

The Annual Quality Assurance Report (AQAR) of the IQAC

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

1. Details of the Institution

1.1 Name of the Institution

Sarupathar College

1.2 Address Line 1

Naharani

Address Line 2

P.O. - Sarupathar

City/Town

Sarupathar (Golaghat)

State

Assam

Pin Code

785601

Institution e-mail address

sprcollege@yahoo.co.in

Contact Nos.

+917399059209 (Principal)

+917896446525 (IQAC Coordinator)

Name of the Head of the Institution:

Dr. Siddheswar Bora

Tel. No. with STD Code:

03774-277103

Mobile:

+91-7399059209

Name of the IQAC Co-ordinator:

Mr. Pranjal Dutta

Mobile:

+91-7896446525

IQAC e-mail address:

sprcollege@yahoo.co.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

ASCOGN11868

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/33/A&A/449 dated 16-09-2004

1.5 Website address:

www.sarupatharcollege.org

Web-link of the AQAR:

http://www.sarupatharcollege.org/pdf/AQAR%202013-14.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | | 2004 | 5 years |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

18/01/2005

1.8 AQAR for the year (for example 2010-11)

| |
|---------|
| 2013-14 |
|---------|

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR2009-10 submitted to NAAC on 15/02/2010
- ii. AQAR2010-11 submitted to NAAC on 22/01/2012
- iii. AQAR2011-12 submitted to NAAC on 07/12/2017
- iv. AQAR2012-13 submitted to NAAC on 07/12/2017

1.10 Institutional Status

University State Central Deemed rate

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu)

Engineering

Health Science

Management

Others (Specify)

BA, BPP & PG Courses under KKHSOU,
Guwahati, Assam

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

Dibrugarh University,
Dibrugarh, Assam (India)

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and

1

Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Level Total Nos. International National State Institution

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- The IQAC initiates, plans and supervises various activities that are necessary to increase the quality of education imparted in the college.
- It facilitates the creation of learner-centric environment and encourages the teachers to adopt latest technological devices.
- It ensures the documentation of various programmes/ activities of the college.
- It ensures the arrangement of feedback from students on quality related issues.
- It asks HoDs of all departments to conduct SWOT analysis apart from creating formats to source and compile information as per the new online format of the AQAR provided by NAAC

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 |
|--|--|
| i)Preparation of Academic Calendar ii) Publication of Wall magazines and Departmental journals iii)Strengthening of infrastructural facilities | i)Academic Calendar of the college was prepared and distributed among teachers, students and staff members. ii)Several departments of the college published wall magazines. Department of Assamese published the Annual Print journal titled <i>Panchoi</i> (Vol. VII, Issue I) and Department of English published a print journal titled “New Horizon” iii)Construction of Girls’ hostel, Boys’ hostel, new digital classrooms are in progress |
| iv)Introduction of Reprographic facility in library | iv)The college library has introduced Reprographic facility to provide photocopies at cheaper price to the students as well as teachers |
| v)Strengthening sports facilities | v)Construction of a Pavilion and outdoor stadium including basketball ground, volleyball court and football ground are in progress. |
| vi) To conduct SWC <input checked="" type="checkbox"/> analysis | vi)Data have <input type="checkbox"/> collected from all departments and analysis have been made |

*
the
of
2.15
the
was
body
No

Attached
Academic
Calendar
2013-14 as
Annexure

Whether
AQAR
placed in
statutory
Yes

Management

Syndicate

Any other body

Provide the details of the action taken

The management asked IQAC to update all information for the year 2013-14 till the date of finalisation of AQAR. It also suggested uploading the AQAR in the college website.

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 | 02 (KKHSOU) | 03 | | |
| UG | 10 (DU) & 02 (KKHSOU) | | | |
| PG Diploma | NIL | | | |
| Advanced Diploma | NIL | | | |
| Diploma | | 02 (KKHSOU) | | |
| Certificate | NIL | | | |
| Others | 01 BPP (KKHSOU) | | | |
| Total | 20 | | | |

| | | | | |
|-------------------|--|--|--|--|
| Interdisciplinary | | | | |
| Innovative | | | | |

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

The institution has both core and elective options in case of curriculum.

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | 10 (UG) |
| Trimester | |
| Annual | 1 |

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

* *Provided an analysis of the feedback in the Annexure-II*

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

Restructuring and revision of the syllabi is as prescribed by DIBRUGARH UNIVERSITY. The university introduced semester system in 2011 after revision. The first cycle of semester system is going to be completed in 2014.

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

No new department/centre has been introduced in this year.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|------------|--------|
| 25 | 18 | 07 | 0 | 0 |

2.2 No. of permanent faculty with Ph.D.

05

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 |
| 0 | 09 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | | 11 | |
| Presented | | 23 | |
| Resource Persons | | 02 | |

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

The following are some of the practices adopted by the institution in the area of Teaching and Learning:

- i) Digitization of classrooms
- ii) Tutorial classes were held.
- iii) CCTV cameras were installed in the classrooms to monitor classroom behaviour.
- iv) A Counselling Programme was organised by Department of Sociology on Preparing Seminar/ Project Report on 8th November, 2013.
- v) Moral Value Education Classes were held to impart value education to the students.
- vi) A Special Lecture was held in the Assamese department on the topic:
 - “ Creative Writing” (4th April, 2014)
- ix) Field study tours were organised by various.
- x) Organised departmental seminars, group discussions etc.

2.7 Total No. of actual teaching days during this academic year 180 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Governed by Rules and Regulations of Dibrugarh University

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

2.10 Average percentage of attendance of students 78%

2.11 Course/Programme wise distribution of pass percentage :

| Title of the Programme | Total no. of students appeared | Division | | | | |
|--|--------------------------------|---------------|-------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A. Part III | 29 | NIL | NIL | 20.7 | 72.41 | 93.11 |
| B.A 6 th Semester (New Course) | 155 | NIL | 6.45 | 27.09 | 11.61 | 45.16 |
| B.Com 6 th Semester(New Course) | 37 | NIL | 18.91 | 40.54 | 5.4 | 64.87 |

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

The IQAC contributes to improve the Teaching-Learning process by taking the following responsibilities:

- IQAC Conducts meeting with the teaching staff.
- Collects feedback from parents and students through meetings and questionnaires.
- Oversees Internal assessment conducted by each department.

- Encourages and help faculty to use modern technologies using ICT.
- Prepares and circulates Academic Calendar to convey examination schedule, teaching days, celebration, results, holidays etc. to students as well as teachers.
- Each department of the college are asked to maintain teaching plans and progress registers for effective implementation of the courses.
- Publication of departmental Wall Magazines.
- Organises Students' Seminar and Workshops.
- Organises field trips and study tours.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | |
| UGC – Faculty Improvement Programme | 03 |
| HRD programmes | |
| Orientation programmes | |
| Faculty exchange programme | |
| Staff training conducted by the university | |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | |
| 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 | 11 | NIL | 11 | NIL |
| Technical Staff | NIL | NIL | NIL | NIL |

Criterion – III

3. Research, Consultancy and Extension

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

| | | | | |
|-----|--|-----|-----------|-----|
| 3.2 | <ul style="list-style-type: none"> • IQAC promotes a conducive research environment in the college. • Faculty members are encouraged to publish books, articles and to participate in National/ International seminars/ workshops etc. • Students are encouraged to present their research in National and International academic events. • Students are mentored by teachers of their departments for writing research papers for presentation in the department • Several departments published print journals. | ed | Submitted | |
| | | | NIL | |
| | Outlay in RS. Lakhs | NIL | NIL | NIL |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | | | | 01 |
| Outlay in Rs. Lakhs | | | 1,35,000/- | 90,000/- |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 1 | | 1 |
| Non-Peer Review Journals | | 10 | 16 |
| e-Journals | | | |
| Conference proceedings | | 6 | |

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 organisations

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|-----------------------|---------------|----------------------------|------------------------|----------|
| Major projects | | | | |
| Minor Projects | 2011- | UGC | 1,35,000 | 90,000 |

| | | | | |
|---|------|--|--|--|
| | 2013 | | | |
| 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

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 | NIL | NIL | NIL | NIL | NIL |
| 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

| Type of Patent | | Number | year |
|----------------|---------|--------|------|
| National | Applied | — | |
| | Granted | — | |
| International | Applied | — | |
| | Granted | — | |
| Commercialised | Applied | — | and |
| | Granted | — | |

3.17 No. of research awards/
recognitions received by faculty
research fellows

Of the institute in the year

| Total | International | National | State | University | Dist | College |
|------------|---------------|----------|--------------------|-------------------------|------------------------|---------|
| 02(Ph D) | | | Assam Rajasthan | Dibrugarh Singhaniya | Dibrugarh Jhunjhunu | |
| 03(M.Phil) | | | Assam | Dibrugarh | Dibrugarh | |

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:

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

i) Sarupathar College Teacher's Unit and Women Cell of the college organised tree plantation programmes in the college campus

ii) The IQAC organised a special programme on Human Rights on 3rd October, 2013 to create Awareness among the teachers and students. It also organised a workshop attended by State RTI activists, teachers and students, BDO and others

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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 | 45 Bighas | NIL | NIL | 45 Bighas |

| | | | | |
|---|-----|---|---------|----|
| Class rooms | 20 | 3 | College | 23 |
| Laboratories | | | | |
| Seminar Halls | Nil | | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | | | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | | | |
| Others | | | | |

4.2 Computerization of administration and library

The administration and library of the institution is presently partially computerized. The library uses SOUL package. Full computerization of library and administration has been taken up.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------------|-------------|---------|-------------|--------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 11869 | 1733173 | 766 | 145381 | 12635 | 1878554 |
| Reference Books | 2448 | 3699 | 41 | 6650 | 2489 | 376550 |
| e-Books | | | | | | |
| Journals | 494 | 1086 | — | — | 494 | 10860 |
| e-Journals | | | | | | |
| Digital Database | SOUL 2.0 | | | | | |
| CD & Video | - | - | - | - | - | - |
| Others (newspapers) | 3285 | 1496 | — | — | 3285 | 14965 |

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 48 | NIL | 6 | 12(UGC -NRC) | 10 | 08 | 09 | 03 |
| Added | | | | | | | | |
| Total | 48 | | 06 | 12 | 10 | 08 | 09 | 03 |

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

- The administration, Accounts Section, Library, Departments etc. are fully computerised. Computers in the administration and office have internet access.
- Data management in the library through SOUL software was completed.
- Installation of CCTV cameras inside classrooms, corridors, library, auditorium etc. for effective monitoring.

4.6 Amount spent on maintenance in lakhs:

| | |
|--|-----------------|
| i) ICT | NIL |
| ii) Campus Infrastructure and facilities | NIL |
| iii) Equipments | 33,100/- |
| iv) Others | 2,000/- |
| Total : | 35,100/- |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The College notice board carry relevant information pertinent to student support services
- Information about Student Support services such as Entry into Service Cell, Career Guidance Cell, Grievance Redress are mentioned in the Prospectus

5.2 Efforts made by the institution for tracking the progression

- The progress of students is monitored through departmental seminars, group discussions, assignments, sessional examinations etc.
- Tutorial classes are held regularly and reading materials were supplied
- Remedial classes are arranged for slow learners
- Various Competitions are organized to track the progression of the students in co-curricular activities.
- Student feedback system is in vogue.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|-----|-----|--------|--------|
| 948 | NIL | NIL | NIL |

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

| No | % |
|-----|-------|
| 439 | 46.31 |

Women

| No | % |
|-----|-------|
| 509 | 53.69 |

| Last Year | | | | | | This Year | | | | | |
|-----------|----|-----|-----|-----------------------|-------|-----------|----|-----|-----|-----------------------|-------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 222 | 63 | 152 | 577 | 0 | 1014 | 190 | 48 | 136 | 540 | 0 | 914 |

Demand ratio: 1: 1.15

Dropout % 27.15 (New Course)

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

The Career Counselling Cell and Entry into Services Cell of the college look after the aspects of career coaching, guidance etc. by organising coaching classes, workshops etc.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

The college organised several career counselling programmes during the year for enhancing career related knowledge and experiences of the students.

No. of students benefitted

5.7 Details of campus placement

| <i>On campus</i> | | | <i>Off Campus</i> |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| NIL | NIL | NIL | 60 |

5.8 Details of gender sensitization programmes

The college is planning go organise a programme on Gender Sensitization shortly.

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 event

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 | 01 | 1'000 |
| Financial support from government | NIL | NIL |
| Financial support from other sources | 1 | 2'400 |
| Number of students who received International/ National recognitions | NIL | NIL |

5.11 Student organised / 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: The following grievances were redressed by the Grievance Redressal Cell during the year 2013-14

| Sl. No. | Grievance Reported | Grievance Redressed |
|---------|--|---|
| 1. | Improvement of Girls' Toilet | Done |
| 2. | Over crowded B.A. classes | Sections were created |
| 3. | Request to keep the library self open during college hours | The librarian was requested to keep the book service as requested by students |
| 4. | Prayer for more research journals | Subscribed |

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: To impart quality education to the poor and down-trodden students belonging to ST, SC, OBC, MOBC, Ex-TGL and Minorities

Mission: The College has clear cut mission as underlined below:

- To provide value based education
- To provide competitive environment among the students with good value system to face the contemporary challenging world
- To provide facilities for knowledge application regarding expansion of all round development
- To widen the intellectual horizon of the students and to make them globally competent so as to avail jobs and other opportunities opened by Liberalisation, Privatisation and Globalisation

6.2 Does the Institution has a management Information System

The common information systems are Notice Board, Website etc. Notices are circulated among teachers and non-teaching staff as and when required. The authority also discusses important issues by convening meeting with HoDs, staff members and students whenever necessary.

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

6.3.1 Curriculum Development

As prescribed by Dibrugarh University

6.3.2 Teaching and Learning

- Majority of the classrooms were converted into digital classrooms equipped with smart boards, spectrum, projector, scanner etc.
- Late Leisam Turung Memorial Lecture was held on 29/10/2013.
- The college subscribed more journals and periodicals.
- Departmental seminars, Group Discussions, Literary Competitions etc. were organised to train the students in various course related fields.
- Student feedback was collected and analysed. The report was given to teachers for corrective measures and improvement

6.3.3 Examination and Evaluation

An Examination Committee conducts in-semester and end semester examinations as per academic calendar. The responsibility of evaluation is assigned to each department for their respective subjects in case of in-semester examinations. Every department conducts two sessional examinations along with group discussions, seminar paper presentations, home assignments etc to evaluate the students internally. On the other hand the concerning university sets up Script evaluation zones in different colleges under it and invites faculties to evaluate end semester performances of the students.

6.3.4 Research and Development

- Students are mentored by teachers of their departments for writing research papers for presentation in the departmental Seminars
- Several Departments publish print Journals every year.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The institution has installed ICT facilities in the classrooms for effective teaching & learning such as Digital boards, Digital Podiums etc.
- Book bank facility has been introduced in the library.
- Complete digitization of the library is an ongoing project.
- Reprography facility was made available in the library.

6.3.6 Human Resource Management

The college arranges all efforts possible for human resource quality enhancement

- The IQAC ensures that all classes are held regularly and the teaching and non-teaching staffs render help to the students.
- The college encourages teachers to participate in various faculty development programmes in the shape of RC, OC, Workshops, Summer Schools, Short-term Courses etc
- Computer training is provided to the Teaching and Non-teaching Staff.

6.3.7 Faculty and Staff recruitment

Recruitment of faculty members and staff of the college are made strictly by adhering to the norms/ rules and regulations laid down by the UGC and Govt. of Assam. The institution has a Governing body constituted as per Govt. rules. The GB invites a panel of experts of concerning subjects to conduct interviews for recruitment. Before that vacancy advertisements are published in local leading dailies to invite applications. After selection, approval of appointment is sought from the Govt.

6.3.8 Industry Interaction / Collaboration

The institution collaborated with the neighbouring industry-ONGC for construction of the college boundary wall.

6.3.9 Admission of Students

An admission committee is formed every year for smooth functioning of the admission process. The committee comprises of Vice-Principal, Heads of the Departments, General Secretary of Students Union of the college, Head assistant and other office staff related to admission. The committee notifies the dates of admission, issue of forms etc. as per the prescription of the Dibrugarh University. It also prepares the phase-wise lists of selected candidates as per the seat capacity of the institution. Moreover each department of the institution has their own sub-level admission committee that holds major entrance tests and select students for pursuing major in the concerned subjects. The departmental admission committee submits the lists of selected candidates to the college admission committee and with the approval of the principal the final lists are prepared, displayed in the general and departmental notice boards

There is provision for differential fee structure for economically weaker students. The admission process is manual and is well documented by the committee. The entire process of admission is completed within stipulated time.

6.4 Welfare schemes for

| | |
|--------------|--|
| Teaching | As prescribed by Govt. of Assam and UGC |
| Non teaching | As prescribed by Govt. of Assam and UGC |
| Students | i)Financial assistance to economically backward students from the Students' Aid Fund iii)Free Remedial classes for academically weak students iv)Book bank facilities for all students |

6.5 Total corpus fund generated

47,89,240 /-

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 | | | Yes | IQAC and Management |
| Administrative | | | Yes | Principal, Administrative Officer and Management |

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

For UG Programmes Yes No

For PG Programmes Yes NA No NA

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

NA

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

The University has given administrative autonomy to the college. The university does not interfere with the functioning of college administration except academic matters. The college is governed by a Governing Body which is statutory in nature. In terms of academics, the university has given the autonomy to assess and evaluate internally the students with 20 percentages of marks for each and every subject.

6.11 Activities and support from the Alumni Association

The institution has Alumni Associations at departmental levels which hold meetings and conduct activities from time to time

6.12 Activities and support from the Parent – Teacher Association

The institution doesn't have any formal Parent-Teacher association till now. However, Parent-Teacher interactions are organized by the institution as and when these are called for. This year a Parent- Teacher meet was held on 12/03/2014 to review the students' as well as the College's overall progress. Department of Sociology organized a Guardian-Teacher interaction programme on 2/09/2014.

6.13 Development programmes for support staff

- All the trees of the college campus have been labeled with their scientific and local names to create awareness among the college community.
- The green enclave of the campus is regularly maintained through the voluntary efforts of the staff and students of the college.
- Dept. of Social Forestry, Golaghat has been assisting the college by providing saplings which are planted in the campus.
- There is an active Nature Club functioning in the college
- Litters/ rubbish/ trash, scraps are effectively disposed of.

6.14

Revis

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.

1. The Women's Cell is actively functioning and enhancing Women Empowerment
2. Internet service was made available to students, teachers and employees.
3. Open Access book bank facility has been introduced in the library.

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

1. Library facilities have been improved by purchasing more books, journals, news papers etc.
2. Infrastructural facilities were improved with the construction of Girls' hostel, Boys' hostel, new digital classrooms and installation of power generator.
3. Reprography facility was introduced in the college library to provide photocopies at cheaper price to the students as well as teachers.
4. Administrative Audit has been carried out and outcome is being analysed.

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

See A

Revis

Among the best practices of the Institution, the following can be cited:

- i) The College has been able to strengthen its physical infrastructure, evidence for which is borne by the new digitized classrooms, pavilion, power generator etc.
- ii) The college has taken initiative to improve access to drinking water in the campus through installation of aqua guards at various sites

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

The Nature Club of the college carried on plantation works in the college campus including developing the medicinal herbs garden and flower garden. All the trees of the College campus have been labeled with their scientific and local names to create awareness among the College community. Garbage bins have been installed in the campus to ensure effective waste disposal.

7.5 Whether environmental audit was conducted? Yes No

Strengths:

- Majority of the classrooms are ICT enabled equipped with smart boards, projectors, spectrum etc.
- All the departments have libraries with adequate books
- Students come from diverse caste and ethnic background and it has provided tremendous opportunity to get diversified knowledge.

Weakness:

- The student-teacher ratio of the college is imbalanced
- No National or International Seminars, Conferences etc could be organised in 2013-14
- Most of the students belong to poor economic background.
- Educational background of guardians is very poor.
- Percentage of irregular students is high.

Opportunities:

- There is scope for extending infrastructure in order to introduce new courses
- There is scope to initiate collaborative programmes with different colleges or universities in the field of teaching learning
- To conduct Major and Minor Research Project with the help of financial assistance from UGC
- Opportunities of self employment are available through the small scale industries on the basis of local production like- rice, bettle-nut, ethnic costumes, livestock of preparing the students for global level competition

Threats:

- Enrolment of students in the departments of Economics and History is declining
- Student dropout rate is a matter of concern.

8. Plans for institution for next year:

- The institution plans to introduce Science stream in the college
- Resolution taken to request DHE, Govt. Of Assam for according permission for introducing BCA and B.ED courses keeping in view the great demands of time
- The institution is planning to create a few recreational cottages, flag hoisting circle, a power house in the next academic year
- Vertical extension of Girls' hostel and Boys' hostel to accommodate more students
- To install Wi-Fi facility inside the college campus
- To strengthen Sports facilities by constructing a gymnasium
- Resolution taken to demolish old and worn-out classrooms (Room No. 2, 3 and 4) and to construct RCC type digital classrooms

Name: PRANJAL DUTTA


07/12/2017

Signature of the Coordinator, IQAC

Name: DR. SIDDHESWAR BORA


07/12/17

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 |

ANNEXURE I

SARUPATHAR COLLEGE
ACADEMIC CALENDAR OF THE COLLEGE FOR 2013-14

| Date(s) | Event(s) |
|---|--|
| 16 th July, 2013 (Tuesday) | <ol style="list-style-type: none">1) Commencement of the 1st, 3rd and 5th Semester Classes of the B.A/B.Com programmes2. Notification of class routine in the college.3. Notification of Course Plan/ Departmental Class Routine in the Departmental Notice Boards of the College.4. Principal's meet with Teachers of the College5. H.S. First year Classes to commence.6. H.S. 2nd year classes continue. |
| 17 th July, 2013 (Wednesday) | Interaction with the 1 st semester students by the Principal and Teachers of the |

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| | college. |
| 22 nd July,2013(Monday) | Fresher's Social Day. |
| 19 th & 20 th July, 2013(Friday & Saturday) | Submission of Application forms seeking Major (Arts), Speciality Programme (Commerce) in various subjects of Degree 1 st Semester |
| 24 th & 25 th July, 2013 (Wednesday & Thursday) | Entrance Test for Major (Arts), Speciality Programme (Commerce) of Degree 1 st Semester. |
| 26 th July, 2013 (Friday) | 1 Declaration of results of Major/ Speciality Programme Entrance Test. 2. Admission into Major/ Speciality Programme of Degree 1 st Semester. 3. Filled in Registration forms for H.S. First year students as per date fixed by the college. |
| 27 th July, 2013 (Saturday) | Major/ Speciality Programme of Degree 1 st Semester Classes to commence. |
| 5 th to 8 th & 10 th August, 2013(Monday to Thursday & Saturday) | Home Assignment to H.S. and B.A./B.Com Courses. |
| 5 th August, 2013 (Monday) | Declaration of the B.A./B.Com. Even Semester Examination results. |
| 10 th August, 2013 (Monday) | Last date for submission of filled in Registration forms by 1 st Semester Students of B.A./B.Com Programme. |
| 26 th August to 24 th September, 2013 | 1 st Sessional Examination B.A./B.Com. Programmes in semester system. Terminal Examination of the H.S. Course. |
| 5 th ,6 th ,7 th ,11 th ,12 th ,13 th & 14 th September, 2013 | 1 Unit Test for H.S. students. 2. Departmental Seminar/ Group Discussion, Activities of Nature's Club, N.S.S., Rover and Crew, Extension Education Programme, Women Cell Programmes will be conducted. |

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| | 3. Tithi of SriSri Sankardev(Observed by Students' Union and Bhaona by Teachers of the college at night). |
| 9 th September, 2013 (Monday) | Students' Union Election and Declaration of Election Results. |
| 6 th September, to 11 th September, 2013 (any one day) | Counselling for the B.A./B.Com. Semester students and Mid- Semester feedback Assessment. |
| 23 rd to 28 th September,2013 | Internal Assessment of the B.A./B.Com Programmes through Seminar/ G.D. etc. |
| 27 th September, 2013 (Friday) | Display of 1 st Sessional examination marks in the Departmental notice board. |
| 21 st to 26 th October, 2013 | 1 2 nd Sessional of the B.A./B.Com. Programmes. 2. Terminal Examination of H.S.1 st Year and H.S. 2 nd Year (Arts & Commerce) |
| 25 th October, 2013 (Friday) | Last date for Form fill up of the B.A./B.Com End Semester Examination. |
| 11 th November, 2013 (Monday) | 1 Last date for notification of 2 nd Sessional Examination Marks in the Departmental Notice Board. 2. Date of returning answer scripts to students' (H.S. Terminal Examination) 3. Completion of B.A./B.Com Programmes. |
| 14 th November, 2013 | College Establishment Day |
| 20 th November to 14 th December, 2013 | 1 End Semester Examination of the B.A./B.Com Programmes 2. H.S.(1 st Year and 2 nd Year) Test Examination. 3. Form fill-up for H.S. 1 st year students (Date fixed by College Authority) 4. Form fill-up for H.S. 2 nd Year Students (As per instruction from Council) |

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| | 5. Display of marks to H.S. students in General Notice Board after 15th days of Examination. |
| 16 th to 22 nd December, 2013 | College Week (Including Prize Distribution Day) |
| 16 th December, 2013 to 15 th January, 2014 | Semester End Vacation for the Teaching Staff. |
| 1 st January, 2014 (Wednesday) | Programme for welcoming New Year's Day. |
| 16 th & 17 th January, 2014 | <ol style="list-style-type: none"> 1 Commencement of Even Semester Classes of the B.A./B.Com programmes (2nd, 4th & 6th) Semesters. 2. Principal's meet with Teachers of the college. 3. Notification of Class Routine (College and Departmental) course plan etc. in the Notice Boards. 4. H.S. 2nd Year Classes to continue. |
| 21 st , 22 nd , 23 rd , 24 th , 27 th , 28 th & 29 th Jan, 2014 | H.S 1 st Year Annual Examination (Subject to adjustment) |
| 14 th February, 2014 | Declaration of the results of Odd Semester B.A./ B.Com programmes. |
| 20 th February, 2014 | Declaration of H.S. First Year (Arts & Commerce) Results. (Admission & Commencement of classes as per dates fixed by the College Authority) |
| 20 th February to 5 th March, 2014 | <ol style="list-style-type: none"> 1 1st Sessional Examination of the 2nd, 4th & 6th Semester of the B.A./B.Com programmes. 2. H.S. Final examination as per Council Routine and other Examination of D.U. as per University Routine. |
| 1 st to 6 th March, 2013 | Counselling for the students of the B.A./B.Com programmes and Mid-Semester feedback Assessment (one day) |

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|--|--|
| 8 th March, 2014 | International Women's Day to be observed by the Women's Cell of the college |
| 20 th to 26 th March, 2014 | 1 Notification of 1 st Sessional Examination Marks of the 2 nd , 4 th & 6 th Semester B.A./ B.Com Programmes in the Departmental Notice Board. 2. Internal Assessment for 2 nd , 4 th and 6 th Semester of the B.A/B.Com programmes through Seminar/ Group Discussion etc. |
| 18 th to 30 th April, 2014 | 2 nd Sessional Examination of the B.A./B.Com programmes. |
| 26 th April, 2014 (Monday) | Last date for form fill up of the B.A./B.Com End Semester Examination. |
| 10 th May, 2014 (Saturday) | 1 Last date for notification of 2 nd Sessional Examination Marks of the B.A./B.Com programmes. |
| 1 st June to 20 th July, 2014 | 1 Admission Notice and Completion of the Admission process in the B.A./B.Com 1 st Semester Classes. 2. Admission to the B.A/B.Com 3 rd and 5 th Semester Classes. |
| 16 th June to 15 th July, 2014 | Semester End Vacation for the Teaching staff of the College. |

ANNEXURE II

IQAC, SARUPATHAR COLLEGE

STUDENTS FEEDBACK MECHANISM 2016-17

| Sl. N | Questions/Aspects | Feedback Options |
|-------|-------------------|------------------|
|-------|-------------------|------------------|

| | | | | | |
|----|---|--------------------------|------------------------|--------------------------|-------------------|
| 0 | | | | | |
| 1. | Unit Tests/class tests are held regularly | Yes:72% | No:28% | | |
| 2. | Percentage of course covered per session/semester | (Below 30%) covered :08% | (30%-50%) covered :03% | (50%-80%) covered :44.1% | (Above 80%):44.9% |
| 3. | Departmental Seminars and group discussions are held at regular intervals | YES:75% | NO:25% | | |
| 4. | Teachers come to class well prepared | Yes:82% | No: | Mostly:11% | Sometimes:07% |
| 5. | Accessibility of Teachers | Most Often:67% | Sometimes:33% | Not at all: | |
| 6. | Inter-Disciplinary classes are taken | Yes:23% | No:77% | | |
| 7. | Involvement in departmental projects | Yes:87% | No:13% | | |
| 8. | Satisfaction in case of current teaching method | Yes:77% | No:23% | Sometimes: | |
| 9 | Problem with classroom atmosphere | Yes:82% | No:18% | | |
| 10 | Opportunity for educational tours/field study | Yes:54% | No:46% | | |
| 11 | Library Service | Excellent:42% | Satisfactory:39% | Below average:19% | |

