YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution Sapatgram College

- Name of the Head of the institution Dr. Rajeshwar Prasad Singh

- Designation Principal

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 09435243684

- Mobile No: 8638880440

- Registered e-mail principalsapatgramcollege@gmail.com

- Alternate e-mail sapatgramcollegeiqac@gmail.com

- Address SAPATGRAM COLLEGE, VILL-SANTIPUR, P.O- SAPATGRAM, DIST.- DHUBRI

- City/Town SAPATGRAM

- State/UT ASSAM

- Pin Code 783337

2. Institutional status

- Type of Institution Co-education

- Location Rural

- Financial Status UGC 2f and 12(B)

- Name of the Affiliating University   **GAUHATI UNIVERSITY**

- Name of the IQAC Coordinator   **DR. Ronchai Basumatary**

- Phone No.

- Alternate phone No.

- Mobile   **7002094497**

- IQAC e-mail address   **sapatgramcollegeiqac@gmail.com**

- Alternate e-mail address   **ronchaigwra@gmail.com**

3.Website address (Web link of the AQAR (Previous Academic Year)   http://sapatgramcollege.in/upload/aqar/1660290750.pdf

4.Whether Academic Calendar prepared during the year?   **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: http://www.sapatgramcollege.in/upload/acalendar/2021-22.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**66.25**	**2005**	**28/02/2005**	**27/02/2011**
Cycle 2	**B**	**2.52**	**2016**	**19/02/2016**	**18/02/2021**

6.Date of Establishment of IQAC   **22/10/2005**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sapatgram College	**Infrastructure Grants to College**	**RUSA**	**2022**	**5000000**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   `7`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report   [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?   `No`

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

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12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
1. The IQAC planned to organize some International & National Webinars, Seminars, Workshop, FDP.	1. i.The Department of Economics under the aegis of IQAC in collaboration with Assam College Librarians' Association organized a National Webinar on 22.7.21. ii. Department of Economics under the aegis of IQAC organized an International Webinar on Corona Pandemic and Efforts For Sustainability of India's Rural Economy on 1.8.21. iii. National Workshop on Career Counselling: Goal to achieve under Guidance organized by Deptt of History, Sapatgram College and Ratnapith College from 11.7.21 to 13.7.21. iv. One Week FDP on Intellectual Property Rights organized by IPR Cell, IQAC, Deptt of History & Computer Science, Sapatgram College & Support from Techvictus Pvt. Ltd from 26.7.21 to 31.7.21. v. A Weeklong Workshop on Research Methodology for undergraduate Final Semester Students organized by Research and Publication Cell, IQAC, Sapatgram College from 9.5.22 to 14.5.22. vi. Online FDP on Higher Education in 21st Century in the light of National Education Policy 2020 was organized by IQAC, Sapatgram College & Support from Skillgym in association with E & ICT Academy, IIT, Guwahati from 25.05.22 to 31.05.22. vii. Online workshop on Digital Technology in E-Governance & Administrative System in colleges organized by IQAC, Sapatgram College in

	collaboration with S.S. Technologies, Guwahati from 31.5.22 to 1.06.22. viii. One day Workshop on Course Outcome and Career options for the Graduates and Doubt clearing session for Advanced learners organized by Deptt. of Bengali & History in collaboration with IQAC & Alumni Association, Sapatgram College on 30.06.22. Moreover, several online classes were also taken from time to time.
2. The IQAC planned to undertake community development programme	2. i. Voter's Awareness Programme organized by Civil Administration, Bilasipara Sub-Division in collaboration with IQAC, Sapatgram college on 18.11.21 ii. Department of Assamese organized a community service programme on 10.9.21. iii. Community Service Programme organized by Deptt. of Education, Sapatgram College on 24.01.22. iv. IQAC observed 12th National Voters' day on 25.01.22. v. Free Health Check up Camp on the occassion of World Health day organized by IQAC, in association with NSS cell, Sapatgram College in collaboration with Santipur Mini P.H.C on 07.04.22. vi. Cleanliness Programme at adopted village Bhalukmari organized by NSS Unit, Sapatgram College on 8.6.22. vii. Health Awareness Programme (on Deworming, WIFS and Mestrual Hygiene) on the occassion of Menstrual Hygiene Day organized by Women's Cell, Sapatgram College in collaboration with IQAC and Raniganj Block Primary Health

	Centre (BPHC) on 28.5.22.
3. Procurement of more ICT tools for ICT based classes	3. The IQAC has purchased three numbers of LCD projectors and distributed among some of the departments to expedite the ICT based classes in this college.
4. IQAC emphasizes on research activities	4. The IQAC always tries to keep a close contact with the faculty members and encourage them to undertake research related activities and publications. As a result , during this academic session some of the faculty members have undertaken various research work and publications.
5. To oraganize skill development programmes for the students	5. The IQAC has taken the initiative to oraganize some programmes related to skill development as per the present requirement of time. The college has established on 19.05.2022 a Centre for Incubation, Innovation and Entrepreneurship in association with District Administration, Dhubri and District Industries, Commerce and Public Enterprise Department of Dhubri district.
6. To initiate Academic and Administrative Audit of the college	6. The IQAC has taken initiative to implement the Academic and Administrative Audit and a prayed for the same to the member of NAAC mentoring committee, Assam. Accordingly they have given the date for AAA in this college on 12.07.2022.
7. To upgrade ecosystem, green Audit, plantation programme and to promote environmental awareness	7.The IQAC has taken some initiative to maintain the ecosystem, green campus, plantation and environmental related issues such as i. Cleanliness programme organized by NSS Unit on 13.08.21. ii.

	Awareness Programme on Ban on Single Use of plastic and conservation of water resources on 9.10.21 in collaboration with PRAKRITI Wildlife Protection society. iii. The Deptt of education organizes Cleanlinees Programme on 22.12.21. iv. Plantation Programme
8. IQAC plans to establish more MoU with other educational institution and NGOs	8. A number of MoUs were signed during this academic session- Department of Assamese signed MoU with Department of Assamese of Bilasipara College on 24.3.22, Department of Bengali signed MoUs with two colleges namely Dept of Bengali, Fakiragram College & Bilasipara College on 30.4.22 & 28.3.22 respectively, Department of Bodo signed MoU with Department of Bodo, Fakiragram College on 5.4.22, Deptt of History and Mathematics signed MoU with Deptt. of History, Ratnapith College & Deptt. of Mathematics, Bilasipara College on 4.12.21 & 24.3.22 respectively, Deptt. of Economics signed MoU with Deptt. of Economics, Bilasipara College & Ratnapith College on 28.3.22 and Deptt. of Political Science signed MoU with Care India Foundation, NGO, Bilasipara on 9.4.22.
9. To introduce more Add-On courses by the Departments.	9. Almost all the departments have introduced six month Add-on Courses during this academic session. These are- 1. The Department of Political Science introduced Add on course on Gandhian Studies from June-2021. 2. The Department of English introduced Certificate Course on

	Communicative English. 3. The Department of Political Science introduced Add on Course on Women in India on 2022. 4. The Department of Assamese introduced Add on Course on Bihu Adhyan on 2022. 5.The Department of History introduced Add on Course on Travel and Tourism Studies in North East India on 2022. 6.The Department of Economics introduced Add on Course on Budget Analysis on 2022. 5.The Department of Education introduced Add on Course on Personality Development on 2022.
10. Publication of ISBN Book and ISSN Journal	10. The IQAC has taken an initiative to publish a ISBN Book from the beginning of this academic session and as a result, an edited ISBN Book entitled
11. To introduce Code of Conduct for all stakeholders	11. The college has already implemented the code of conduct/ ethics for students, faculty members and non-teaching staffs for smooth running of the institution.
12. To digitalize the Central Library	12. The Central Library of Sapatgram College has introduced the RFID system and initiative has been taken to make it fully digitalized so that the student can avail the facilities of digital library.
13. To introduce No Fossil Fuel Day and Self Defence Training for Girls' students	13. The Best Practice Cell under the aegis of IQAC, Sapatgram College has introduced No Fossil Fuel Day on every last saturday of the month. Moreover, the Women Cell has organized the Self Defence Training for Girls'

	Student after 3 P.M. on every Thursday to Saturday.
14. To accelerate sports, gym and cultural activities	14. Due to COVID Pandemic, the college was not in a position to organize sports, gym and cultural activities during this academic year. But, it may be mentioned that, the IQAC initiated to purchase some sports and gym equipments to provide sports and gym facilities to the students.
15. To incorporate Water and waste management audit to the existing format of Green audit	15. The college has constructed Waste Management tank and rainwater harvesting system.The IQAC introduced Green audit in the academic year 2020-21 and it is continuing in the same format.

13.Whether the AQAR was placed before statutory body?   **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	16/02/2023

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	`Sapatgram College`
• Name of the Head of the institution	`Dr. Rajeshwar Prasad Singh`
• Designation	`Principal`
• Does the institution function from its own campus?	`Yes`
• Phone no./Alternate phone no.	`09435243684`
• Mobile No:	`8638880440`
• Registered e-mail	`principalsapatgramcollege@gmail.com`
• Alternate e-mail	`sapatgramcollegeiqac@gmail.com`
• Address	`SAPATGRAM COLLEGE, VILL-SANTIPUR, P.O- SAPATGRAM, DIST.-DHUBRI`
• City/Town	`SAPATGRAM`
• State/UT	`ASSAM`
• Pin Code	`783337`
2.Institutional status	
• Type of Institution	`Co-education`
• Location	`Rural`
• Financial Status	`UGC 2f and 12(B)`
• Name of the Affiliating University	`GAUHATI UNIVERSITY`
• Name of the IQAC Coordinator	`DR. Ronchai Basumatary`

• Phone No.	
• Alternate phone No.	
• Mobile	**7002094497**
• IQAC e-mail address	**sapatgramcollegeiqac@gmail.com**
• Alternate e-mail address	**ronchaigwra@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	http://sapatgramcollege.in/upload/aqar/1660290750.pdf
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13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	16/02/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	01/03/2023

15. Multidisciplinary / interdisciplinary

Multidisciplinary/ Interdisciplinary study environment is significant to the academic atmosphere of the college. The college has arranged several multidisplinary seminars, webinars, special talk etc. We provide many subject combination to our students to opt for as per the guidelines formulated by the Gauhati University. Equity and inclusion through a range of measures has been initiated for including greater opportunities for public education, supervision of scholarship for disadvantage and unprivileged students. Moreover, the college has undertaken some initiatives for career progression of the students belonging to various departments. The interdisciplinary classes has been arranged by some departments to develop the multidisciplinary environment in the college. Different Departmets of the college have introduced multidisciplinary/interdisciplinary Add-on courses.

16. Academic bank of credits (ABC):

The institutional preparedness in implementation of academic bank of credits is dependent on the guidelines of the affiliated university (Gauhati University) and higher education department, Govt. of Assam. Sapatgram College formed a three Member Committe for the counselling on ABC. The Committee has been convincing the students on the need of ABC. They are getting students registered on the website.

17. Skill development:

The National Education Policy (NEP), 2020 has given special emphasis on accuring various skills to attain the goal of new education policy. The college has already conducted skill enhancement classes as per the present requirement. The college also encourages the soft skill development of the students by arranging lectures by resource person from different fields and has established a Incubation Centre in the college campus. Besides CBCS, the college provides computer training courses and encourages entrepreneurship through different programmes in order to embrace skill development. The college has organised workshop on handy crafts to develop traditional knowlege system and upgrade their knowlege with modern technologies.

18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college has made several efforts to integrate Indian Knowledge System in its course unit. The billingual method as the

medium of teaching is used in our college. The college celebrates many commemorative days to make the students aware of Indian culture and heritage. As a part of it, offline Yoga training implemented in the college to inculcate the Indian cultural value among the students. Moreover, the college has arranged excursion programmes to impart Indian Knowledge base among the students and sense of integrity as a responsible citizen of India. The college has taken initiatives to revive endangered regional Indian languages by introducing Add-On Courses.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college has followed the Focus on Outcome based Education Policy which helps our college to keep record of results of the students through academic audit and mentor mentee system. Course Otcomes and Programme Outcomes are discussed by the faculty members from time to time. During the pandemic, virtual tours were explored by several departments. Successful alumni are invited to share their experiences with the existing students to highlight the Outcome based Education system. All the Departments of the college organise an interaction programme between teacher and students on desired outcome of the courses.

20.Distance education/online education:

During the time of Covid-19 Pandemic, the college has succesfully implemented online teaching through college website by providing individual account. All the online classes were held by using Online college portal and also through google classrooms. Assignments and evaluations are also done through online by some departments. During the time of pandemic all the meetings were held online. Several webinars were oraganized by the college through google meet. Study materials were uploaded by the faculty members on college website. Even after the college resumes, several online practices are still exercised. Our college is the member of NLIST-INFLIBNET for providing e-resources to the students and the faculty members. Moreover, the college has a Centre for Distance education under Gauhati University known as IDOL. Under this course, various departments conducted PG Courses such as M.A. in Political Science, English, Economics, History, Education, Philosophy, Mathematics, Assamese and Bengali. The students take admission in Gauhati University and the college organize the classes only on Sunday.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**11**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**892**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**655**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**140**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**22**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**25**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**23**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**23.36 lakhs**
4.3 Total number of computers on campus for academic purposes	**26**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The IQAC prepares the academic calendar. Faculty members prepare the lesson plan and action plan and submit monthly progress report in the first week of every months. Course completion certificates are collected from the faculty members and feedbaks are taken from the students before the commencement of end-semester examination.At the beginning of the academic session,students undergo Induction and Orientation program,where career counselor and academic experts guideand encourage students for creating a better career.The faculties of each subjects make students aware about Course Outcomes which are defined for each course. Faculty members give periodical assignments and conduct teststo check students' progress both in offline and online mode. IQAC with the help of other faculty members identify the slow and anvanced learners. Advanced learners are encouraged and engaged in peer teaching, and the faculty members try to improve the learning of slow learners throgh remedial and tutorial classes.The faculties aimto strengthen the problem solving and critical thinking skills of thestudents by using both traditional and modern method of teaching.ICT tools are used for effective teaching-learning.The faculty members of the Departments maintain teaching diaries, prepares teaching plan, and monthly progress reports are submitted

to IQAC.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Before the commencement of the academic year, the Institutionprepares and publishes' Academic calendar' containing the relevant information regarding the teaching learning schedule (working days), various events to be organized, holidays, dates of internal examination, semester examination etc. The students' academic progress is monitored regularly by adopting the strategy of continuous internal evaluation, seminars, project work, unit test and semester examinations. For the implementation of Internal Assessment Process, Examination committee is formed at the college level which monitor overall internal assessment process. The examination committee, send the information to the University about the students who are appearing for the examination. After receiving enrolled list of the students' by the University, the college prepares seating arrangement chart, list of invigilators etc. The record of internal assessment is maintained by each department. In addition the internal academic audit conducted which ensures the compliance to verify with documentary evidence.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/	**B. Any 3 of the above**

Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

11

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

8

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

254

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

254

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Sapatgram College takes initiatives to create awareness on Professional Ethics, Gender, Human Values, Environment and Sustainability.Courses that teach human values in its curriculum are Political science, English, Education. Professional ethics are integrated in the courses of English and Education subjects. N.S.S. promotes environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. units undertake a host of activities in the nearby vicinity and in the adopted villages. N.S.S. organizes various environment related programs including tree plantation, cleanliness drive, etc. Various activities like painting, quizcompetitions, invited talks are organized to create awareness about nature, environment and sustainability.World Environment Day is organized in the college every year. The college has taken active participation in Swachch Bharat Abhiyan Programmes. Major gender issues are focused and addressed through different activities in the college by observing International Women's Day, Health Awareness Programme, Special Talk on Cyber Crime & Child Marriage etc.Human values like respect, acceptance, consideration, appreciation, listening are the virtues that guide us to take into account the human element when we interact with other human beings.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

91

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.sapatgramcollege.in/feed_sub.php?id=1

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1102

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

346

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

ASSESSMENT METHODOLOGY FOR SLOW-LEARNERS

- The institution identifies slow learners by their formative and summative performance in their internal examinations as well as by their teachers and mentors.
- The slow learner's performance in the examinations is below 40%
- Attendance below 75% along with marks below 40%.

ASSESSMENT METHODOLOGY FOR ADVANCE-PERFORMERS

- The institution identifies advance learners by their formative and summative performance in their internal examinations which is above 50%.
- The skills of advance learners enable them to participate in conferences such as seminars, quiz competitions etc.
- Further enhancement on their skill set is brought to light with the art of writing.
- Encouraging regular library exercises.

MEASURES TAKEN FOR IMPROVING THE WEAK STUDENTS

(i) Tutorial classes are conducted with appropriate focus on the subject in which the students are found to be slow learners

(ii) Individual academic counseling is done by concerned subject teacher.

(iii) Personal counseling is done through mentoring and maintain the entire academic record of the student. Slow learners are

counseled and motivated by the mentors.

INITIATIVES TAKEN

i) Basics of the subjects were cleared through remedial classes.

ii) Notes on important topics were provided.

iii) Theoretical portions were explained through presentations.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
892	**22**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Each department follows unique programmes to enhance the learning experience of students. Some of these programmes include: Participatory methods: ICT aided seminar presentation and assignments,Case study analysis,Group discussions, Debate and quiz competitions, Peer Teaching etc. are organized regularly by the departments.

Online Tests: The Department of English and the department Political Science have implemented an online teaching module using Google Classroom. Students are given log-in credentials to join the Classes created by the teacher in Google Classroom using a password. Internal Exams, Assignment Submission, Distribution of Study Materials are done through this Platform.

Workshops and Seminars: Various departments and IQAC of the

college have conducted several International and National Seminars and Workshops by inviting resource persons from many foreign countries including US, Germany, and UK during the past years for the benefit of the student community. In addition to this, various cells functioning in the college organizes student centric programmes and initiatives at regular intervals.

Film Screening: Films adapted from the novels and plays are shown to students.

Individual Projects: Individual projects are given to students to motivate independent thinking and independent problem-solving skills and to improve confidence in working through a problem.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

ICT-enabled tools for effective teaching and learning process The Institute follows ICT enabled teaching in addition to the traditional classroom education. Subsequent efforts are taken by the institute to provide e-learning atmosphere in the classroom. Faculty members of the college use ICT technology to improve the teaching and learning process.

1. In addition to chalk and talk method of teaching, the faculty members are using the IT enabled learning tools such as PPT, Video clippings, Audio system, online sources, to expose the students for advanced knowledge and practical learning.

2. Teachers use Laptop, Voice Amplifier in the class rooms.

3. Most of the faculty use interactive methods for teaching. The major emphasis is on classroom interaction in terms of research paper presentations, seminars, debates, group discussions, assignments, quiz/tests/viva etc.

4. During Pandemic our college developed a college web portal through which all the teachers actively engaged in the online classes.

5. Videos, PPT, PDF were used as the remedial for the classes.

6. The college has two ICT enabled class rooms where teachers regularly did their classes

7. The college has one Smart Class Room where seminars/Symposiums are convened.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://sapatgramcollegeonline.co.in/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	**No File Uploaded**

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

9

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

259

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Gauhati University, the parent university of this institution has adopted major reform in the evaluation by introducing Choice Based Credit System (CBCS) from the academic year 2016 and the institute has adopted the same. According to university guidelines, there are two semesters, odd and even in a year for graduation courses. To handle the internal assessment process, our college continuously conducts the internal evaluation through different mechanisms such as regular class tests, student seminars, field surveys in some subjects, assignments, presentations, viva-voce, dividing students into groups-each group comprising academically strong and weakstudents and made to discuss and write assignments together contribution/ knowledge gained by members of the group was tested through interactions, preparation of innovative learning modulus on special topics involving students by asking them to frame relevant questions on a topic, group discussions, quiz etc • Due to the sudden outbreak of the COVID-19 pandemic, the continuous internal evaluation was conducted through fully online system. Online assignments of students were taken through learning management system (Free online google meet and google class rooms site) by Departments of English, Political Science and History and also by sending e-mails to students, Other departments have used e-mails, whatsApp, Google Classroom, Google Meet, Google Form and other web platforms for continuous internal evaluation of students.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Most of the grievances related to the examination are received after declaration of results by the Gauhati University. The errors in their results like marks of the internal assessment, attendance sheets, error in the bio-data etc. are immediately addressed, corrected and quickly disposed for onward submission to university by the Officer-in-Charge of Examination. As per internal practical tests are concerned, if any student pin points any academic discrepancy viz conduct of tests, the concerned teacherswholeheartedly show their concern and attention is given to the student grievances. The reasons of absence of the students during internal examinations are investigated and their grievances are redressed accordingly.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

In the syllabus prepared by the affiliated University, the learning outcomes are well defined. Besides this, the institution emphasized on promoting value education through motivated trained faculty. The College has a proper mechanism of communication of the learning outcomes of the Programs and Courses, which includes following; Hard Copy of syllabi and course/programme Outcomes are available in the respective departments for ready reference to the teachers and students. Copy of Curriculum and Outcomes of Programs and Courses are available in the website of the affiliated University. An interaction Programme on stated programme and Course Outcomesis organised before the commencement of classes every semesters.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://sapatgramcollege.in/upload/iqac_file/1675928144.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college has a systematic process of collecting and evaluating data on programme and course outcomes, for which the assessment includes the following: Assessment for the course-level is done via continuous assessment having a particular weightage depending upon course objectives, learning outcomes and pedagogy. Various components for continuous assessment are defined and used. The evaluation is rigorous. It is done by adjoining the marks acquired by the students to their corresponding Course outcomes. The attainment of Programme outcome is discussed with the students after the completion of courses of every semesters.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

140

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	http://www.sapatgramcollege.in/upload/iqac_file/1678437332.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.sapatgramcollege.in/upload/iqac_file/1677318744.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

NIL

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

43

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

16

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The College regularly conducts the extension activities in the nearby villages and weaker sections of the societies. These programmes aim to connect the Higher Education Institutions with the society. This will transform the outlook of the students and inculcate leadership qualities in the youth. They will prove good administrators, good humans with good moral behaviour and responsible citizens in future. Such citizens help in Nation building. At the same time the needs of the society and the needs of the downtrodden sections are fulfilled. The NSS units conduct extension activity in the academic session 2021-22 is as under:-

- **Cleanliness Programme under Swachchata Action Plan "Youth against Dirt and Pandemic" was conducted on 13th August,**

2021 in the college campus.
- Plantation Drive "Go Green" on the occassion of World Environment Day was organized on 5th June, 2022.
- A weeklong Painting Festival on the occassion of World Environment Day was conducted from 5th June to 11th June, 2022.
- A Cleanliness Drive at Bhalukmari (Adopted Village) was conducted on 8th June, 2022 which was headed by Dr. Abu Zafar Ahmed, Assistant Professor, Department of Philosophy.
- A Sensitization Programme on "Constitutional Obligations: Values, Rights and Responsibilities of the Citizens" was organized in collaboration with Department of English, Education & Best Practice Cell, Sapatgram Collegeon 30th June, 2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

208

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

05

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	**No File Uploaded**

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

11

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a policy for the creation and enhancement of infrastructure in order to promote a good teaching learning environment, according to its vision and strategic objectives. The institute ensures adequate availability and optimal utilization of physical infrastructure in order to create an environment of excellence in education through technologically innovative educational tools.The Infrastructure Cell plans ahead for all requirements regarding the availability class rooms, laboratories, furniture and other equipment. Whenever need arises to augment infrastructure in terms of classroom, laboratory books etc. are submitted to the IQAC and Purchase Committee for allotment of funds and execution of work thereof. Distinguished features of the College include the following- The college ensures optimal utilization of the resources by encouraging innovative teaching learning practices like use of power point presentations, LCD projectors, smart boards etc. Regular workshops/awareness programs/training programs are conducted for optimal deployment of infrastructure and utilization of modern technology. The available physical infrastructure is optimally utilized beyond regular college hours, to conduct co-curricular activities/extracurricular activities, parent teacher meetings, Training classes etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sapatgramcollege.in/facilities.php

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution utilizes its resources to provide an environment to its students where they are encouraged to pamper in sports and extracurricular activities. Students are trained in sports under the guidance of a qualified and specialized Physical Educational Instructor.They are trained and encouraged to participate in various level of competition including intra college events, inter college events. All the participants are awarded with participation certificates.

Yoga class/awareness Programme: Although the college doesn't have an established Yoga Centre but Yoga Day is celebrated every year and this year a three days Yoga Awareness Programme was conducted for the faculty and students by expert yoga trainers. Trainers were present on the occasion.

Cultural activities: The college believes in all-round development of its students.Every year the college conducts cultural programs to make this happen.

Gymnasium Activities: The college has well furnished Gym centre with modern Gym equipment covering an area of 1240 sq. ft. established on 2020. The students and the teaching staff of this college use the Gym centre after 3.00 pm in every alternate working day under the guidance of a qualified instructor. 30% of the teaching, non-teaching staff and students use the gym centre on regular basis.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	http://www.sapatgramcollege.in/facilities.php

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

5.84 lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college using Soul 2.0 software and library is fully automated. Library provide OPAC device to students and faculty members to have access books by subject, Aurthor, Accession no and title. The total numbers of books in library are about 20748 and number of visitors per day is 15-25. The library has browsing centre, Xeroxfacility, and reading rooms for users. The library

has also a guidance and counselling cell.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.24 lakhs

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

34

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The College emphasizes to provide IT facilities to the teaching staff as well as the students of this college. The college develops an online portal in the college website during the time Covid pandemic to provide online teaching learning facilities for the students. The college planned to introduce Wi-Fi facilities in the campus area but due to lack of proper service provider, the WiFi facilities cannot be provided. The College also plans to introduce some IT based computer course for the students of this college which will make our students able to know a little bit about the information technology. Moreover, the college gives preference to purchase IT related equipment in every year such as Laptop, Desktop, L.C.D. Projector etc.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

26

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**E. < 5MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

13.32 lakhs

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has well defined policies and procedures of maintaining physical,academic and other support facilities.The maintenance and utilization of physical,academic and support facilities are monitored by the Academic Council,Library-committee,Hostel Management Committee,Planning-Board and Sports and cultural committee and IQAC of the college.The Academic Council which includes Head of all departments along with Principal,Vice Principal and Coordinator of IQAC identifies the requirement of maintenance of areas individually which are addressed in the Academic Council meetings and the same is passed for approval.The Library committee monitors,maintains the library facilities and other resource for their optimum use.Policies for using the college library are framed by the library-committee.The Girls' Hostel Management Committee monitors,maintains the hostel facilities for its optimum use of it.The Planning-Board plans the renovation,augmentation of general infrastructure and

beautification of the campus.The Sports and Cultural committee monitors and maintains the connected facilities.IQAC monitors, supports the required physical and support facilities of the college.Employees(Sweepers) are in place to maintaincleanliness and hygiene in the college campus.College canteen is monitored by the canteen management committee which looks after the hygiene and quality of the food served. Drinking water outputs(Drinking Water-Purifier) are maintained by hired services.The maintenance of Electric works is done by the appointed technician.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://sapatgramcollege.in/facilities.php

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

363

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	**No File Uploaded**

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	<u>View File</u>

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	**A. All of the above**

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

6

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

44

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college encourages students to have student representative for every year. These representatives act as bridge between principal and students. The mission of the students' council of the college is to protect and promote the interests of the student community inside the college campus. The SCSUC plays a key role in conducting the Annual College Week and General Fresher's Social of the college, the annual Youth Festival organized by the affiliating university and publication of the college magazine in time is also the annual priority of SCSUC. Prevention of ragging in the campus, participation in various activities through SCOUTAND GUIDE, NSS and offering suggestions to the administrative machinery of the college for improving the amenities of the students through the involvement in different in-house committees of the college, the SCSUC has become a vital organ of the college. The student representatives put the grievances of students (if any) to the principal, who orders the convener of respective committee to handle that in a nice way. Most of teachers try to convey their message to other students via these representatives so that they learn leadership skills besides excelling in academics.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

1

File Description	Documents
Report of the event	View File
Upload any additional information	**No File Uploaded**
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Alumni Association of Sapatgram College was established in 2004. Alumni Association, Sapatgram College has madeSignificant Contribution to the overall development of the College. It has been conducting benefit programmes, executing awareness programmeson different areas like health, environment, plantation, games & sports in the campus and its neibouring areas successfully from time to time . The Alumni Association has been playing a vital role in the institution since 2004. It has been closely associated with Sapatgram College since its inception. The Alumni Association of Sapatgram College was registered on 31.05.2018 under Assam Society Registration Act XXI of 1860. In this academic year, the Alumni Association has undertaken this following multi-facing activities.These are:

- **The association organized a Covid Pandemic Awareness Programme to make aware of the students of Lokopriyo High School, Rabantari (Adopted School) and the villagers of Bhalukmari (Adopted Village) and alsodistributed masks and sanitizers among the students and the staffs of the school.**
- **Alumni Association organized an Annual Alumni Meet on 15th June,2022.**
- **The association also organized a motivational talk on 'Shaping your future: Hard Work, Self-confidence and Choosing career options'in collaboration with Department of Political Science, Sapatgram College to motivate the students in building their future.**
- **The association also organized a One Day Workshop on ''Course Outcome and Career Options for the Graduates, and**

Doubt Clearing Session for Advanced Learners'' in collaboration with the Department of Bengali & History, Sapatgram college on 30th June, 2022 to make the students aware ofexploring various career options available after the graduation.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

5.4.2 - Alumni contribution during the year (INR in Lakhs)	**E. <1Lakhs**

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

VISION:

- **The vision of Sapatgram College is to transform this institution into a centre of excellence of higher learning by continuous working towards making education socially relevant and meaningful.**

MISSION:

- **Sapatgram College believes in imparting life-oriented and value-based education- an education aimed at strengthening the body, purifying the mind and sharpening the intellect.**
- **The college seeks to present itself as a major centre of learning for advancement, preservation, dissemination and use of knowledge in this rural and economically backward region of the state and thereby cater to the needs of the society and the nation.**
- **It encourages enrollment of students from different crosssections of society by providing them with the best of infrastructure and learning resources, so as to make**

teaching and learning a pleasurable and profitable experience.

- Creating a congenial atmosphere to create and disseminate knowledge of human experience, thought and creativity to advance human welfare in all its dimensions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Sapatgram College has mechanism to perform various functionalities through decentralized method.College is functioning under the supervisions of the governing body,which comprises all stakeholders.On college level,Principal is the head of the institution and he is assisted by Vice-Principal,other faculty members.For extension work, college has constituted various committees and cells for all-round development of the college involving N.S.S,student-welfare,sports and cultural activities.Recruitment and promotional policies are in accordance with the rules laid down by Service-Management Rule Government of Assam.•Planning-Board prepares action-plan keeping in view short term and long-term goals of the institution.•All administrative matters such as renovation,campus maintenance,hostel,canteen,student admissions/scholarship are handled by office staffs,senior teaching staffs and Principal•Student activities are handled by Secretary of SCSUC.•Examinations are conducted by Examination Committee,OC,AOC and invigilators.•Purchase committee deals with the purchase of equipment and recurring expenditure.•Grievance-Redressal committee comprising of teaching staff members is constituted to provide a mechanism for Redressal of grievances.•Women cell is established comprising of teaching staff members to handle any sexual harrasement issues.•Anti-ragging cell comprising of senior faculty members,Principal is established.•Alumni Cell comprising of faculty members,ex-students is established.•Research Cell is established to pursue and conduct research activities.•Library-Advisory Committee is constituted to deal the issues related to library•Career Counselling Cell organizes some career related programmes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution has a strategy to execute the all round development of the college. Being an affiliated college under Gauhati University, the college has limited scope to develop the curriculum. For smooth execution of Teaching Learning process, the IQAC prepares an Academic Calendar at the very beginning and the departments prepare their teaching plan and execute the same time to time. The college nurtures a conducive environment to undertake research activities in the campus. The IQAC constitutes a Research and Publication Cell to accelerate the research activities among the teaching faculty. The College authority encourages the faculty members to pursue research works. An admission committee is constituted to conduct and monitor admission process. The students' admission process is done through online. The merit list is prepared and uploaded in the college website. The counseling and the admission of the selected candidates are conducted in the campus as per the dates published in the website. Financial transaction of the college operates partially cashless and maintains cashbook and ledger, receipt and payment register. All the final examinations are governed by Gauhati University, so the college has to follow the direction of Gauhati University time to time.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

However, the administration of Sapatgram College is the

responsibility of the Principal. The Principal is involved in overlooking the implementation of plans of the College. He ensures that regular day to day operations are properly conducted by teaching and non-teaching staff. The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically. The committees for co- curricular activities are formed at the beginning of the year and are assigned the tasks according to the institutional plans, for the curricular activities that enhance overall development of students. Administrative Committees [Examinations, Scholarships, Purchase, Sports, Admissions, Library, etc.] For the smooth conduct of all administrative activities according to requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function. Appointment of the teaching and non-teaching staffs are done by the Governing Body as per Govt. Guidelines.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://www.sapatgramcollege.in/upload/iqac_file/1678440180.pdf
Upload any additional information	**No File Uploaded**

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**B. Any 3 of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The Sapatgram College has effective welfare schemes for teaching and non-teaching staff as mentioned below.

- **The college has a Cooperative Society namely Dhanasree Cooperative. It provides financial assistance to its members on and when they face crisis.**
- **The college has a group insurance for both teaching & nonteaching staff.**
- **The Alumni Association of this college provides financial help to the poor & meritorious students of this college.**
- **The Dhanasree Cooperative also extends financial help to the weaker section of the society.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

1

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

14

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal for teaching faculty: Following the UGC regulation 2010 and amendments thereof, the institution monitors performance appraisal system through submitting of APR (Annual Progress Report) of the teaching staff. The APR reflects

thedetails of refresher / orientation course/ workshops etc that the teacher attended during a particular period as it is deemed mandatory for promoting in next grade. The stock of teaching performance is computed by reflecting the involvement of the teacher in curricular, co-curricular and extra-curricular activities. The evaluation of courses taught and average number of clock works in a week are computed. Due consideration is given to the evaluation of innovation for special contribution made by the teacher.

Performance Appraisal for non teaching faculty: The appointment is made through the Government of Assam and after joining the department as per service rules Departmental Promotion Committee (DPC) is being conducted in due course of time. The principal concerned is being asked to give report (Annual Progress Report of last 3 years) where in the general performance, conduct and character is being evaluated and appraised. The complaint of the involvement in any unpleasant activity, if any, is also being reflected.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The institution appoints a Chartered Accountant Farm as an internal auditor with the approval of the governing body. The internal auditor examines all financial and non-financial records of the year under review and incorporates their observation in the report which needs clarification for explanation. All thefinancial processes in the college arestrictly monitored by the principal. The Principal introduces checks and controls to prevent recurrence of irregularities if any in consultation with the governing body. The internal financial audit is carried out by the local chartered accountant in every financial year. The copies of the audit are also preserved in the college for records. The external financial audit is performed by govt. auditor as per their schedule which is yet to be done.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution is running by the government funds through the State Government. Funds to be allotted for the institution go through the exercise of forming annual budget as per requirement. Except the salary budget, others grants are generally sanctioned for a specific purpose. After receiving the fund, the same is being discussed in Planning Board and in the Purchase Committee. Optimum use of the funds is made as per the rules and regulations and is subjected to audit by the government Within the institution. The college receives funds from Govt. of Assam against the free admission. These funds are utilized for the benefit of students and for meeting other minor expenses of thecollege. To ensure the optimum end use of these funds college development and purchasing committees are formed. The college displays quotation in the college notice board and after getting quotation a comparative statement is prepared by the purchase committee on the basis of quoted rates. The L-1 is preferred to supply the required goods. Online quotation is invited for construction work under RUSA project.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by The IQAC of the institution are as under:

1. All the faculty members are encouraged and supported to participate in Orientation,refresher courses,Workshops,Seminars and conferences related to the teaching-learning process and research.

2. Teachers with Ph.D are also encouraged and motivated to act as research guides for the research scholars.

3. Teachers are also supported and encouraged to participate in examination evaluation processes.

4. The poor and meritorious students are provided with financial aid out of the college local fund.

5. The college also provides platform for the students to participate in Intra-College level paintingcompetitions,quiz competition, seminars etc.

6. Add-on courses have been introduced by most of the Departmentsand students are free to choose any one as per their will in the respective subject.

7. Regular meetings of IQAC are conducted under the chairmanship of worthy Principal with the fixed agenda and suggestions are taken from all the members of IQAC for improvement and better implementation of curriculum.

8. All the teachers are encouraged to use ICT tools for effective teaching-learning processes.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The institution reviews it's teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. Some of activities of IQAC in this regard are:

1. Students feedback on faculty, syllabus, teaching learning process and evaluation: Students feedback significantly shows the actual quality of teaching learning process. The student's feedback is conducted as per the following norms:

a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.

b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.

c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

2. Academic monitoring: The academic monitoring committee conducts regular visit to the classes regarding the regularity and punctuality of class work. The Principal is informed on daily basis.

3. Remedial Classes: The teachers conduct remedial classes and revision for the students wherever needed.

4. Syllabus Monitoring: The principal (chairman IQAC) keeps vigil on the completion of syllabus and ascertains information regarding the quantum syllabus completed, so that the prescribed syllabus is completed within stipulated time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The Institute believes in gender equality and makes effort towards Gender sensitization. It believes that educated girls are an asset not only for the college and family but also for the whole society. The sensitivity towards the girl students at this institute is carried as follows: 1. Sexual Harrasment Cell, Women's Cell are led by a senior, confident and caring female teaching member. It is a good and healthy sign of academic work place that no pronounced complaint has been lodged by any girl student. Various moral and religious lectures from time to time, by scholars play a pivotal role in controlling any type of deviant behaviour.The Women's Cell of Sapatgram College observed

theInternational Women's Day on 8th March, 2021 by organizing an Essay Competition on the topic "Influence of Dr. Birubala Rabha's life history in society" in collaboration with the Department of Education, Sapatgram College.The Women's Cell also organized a 3 days Workshop on "SELF DEFENCE PROGRAMME FOR GIRL STUDENTS" which was resourcedby Rafikul Islam, Physical Instructor, Sapatgram Amalgamated Academy.Moreover, a Health Awareness Programme (on Deworming, WIFS and Menstrual Hygiene) and aSpecial Talk on Cyber Crime & Child Marriage: Challenges and Suggestions,Essay Competition on "Need of gender equality for sustainable tomorrow" werealso organized. All these events were summarized the dignity of women in our society as "The Women should get their equal rights".

File Description	Documents
Annual gender sensitization action plan	http://www.sapatgramcollege.in/upload/iqac_file/1676013622.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	http://www.sapatgramcollege.in/facilities.php

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The College has waste management tank for solid waste, liquid waste, and e-waste. Dustbins are installed atnook and corner of the campus and wastes are collected from the dustbins and

decomposed in the waste management tanks.Most of the waste collected is biodegradable. The minimal amount of non-biodegradable is mostly burnt in the pits.The biodegradable portion too is dumped in the pits for decomposition over time. The solid biodegradable waste collected from the parks, playground and surrounding areas and dumped in the pits for decomposition. Fallen dry leaves of the campus are collected and dumped for decomposition and used as manure for plants.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Sapatgram College organized Voters' Awareness Programme on 18th November, 2021 in collaboration with the CIVIL Administration, Bilasipara. Through this programme, the college tried to make awareness among the voters and their rights as incorporated in the Constitution of India. The college also organized a quiz competition on the observance of Constitutional Day on 26th November,2021. The college also observed National Voters' Day on 25th January, 2022 and organized an online lecture

session to make awareness among the voters about their rights. The college observed the Republic Day on 26th January every year. On the day, The Principal and the other staffs and other dignitaries delivered speech on the Constitutional parameters regarding rights and duties as a citizen of India. Moreover, the Department of Political Science organized an Essay Competition on "Role of Mahatma Gandhi in India's Freedom struggle" on 4th October,2021 to make awareness among the students about the contribution of freedom fighters towards our nation and make them a responsible citizen of India. The Department of History in collaboration with Bhartiya Itihas Sankalan Samiti, Dhubri and P.T.A.,Sapatgram College also organized a special lecture on "Freedom movement of Bharat and its Relevance in Present day" on 23rd February, 2022.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	`B. Any 3 of the above`

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

18.07.2021 : International Nelson Mandela Day

12.08.2021: Librarians' Day

05.09.2021: Teachers'Day

25.01.2022: National Voters' Day

26.01.2022: Republic Day

21.02.2022: International Mother Language Day

08.03.2022: International Women's Day

23.04.2022: World Book Day

05.06.2022: World Environment Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<u>View File</u>
Geo tagged photographs of some of the events	<u>View File</u>
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The college has launched two best practices namely 'Self Defence Training Programme for Girls' Students' and 'Yoga for Peace Programme' for the academic session 2021-22. Throughout these programme, students have got tremendous motivation in their overall mental and physical development. Self defense programme especially launched for girls students is the practice which is the now point of motivation for the locality. The total number of students in self-defence programme is one hundred. And in the 'Yoga for Peace Programme', the number of students is also one hundred. The best practices contain some objectives such as to

impart mechanism of defense to protect themselves, to defend against undetermined situation of physical assault, to build self confidence so that they can protect themselves, to shape their own destiny and capacity enhancement through self defence training, maintaining and promoting the different Indian Yoga traditions among the students, to bring certain amount of self discipline of the students at the institution, to develop techniques and approaches based on the Ancient Yoga Texts, to prescribe different courses for imparting Yoga education, training and therapy.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Sapatgram College is located in the western part of the state of Assam, which is basically under rural area and inhabited by the economically and educationally backward people.The college provides ample opportunity of higher education to the student community of the region with special focus on rural and economically challenged students.It has been an abiding objective of the college to provide best services and to make special provision for female students to encourage them to go for obtaining higher education. Being situated in the backward area, the college has empowered the rural and backward community. Against this background,the Principal and all the teaching and non-teaching staff are doing their best to improve the inclusive education in this area.

Sapatgram College began its journey for holistic development through holistic education towards the learner community. In order to enable their best potentials, instead of merely laying the focus on academic on text book-based education, Sapatgram College has laid emphasis on the aspects of human being namely, physical,mental, emotional, moral socio-political aspects by adopting some effective measures. These help the students in their holistic development. • Physical Develop and Emotional Development • Moral Development • Spiritual Development • Socio-political Development • Socio-Cultural Development

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. To organize National and International Seminar, Workshop, FDP and online classes.
2. Procurement of more ICT tools for ICT based classes.
3. IQAC emphasizes on research activities to be undertaken by the Faculty Members of various departments.
4. To organize Skill Development Programme for the students under the supervision of Skill Development Department, Govt. of Assam.
5. To initiate Academic and Administrative Audit of the college.
6. To upgrade ecosystem, green audit, Plantation Programme and to promote environmental awareness.
7. Publication of ISBN books and ISSN Journals
8. To make the Central Library portal more dynamic and informative.
9. To purchase more books and equipments for Central Library.
10. To undertake some community development programme such as Health Awareness Programme, Voters' awareness programme, Environmental Awareness Programme etc.
11. To continue the college administration as per Code of Ethics.
12. To continue the practice of No Fossil Fuel Day as best practice.
13. To implement Language Laboratory.
14. To ensure high speed internet connectivity throughout the campus.
15. To continue the activities as per MoU signed with the educational institution and NGOs & GOs.
16. To continue Green Audit.
17. To continue more Add-on courses by each and every department.
18. Up-gradation of sports and gym equipments.
19. To initiate inclusion in NIRF.
20. To carry out village & household survey for future plan of development
21. Installation of rainwater harvesting
22. Installation of High Speed internet connectivity
23. To increase outreach programmes and Community service

24. To conduct awareness programme on health, hygiene, environment and education