive examinations.

No. of students beneficiaries

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

NET	<input type="text" value="03"/>	SET/SLET	<input type="text" value="02"/>	GATE	<input type="text" value="Nil"/>	CAT	<input type="text" value="Nil"/>
IAS/IPS etc.	<input type="text" value="Nil"/>	State PSC	<input type="text" value="Nil"/>	UPSC	<input type="text" value="Nil"/>	Others	<input type="text" value="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.

- The faculty of the college provides counseling assistance to the students and helps them to choose their career of interest.
- A workshop on “Choice of Subjects for Applicants to Degree Courses” was organized by the Career Counseling Cell, Sapatgram College for the applicants for Degree course, 2017-18. Dr. R. P. Singh, 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 350 applicants were present in the workshop.

- A workshop on ‘Career Counseling for Final Year Students’ was organized by the Career Counseling Cell, Sapatgram College for the academic year 2017-18 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, 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 supplied information about the tentative dates for applying for such courses. Some advertisements of the universities were given to them. The students aspiring for jobs were advised to consult the books 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. Dr. Rajeshwar Prasad Singh, Principal, Sapatgram College inspired the students to proceed towards their goal with strong determination and perseverance.
- Organized Coaching Classes on 15.09.2017 for Competitive Exam.

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 8th March, 2018 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.
- The women cell of the college organized a workshop on Women Empowerment in connection with the celebration of” International Women Day”.
- The “Anti sexual Harassment Cell” of the college regularly organizes awareness programme among the girl’s students on their self protection and legal advocacy were provided pertaining to sexual harassment in the workplace..

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	458	Rs.1633180/-
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) Unhygienic toilet facility in boys' common room. ii) College Canteen is not up to the mark.	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"> To maintain the highest academic standards, upholding the noblest ideals and moral values, to identify hidden talent, create enlightened, empowered & socially committed students and above all good human beings. <p><u>MISSION:</u></p> <ul style="list-style-type: none"> To provide value based quality education and training in an environment conducive to intellectual, social & cultural enrichment so as to mould responsible citizens with a harmonious blend of Indian Traditions and modern Technology for a better tomorrow.

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

- 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.
- Research Cell has taken initiative to publish ISSN journal entitle Laska.
- The cell also guides the final year students to do Project works as per University Syllabus.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Free access of internet facility for teachers and students in central library.
- Issues and receipt of books with SOUL software developed by INFLIBNET.
- Bar Code system has been initiated in the Central Library.
- 04 computer sets, a photocopier machine and CCTV have been installed in the Central Library.
- 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

The College takes every possible measures to fill up the vacant post .Besides the college authority appoints guest faculty members to make up the shortage of faculty in certain departments. The institution follows the state Government rules and UGC guidelines while requiring the teaching and non-teaching staffs. Initial approval of such requirements 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	<ul style="list-style-type: none"> a. Assistance to avail bank loan. b. Credit and Thrift Society c. Canteen facilities. d. Free health check up camps are organised. e. Group insurance
Non teaching	<ul style="list-style-type: none"> a. Assistance to avail bank loan. b. Loan through BCEMAF c. Canteen facilities. d. Free health check up camps are organised. e. Group insurance
Students	<ul style="list-style-type: none"> • Free admission for poor students by government. • Payment of College fees on installment basis if requested by students. • Book bank facility is available for economically weak students.

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		No	

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 cooperative. Alumni of the college visit the college occasionally and contribute substantial support to the development of the college. Some of the Alumni holds position as teachers and in the non-teaching staff.
- The registration process of Alumni Association is in final stage..

6.12 Activities and support from the Parent – Teacher Association

- The PTA has been formed on 11.02.2018. It meets frequently to discuss the academic development of the college and participates in the plantation programme in the college campus.

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 imparted the necessary training to the

non-teaching staff.

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

- Tree Plantation on foundation day of college in the neighborhood and School.
- Swachh Bharat Abhijan.
- Use of Solar energy
- Students are encouraged to keep the campus clean through the activities of Social Service.
- Ban on plastic in the campus.
- Dustbins provided for maintaining cleanliness.

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.
- Collection of all types fees from students through bank challan.
- Teacher and student exchange programme with the neighboring colleges
- Linking College with Society through School and Village adaptation programme.
- 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 neighbouring 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

- The IQAC held 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.
- Feedback from students was taken.
- Exit meeting for final year students.
- Prepared Annual Budget for current financial year.
- ICT aids were purchased out of UGC Funds.

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

- Adoption of Village
- promotion of Yoga practices

Provide the details in annexure: See Annexure-III

7.4 Contribution to environmental awareness / protection

- Plantation of trees in the college campus to maintain clean and green surroundings.
- The Nature cell of the College looks after the beatification of the campus.
- Environmental Survey is conducted by the students.
- Cleanliness in the campus is ensured through NSS, Scout and Guide and participation of students with voluntary service.
- The teachers and students of the college under the leadership of the NSS and Nature Cell of the college actively participated in Swachha Bharat Abhiyan (Cleanliness Programme) .World Environment Day was observed by Extension Education Cell, Sapatgram College on 5th June, 2018 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)

SWOC Analysis prepared internally as shown in annexure-IV

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 2018-19 sessions.

Extra-Curricular Activities:

- Provide students with opportunities to engage in meaningful extra-curricular activities.
- Observe 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:

- Up gradation of Library Automation System for ease of access of the

users.

- To introduce Bar Coding in Library..
- Purchase of ICT Aids out of UGC grants.
- Provide Wi-Fi facility in all the departments.
- Up gradation of the Office Automation Process.
- Provide training to the students for proper use of E-Learning through INFLIBNET.
- The institution under CCTV surveillance
- To introduce online admission 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

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 2017-18
FOR T.D.C. CLASSES (Under Semester System), Sapatgram College under
GAUHATI UNIVERSITY

Month & Year	Working Days	Teaching Days	Exam. Days	Activities	Sundays	Holidays Excluding Sunday
June, 2017	1-3,5-10,12-17,19-24,28-30	1-3,5-10,12-17,19-24,28-30	---	Admission Process to Ist Sem	4,11,18,25	26,27: Id-UI-Fitre
Total	24	24	0	0	4	2
July, 2017	Nil	Nil	Nil	Nil	2,9,16,23,30	1 to 31 st July (Summer Vacation)
Total	0	0	0	0	5	26
August, 2017	1-5,7-12,14,16-19,21-22,24-26,28-31	1-5,8-12,14,16-18-19-21-22,24,28-31	----	7 th College foundation day 15 th Independence Day 26 th Freshers' Social Day	6,13,20,27	15-Independence Day, 23-Tithi of Sankardev
Total	25	23		3	4	2
September, 2017	1,4-9,11-12,14-16,18-23,25	1,4-9,11, 14-16,18-23,25		5 th ,Teachers' Day 12 th Fateha-Dowas Daham 23 rd SCSUC Election	3,10,17,24	2- Idd-Uz-Juha 13-Janmastami 26 to 30 Durga Puja
Total	19	18		3	4	7
October, 2017	6-7,9-14,16-17,21,23-28,30-31	6-7,9-11,13,14,16,17,21, 23-28, 30-31	14,16,17,21,23,24,25 Sessional Exam	2 nd , Gandhi Jayanti	1,8,15,22,29	2 st to 5 th Durga Puja & Gandhi Jayanti 18 Kati bihu, 19 to 20 Kali Puja & Diwali
Total	19	18	8	3	5	7
November, 2017	1-3,6-11,13-18,20-23,25,27-30	1-3,6-11,13-18,20-21,23,25,27-30 (Odd Sem GU Exam)	---	---	5,12,19,26	4 GuruNanak's Birthday, 24 Lachit Divas
Total	24	16	0	0	4	2
December, 2017	1,4-9,11-16,18-23,26-30	1,4-9,11-15 Odd Sem G.U Exam Continues 16,18-22 23,26-30 winter vacation	1 st ,3 rd ,5 th sem Final exam GU		3,10,17,24,31	2-Asom Divas 23 onwards Winter Vacation
Total	24	6			5	2
January, 2018	17-20,23-25,27,29-31	1-16 Winter vacation Continues 17-20,23-25	--	22 Swarasati Puja 26 Republic Day 31 Chalarai Divas 27 to 31 College week	7,14,21,28	1 to 16 winter vacation & BhogaliBihu 22 Swarasati puja 26 Republic Day
Total	11	7	Nil	8	4	16
February, 2018	1-3,5-10,12-13,15-17,19-24,26-28	1-3,5-10,12-13,15-17,19-24,26-28 (Including Exam Days)	H.S. Final Exam.(AHSEC) continues up to March	--	4,11,18,25	14 Shivaratri
Total	23	23			4	1

March, 2018	3,5-10,12-17,19-24,26-29,31	3,5-10,12-17,19-24,26-29,31(Inclusive Exam Days)	19 to 24 Odd SemSessional Exam / H.S IstYr Final Exam	--	4,11,18,25	1,2, DolJatra 30 Good Friday
Total	24	24			4	3
April, 2018	2-7,9-12,16-21,23-28,30	2-7,9-12,16-21,23-28,30		--	1,8,15,22,29	13 to 15 BohagBihu
Total	23	23			5	3
May, 2018	2-5,7-12,14-19,21-26,28-31	2-5,7-12,14-19,21-26,28-31 Even Sem G.U Final Exam	2 nd , 4 th , 6 th Sem. Final Exam (G.U.)		6,13,20,27	1 st May day
Total	26	4			4	1
Grand Total	242	186			52	71

1.Total no of Working Days -242

2.Total no of Holidays + Sunday - 71+52-123 Teaching Days (Excluding Exam Days)- 186

Total Days 365

Prepared by:- IQAC, Sapatgram College

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 strengthening 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

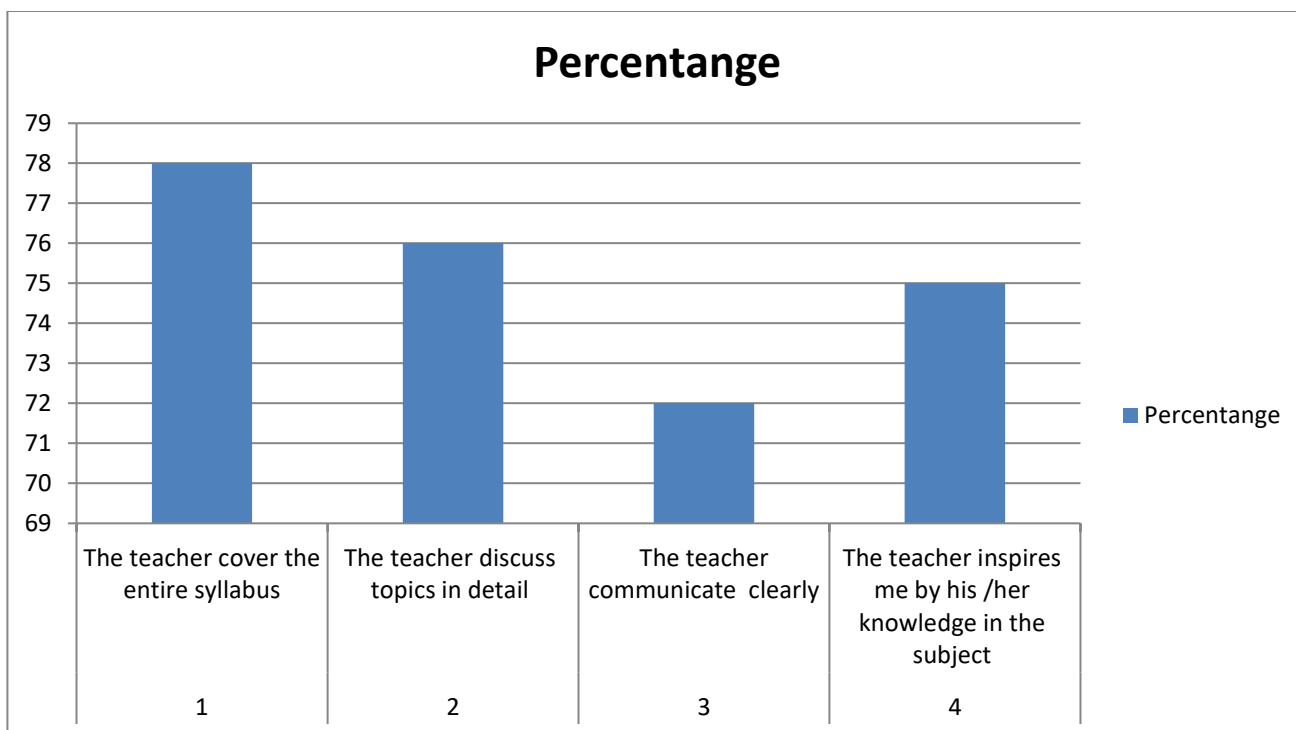
Administration

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 2017-18, 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

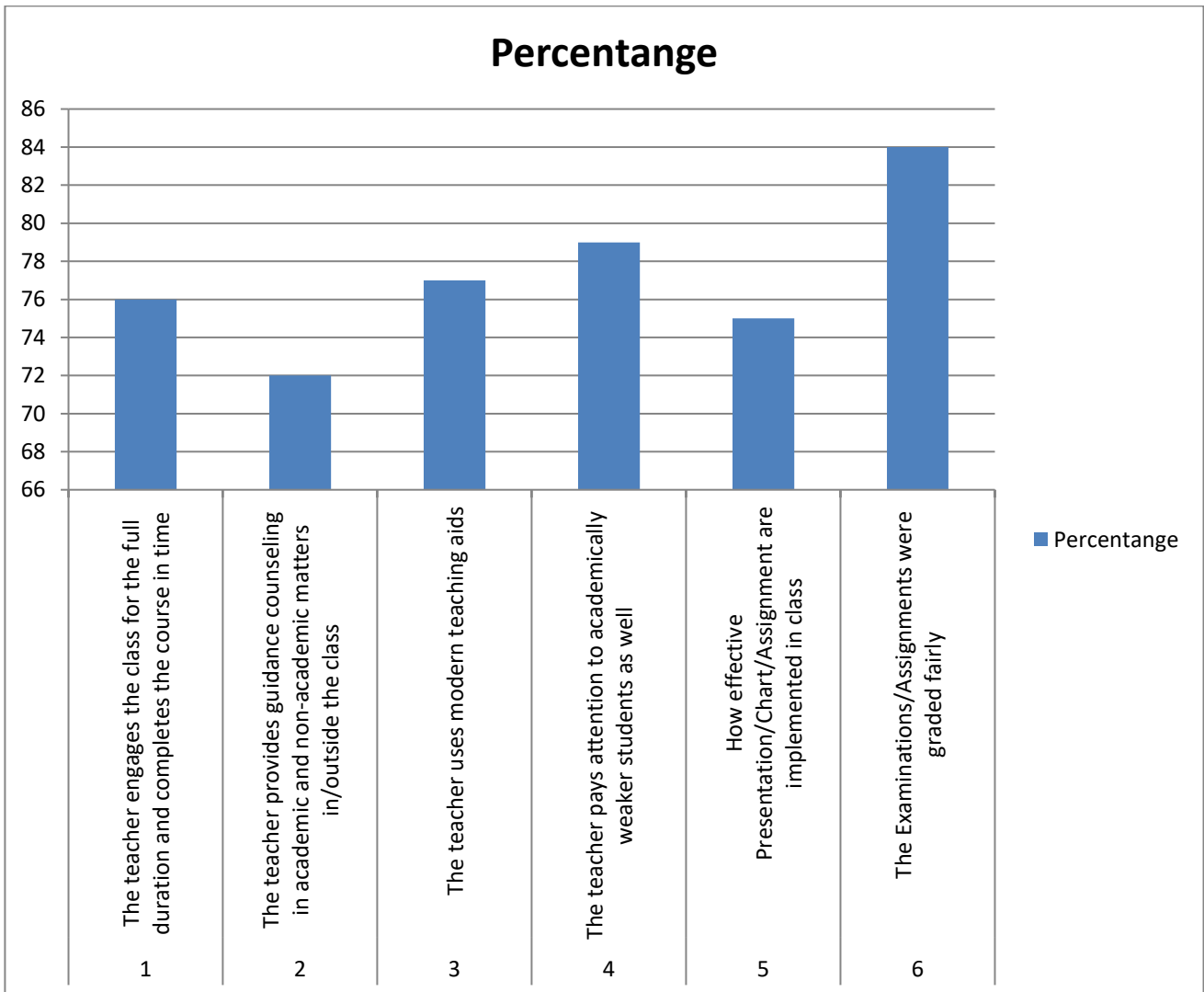


The chart displays the percentage of respondents. Appox. 78% of students rate the teacher covers the entire syllabus,76% percentage of students are satisfied the teacher discuss topics in detail,72% of students rate the teachers communicate clearly and 75% of students rate the teachers inspired his/her 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

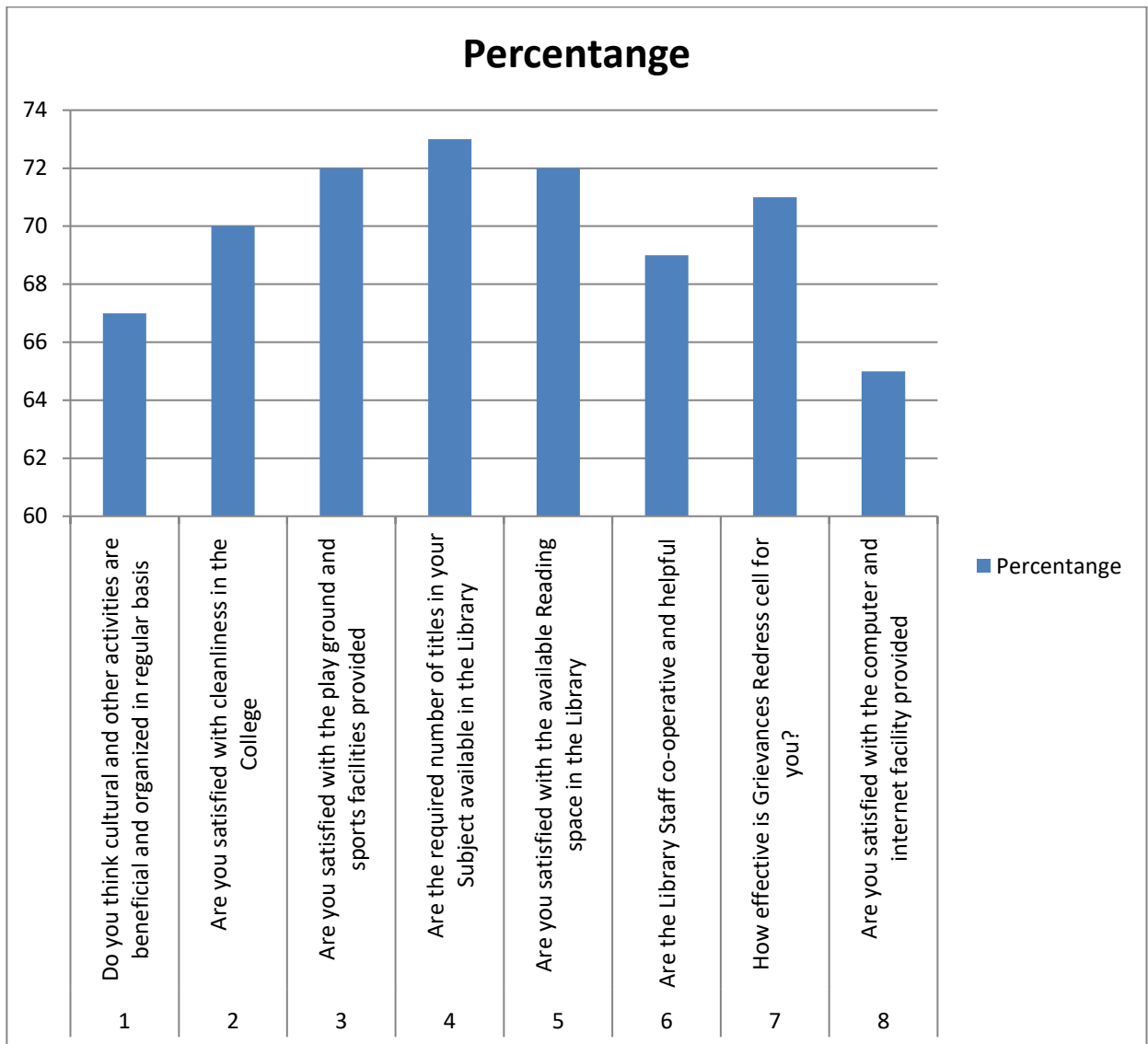
6. The Examinations/Assignments were graded fairly



The chart displays the percentage of respondents. Approx. 76% of students rate the teacher engages the class for the full duration and completes the course in time, 72% percentage of students are satisfied the teacher provides guidance counseling in academic and non-academic matters in/outside the class, 77% of students rate the teacher uses modern teaching aids, 79% of students rate the teacher pays attention to academically weaker students as well, 75% of students rate how effective Presentation/Chart/Assignment are implemented in class and 84% of students are satisfied the Examinations/Assignments were graded fairly.

Library/ Sports/others

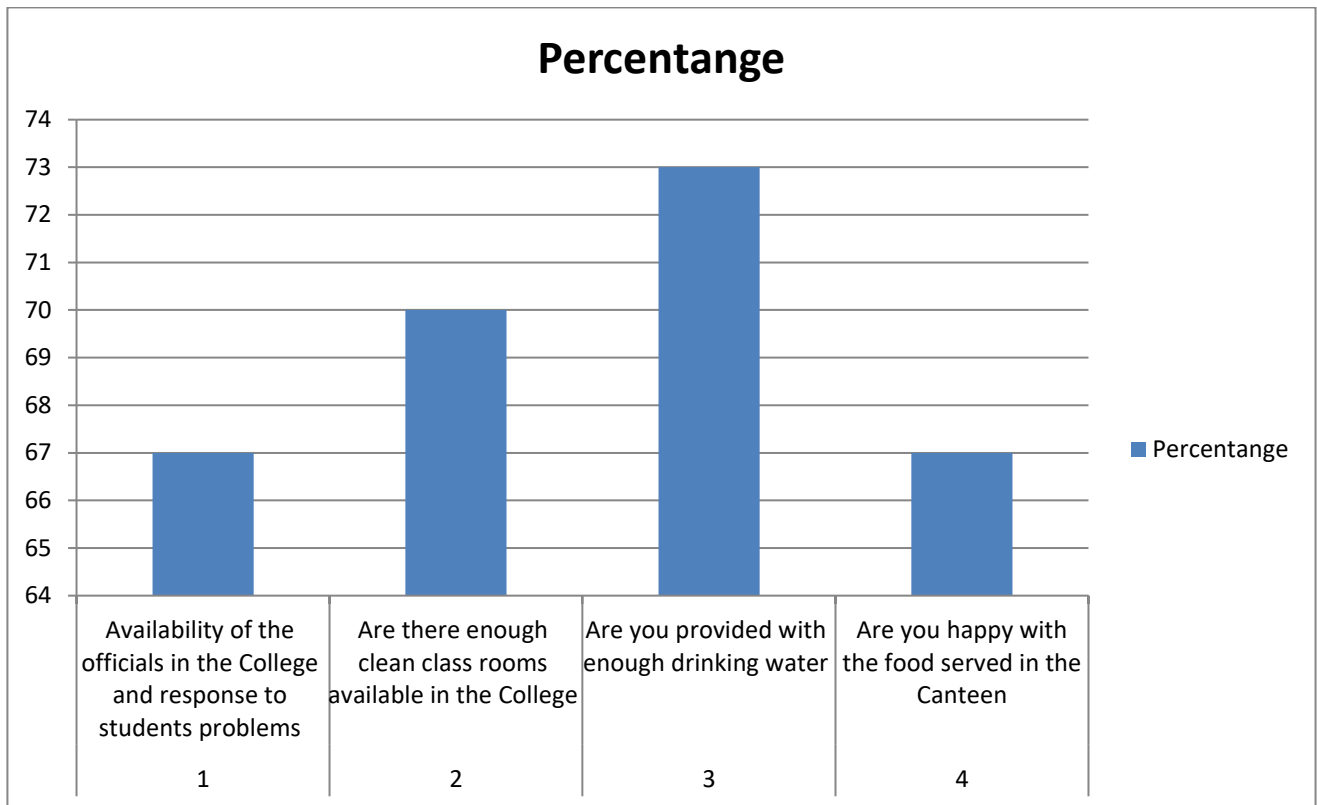
1. Do you think cultural and other activities are beneficial and organized in regular basis
2. Are you satisfied with cleanliness in the College
3. Are you satisfied with the play ground and sports facilities provided
4. Are the required number of titles in your Subject available in the Library
5. Are 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. 67% of students rate the teacher for cultural and other activities are beneficial and organized in regular basis , 70% percentage of students are satisfied with cleanliness in the College ,72% of students rate satisfied with the play ground and sports facilities provided, 73% of students rate the required number of titles in your Subject available in the Library ,72% of students satisfied with the available Reading space in the Library 69% of students are satisfied in relation with the Library Staff co-operative and helpful ,71% 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. 67% of students rate availability of the officials in the College and response to student’s problems, 70% percentage of students are satisfied the enough clean class rooms available in the College, 73% 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: Adoption of Village

Goal:

1. To create social commitment among faculty members towards all round community development of the village.
2. To create awareness about socio-economic development.
3. To eradicate illiteracy from the village.
4. To generate awareness about health and hygiene.

Context:

Sapatgram College is surrounded by mostly villages. So the college, keeping in view the various needs, adopted a village called Bhalukmari which is three kilometers away from the college. As per 2011 census report it has a total population of 817 people of which 422 are male and 395 are female. The village is represented mostly by the Kalitas and Rajbongshis. The literacy rate of the village is (38.86%) which is considerably low as compared to other villages of the locality. It is

situated on the bank of river Sankosh. The main occupation of the villagers is cultivation and daily wages. It is adopted in association with the Village Adoption Committee and NSS unit of the college.

Practice:

Considering the above mentioned contexts, the village Adoption Committee and NSS unit of the college took initiative to make visit of the village to acquire information and to create a congenial condition by holding group discussions with the villagers and the committee in order to find ways and means to uplift the overall standard of the village. The focus of this mission is to make the villagers aware of the importance of education, health and hygiene, livelihood and other means of supports in life to lead a decent life on their own.

The IQAC through the unit collected data on various activities of the villagers with the help of well-designed household survey schedule and questionnaire time to time. NSS unit of our college took the lead to provide flood relief during flood, Moreover HYV seed were also distributed for updating agricultural production. Meanwhile, the college authority provided them the tube wells for safe drinking water and a sensitization programme on health and hygiene was also organized to create awareness for the same. Campaign for literacy is also done by the unit of the college.

Evidence of Success:

1. It is evident from the fact that our college has succeeded in motivating the villagers for regular involvement in our awareness programme.
2. The college looked into various needs of the village and created a moderate hygienic way of living by diversifying their activities in farming and allied sector.
3. We are partially successful in generating literacy awareness among the youths and making them maintain cleanliness in the village.
4. There is a considerable awareness about health and hygiene among the masses.

Problems Encountered and Resource required:

1. As village is situated on the bank of river Sankosh, so it is prone to frequent floods that destroy crop and basic amenities of the village. Hence it appears from the fact that it is a perennial problem for the villagers. Embankment of river is strongly needed for safeguarding the village.
2. As most of the people of the village are poverty stricken, so they do not provide education to their children though the village has one LP school. The entrepreneurial ability is missing among the villagers and a sizeable population of them leaves the village in search of jobs.
3. Drinking water is purely maintained by the individuals in their respective homes. However, it is not fully hygienic.
4. There is no facility of irrigation and it created problems in terms of resources.

The Best Practice-2

Title: promotion of Yoga practices

Goal:

1. To promote yoga as a medium for holistic lifestyle.
2. To create awareness of practicing yoga and its benefits
3. To impart special training for creating personality development of the youths

Context:

Yoga is an ancient physical, mental and spiritual practice that originated in India about several thousand years ago and is now practiced across the globe by millions of people. Yoga today is no longer restricted to hermit, saints and sages; it has entered into our day-to-day life because it offers the means to attain complete self realization with balanced inherent power. With the passing of time the majority of people across the globe have become enslaved to stress due to compelling conditions at the work place or at home, fatigue both physical and mental. So everyone searching a stress free conditions to get rid of this malaise. Yoga provides a proper solution to this growing problem. Understanding the importance of yoga, the United Nations Organization has declared 21st June as International Yoga Day. Keeping pace with the same the college too decided to promote Yoga education in the college.

Practice:

Owing to universality, yoga practice and its application can help everyone in removing stress irrespective of culture, nationality, race, caste, creed, sex and age. Regular practice of yoga creates a pattern in body and mind and facilitates serenity. Considering the fact, our college has also decided to introduce yoga practices as a part of routine work in the college premises. Yoga practice was initiated by a homogeneous group of teachers and students in an unorganized manner. But it got momentum with the announcement of International Day of Yoga since 2014 in our college campus. It began with the practice of meditation, gentle warm-up, yoga postures, breathing practices, Asanas under the supervision of yoga trainer Mr. Akhil Chandra Das.

Evidence of Success:

It is evident from the fact that our college has succeeded in popularizing yoga practices where some students and other stake holders disseminated the same in their locality.

It has increased the academic activities among the teachers and the taught.

Problems Encountered and Resource required:

1. Student participation in the yoga practices is not regular.
2. Due to lack of financial assistance, it is difficult to percolate among the majority.

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SWOC ANALYSIS

Strengths:

- A green eco friendly campus is a noticeable feature of the college.
- Dedicated and qualified teacher maintaining healthy academic standards of the college.
- The relationship between the teacher and the taught is cordial.
- The college offers Hostel Facilities for outstation female students at a nominal rate.
- Better infrastructure and technology.
- Members of Governing Body are easily accessible and they can be contacted for discussion regarding the development of the college.

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.
- Slow academic expansion.
- Inadequate library staff.

Opportunities:

- Scope for introducing new courses.
- Scope for initiating income generating activities in the campus owing to its sufficient plot of land.
- ICT facilities will enable students to develop further.
- Scope for introducing vocational job oriented courses.
- More Value added courses may be introduced with additional funding from UGC/Statutory Bodies.
- Scope for yoga classes.

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.