



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>SAPATGRAM COLLEGE</b>
• Name of the Head of the institution	<b>DR. RAJESHWAR PRASAD SINGH</b>
• Designation	<b>PRINCIPAL</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>09435243684</b>
• Mobile No:	<b>8638880440</b>
• Registered e-mail	<b>principalsapatgramcollege@gmail.com</b>
• Alternate e-mail	<b>sapatgramcollegeiqac@gmail.com</b>
• Address	<b>SAPATGRAM COLLEGE, VILL-SANTIPUR, P.O- SAPATGRAM, DIST.- DHUBRI</b>
• City/Town	<b>SAPATGRAM</b>
• State/UT	<b>ASSAM</b>
• Pin Code	<b>783337</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	DR. HABIB FAZLUL BASID				
• Phone No.					
• Alternate phone No.					
• Mobile	7002799100				
• IQAC e-mail address	sapatgramcollegeiqac@gmail.com				
• Alternate e-mail address	habib.basid@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://sapatgramcollege.in/agar.php">http://sapatgramcollege.in/agar.php</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://sapatgramcollege.in/upload/acalendar/2020-21.pdf">http://sapatgramcollege.in/upload/acalendar/2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
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
<b>6.Date of Establishment of IQAC</b>			22/10/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	NIL	NIL	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>06</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
1. The IQAC has initiated to introduce the online Student Satisfaction Survey from the students and offline feedback from the students and the teachers on syllabus.	
2. The IQAC has initiated to establish MoU with the other institution and NGOs to execute teachers- students exchange programme. The Department of Political Science and the Department of English signed MoU with Fakiragram College and Kokrajhar Govt. college respectively.	
3. The IQAC has conducted 7 days State Level Basic Training Course for RSL/RL/SM/GC under Bharat Scout & Guide and also organized 2 days Workshop on Yoga.	
4. The IQAC has organized a Webinar on the Use of Online E-Resources in collaboration with the Central Library and in association with ICT Cell, Assam College Library Association to make awareness among the teachers E- learning resources.	
5. The IQAC organized various extra-curricular activities such as quiz competition, debate competition, essay competition, photography etc. to enrich and update the knowledge of the students.	
<b>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</b>	

Plan of Action	Achievements/Outcomes
<p>1. IQAC planned to introduce some value oriented courses like- Human values, Skill Development etc.</p>	<p>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 English Communication.</p>
<p>2. The IQAC planned to organize some International &amp; National Webinars, Seminars</p>	<p>1. The Department of English Sapatgram College and the Department of English Mankachar College organized an International Webinar on From Personal to Virtual: Riding the New wave of E-Learning during Pandemic and beyond 03.07.21 2. National Webinar organized by the Department of Economics on "Employability with Rural Development" on 22.07.21 3. A Webinar organized by Deptt. of Political Science on "Mahatma Gandhi And His Ideas" on 02.10.21 4. National Webinar on Indian Regional Language- Literature and Globalization: Prospect &amp; Challenges, organized by the Deptt. of Assamese, Bengali &amp; Bodo on 13.12.21 5. National Webinar "Founding Fathers of Indian Writing in English" organized by Deptt. of English &amp; IQAC on 25.12.21 6. National Webinar organized by the Deptt. of Education, Philosophy &amp; Mathematics on "NEP 2020: The Way Forward</p>
<p>3. IQAC planned to organized career counseling programme</p>	<p>1. Virtual Career Guidance Programme on "How to Crack Civil Service Examination" organized by the Department of Political Science. 2. Special Lecture on Career Counseling and Job Opportunities for Graduates." 3. Exhibition on Vocational</p>

	<p>Activities. 4. Educational Tour Industry Based Study to Asharikandi. 5. Student induction programme for H.S. level on Application of Economics in daily life.</p>
<p>4.To introduce the Teacher-Students Exchange programme and sign of MoU</p>	<p>1. The Department of Political Science signed a MoU with the Fakiragram College and executed Teacher- Students Exchange Programme. 2. The Department of English signed a MoU with Kokrajhar Govt. College and implemented the Teacher- Student Exchange Programme. 3. Inter College Teacher Exchange Lecture programme Between the Department of Political Science, Sapatgram College and Deptt. of Political Science, Fakiragram College.</p>
<p>5. IQAC planned to organize Yoga, Training Course for Scout &amp; Guide &amp; Awareness programme.</p>	<p>1. Workshop organized by IQAC on Yoga and its importance in everyday life. 2. The Scout &amp; Guide wings of Sapatgram College organized 7 days state level basic training course. 3. IQAC organized Voters Awareness Programme by cycle rally on National Voters Day. 4. Book Exhibition organized by the Central Library. 5. Map Exhibition organized by the Deptt. of History.</p>
<p>6.To organize some competitive events such as Quiz competition, Debate Competition, Art Competition etc.</p>	<p>1. The Deptt. of Political Science organized a Debate Competition for the degree level students of this college. 2. Essay competition on Glimpses on the Role of Freedom Fighter in India's Independence. 3. The Deptt. of English organized Spell Bee Competition. 4. The Deptt. of Education organized Quiz Competition for the B.A.</p>

	<p>students. 5. The Political Science Deptt. organized the Debate Competition on "Excessive use of social media has declined the book reading habit of the students".</p>
<p>7.To organize online departmental Special Talk</p>	<p>1. The Department of Mathematics, Education and Economics in collaboration with IQAC organized a special lecture on "Mathematics Education and its Application in society". Professor P. Chatterjee, Biswa Varati University delivered a lecture. 2. The IQAC organized a special lecture organized by the Deptt. of English on "Career Counseling "Jacques Derrida" 3. Special Lecture delivered on "Race, Gender &amp; Caste." Special Talk on Managing Peace &amp; Harmony among the students during Covid Pandemic. 4. Special talk on Value Education and Safeguard of Mental Health During Covid-19. 5. Special Talk on Rabindra Nath Tagore's Thought on Nature and Environment. 6. Special Talk on Counseling Programme on Stress Management in the Midst of the Covid Pandemic.</p>
<p>8. To observe some special days and awareness programme on environment issues.</p>	<p>1. The Department of English and the IQAC observed World Wildlife Day and Wildlife Photography competition. 2. The Deptt. of Assamese observed World Forestry Day and Biswa Kabita Diwas. 3. 511th Biswa Mahabir Birchilarai organized by IQAC 4. Celebration of International Mother's Day on 21.02.2021 5. Observance of World Thinking Day on 22.02.2021 6. Awareness Programme on Mock Banking on 25.03.2021.</p>

9.IQAC planned to introduce Inter Departmental Exchange Programme	1. Inter departmental Lecture programme organized by the Department of Political Science. Dr. M. Banerjee , HoD , Department of Education delivered a lecture on "Class Room Etiquettes and Student Behaviour: A Guidance 2. Inter Departmental Lecture Programme organized by the Deptt. Of Education. Mr. M.H.Choudhury, HoD , Deptt. Of Political Science delivered a lecture on " Human Rights and the Constitution of India''.
10. IQAC planned to continue the Mentoring process	Continued.
11. The IQAC planned to develop a new and dynamic website for the college	Website upgraded to dynamic mode.
12. IQAC planned to execute Green Audit including Energy Audit of the college campus	Green Audit and Energy Audit are completed
13. IQAC planned to introduce the online student satisfaction survey, analyze and provide constructive suggestion	Online Student Satisfaction Survey was introduced successfully and analyzed in the IQAC meeting.
14. IQAC planned to organize some community awareness programme at Adopted village and school such as, Health Awareness programme, Swachcha Bharat Abhijan, Alumni- PTA meet etc.	Due to Pandemic situation the awareness programme could not be organized.
15. Yoga practice	Continued.
16. IQAC planned to emphasize on ICT based classes	Partially done
17. IQAC planned to enrich the vocational knowledge	Exhibition on vocational activities organized by the Department of Economics.

<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td><b>Governing Body</b></td> <td><b>29/12/2021</b></td> </tr> </tbody> </table>		Name	Date of meeting(s)	<b>Governing Body</b>	<b>29/12/2021</b>
Name	Date of meeting(s)				
<b>Governing Body</b>	<b>29/12/2021</b>				
<b>14. Whether institutional data submitted to AISHE</b>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td><b>2020-21</b></td> <td><b>31/03/2022</b></td> </tr> </tbody> </table>		Year	Date of Submission	<b>2020-21</b>	<b>31/03/2022</b>
Year	Date of Submission				
<b>2020-21</b>	<b>31/03/2022</b>				
<b>15. Multidisciplinary / interdisciplinary</b>					
<b>16. Academic bank of credits (ABC):</b>					
<b>17. Skill development:</b>					
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>					
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>					
<b>20. Distance education/online education:</b>					

## Extended Profile

### 1. Programme

1.1

11

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

File Description	Documents
Data Template	<a href="#">View File</a>

## 2.Student

2.1 276

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 120

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 133

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

## 3.Academic

3.1 22

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 25

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	<b>11</b>
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	<b>276</b>
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	<b>120</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	<b>133</b>
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 3. Academic

3.1	<b>22</b>
Number of full time teachers during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.2	25
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	23
Total number of Classrooms and Seminar halls	
4.2	131.05 Lakhs
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	26
Total number of computers on campus for academic purposes	

## 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

Sapatgram College is an affiliated college under Gauhati University, Assam, India. The course curriculum of the College is as per the guidelines prescribed by Gauhati University. The academic calendar displayed by the university is followed by the institute. The Academic Committee meeting held at the beginning of the session, where the policies and strategies for the best methods of deliverance of curriculum are planned. The IQAC prepares the academic calendar, and faculties are asked to prepare course plans of their classroom teachings as it helps in distributing the syllabus and ensures timely completion of the same. The Principal of the institute also conducts periodical reviews through the IQAC of the faculties and students' attendance. The action plan for effective implementation of the curriculum is given below in detail: At the beginning of the academic session, students undergo the Induction and Orientation program, where career counselor and academic experts guide, mentor and encourage students for creating a better career. The faculties of each

subjects make students aware about the Course Outcomes which are defined for each course, The IQAC coordinator is assigned particular task to act as link between students and respective faculties of the subject. The IQAC also plans, communicates and executes the time table for the new batch and primarily does the mapping work, designing of course objectives and outcomes. Based on the subjects, each individual faculty decides their concurrent evaluation pattern and assesses the students. Gauhati University conducts semester wise examination every year of students for external evaluation and internal examination for 20 marks and they are evaluated by the respective departments of the college recently. Recently Gauhati University conducts online examination through a process where students had to submit the answer scripts by making pdf on the portal developed by Gauhati University and for students in even semester external examination of students are directed to submit their answers through Gmail developed by college itself and simultaneously asked them to submit their hard copies to the college. The IQAC with the help of other faculty members design remedial and tutorial lectures for slow and weak learners. Academic process is well maintained through IQAC. In built curriculum facilitation activities- Teaching-Learning process is as follows: Faculties engage with the students through Interactive, Collaborative and Independent Learning methods. The faculties aim is to strengthen the problem solving and critical thinking skills at the same time encourage students to develop an ability to work on minimal guidance. ICT enabled classrooms help students to develop and boost their skills. Students are encouraged to participate in various competitions organized by other colleges in the state level to boost their confidence level. Robust library facility with e- books, e-journals, magazines, and reference books are purchased every year for student's benefits. The faculties are encouraged to attend and participate in FDPs, Seminars and Workshops organized by different Institutes for keeping track with the changes and curriculum.

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 Institution

prepares 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 academic calendar is prepared so that teachers should know all the activities regarding continuous internal evaluation process and it is also published on website of the college and displayed in the Principal's office. 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. Every department has to submit the compliance of the academic calendar as part of their annual submissions. In addition the internal academic audit conducted which ensures the compliance to verify with documentary evidence. The process is as follows:

**Teacher:** Every teacher is assigned the subjects to be taught during the academic year. The teacher plans the teaching and evaluation schedule of assigned subject. The type and schedule of internal evaluation is Planned in consultation with the head of the department. The Head of the department compiles the academic plans submitted by the teachers and ensures that there is no overlapping of the activities in general and the Continuous Internal Evaluation in particular at both the internal as well as the University level. Then the Academic calendar is forwarded to the IQAC.

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.**

E. None of the above

**Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ 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	No File Uploaded
Any additional information	No File Uploaded

## 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)	<a href="#">View File</a>

### 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)

2

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

85

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

85

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

**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 aware the cross-cutting issues under "We all are Citizens" Programme where professional ethics, gender equalities, human values, environment and sustainability etc are the main concern of this programme. 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, plastic free drive, etc. Various activities like quiz and photography competitions, invited talks are organized to create awareness about nature, environment and sustainability. World Forest Day, World Environment Day, World Wildlife Day, etc are organized in the college every year. The college has taken active participation in Swachh Bharat Abhiyan Programmes started by the government. The college takes efforts for integration of ethical and human values through extra-curricular activities also. National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Voter's Awareness Program etc are organized from time to time. The college also organizes Street play and Street rally on the occasion of International Women's Day in Gender sensitization. Major gender

issues are focused and addressed through different activities in the college.

Throughout these programmes we teach honesty, trustworthiness, loyalty, respect for others, adherence to the law, doing good and avoiding harm to others, accountability etc. To accelerate progress towards a more gender equal world by addressing the barriers that keep women and girls being fully active in their homes, economies, and societies are our main concern to propagate. 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	<a href="#">View File</a>

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

**NIL**

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
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)	No File Uploaded

<b>1.3.3 - Number of students undertaking project work/field work/ internships</b>	
71	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	C. Any 2 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)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	B. Feedback collected, analyzed and action has been taken
File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="http://www.sapatgramcollege.in/pdf/aqar/FEEDBACK-ON-SYLLABUS.pdf">http://www.sapatgramcollege.in/pdf/aqar/FEEDBACK-ON-SYLLABUS.pdf</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	

<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
300	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>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)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
99	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<b>ASSESSMENT METHODOLOGY FOR SLOW-LEARNERS</b>	
<ul style="list-style-type: none"> <li>◦ The institution identifies slow learners by their formative and summative performance in their internal examinations as well as by their teachers and mentors.</li> <li>◦ The slow learner's performance in the examinations is below 40%</li> <li>◦ Attendance below 75% along with marks below 40%</li> </ul>	
<b>ASSESSMENT METHODOLOGY FOR ADVANCE-PERFORMERS</b>	
<ul style="list-style-type: none"> <li>◦ The institution identifies advance learners by their formative and summative performance in their internal examinations which is above 50%.</li> <li>◦ The skills of advance learners enable them to participate in conferences such as seminars, quiz competitions etc.</li> <li>◦ Further enhancement on their skill set is brought to light with the art of writing.</li> <li>◦ Encouraging regular library exercises.</li> </ul>	

**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	<a href="#">View File</a>

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

Number of Students	Number of Teachers
276	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 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:** Screening of the films adapted from the novels and plays prepared for the study which make the learning process interesting and effective especially in U.G classes where Films Study is part of the syllabus. Basically the department of English maintains a good collection of films covering their syllabus.

**Individual Projects:** In student project assignments, individual projects are insisted by many departments to motivate independent thinking and independent problem-solving skills and to improve confidence in working through a problem. Group projects are also assigned to encourage teamwork, collaboration, group discussion to improve communication skills.

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	<a href="http://sapatgramcollegeonline.co.in/">http://sapatgramcollegeonline.co.in/</a>

### 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.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

<b>2.4 - Teacher Profile and Quality</b>	
<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
<b>22</b>	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
<b>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)</b>	
<b>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</b>	
<b>8</b>	
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)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
<b>288</b>	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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 not-so strong students 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, 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 teachers

wholeheartedly show their concern and attention is given to the student grievances.

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.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.sapatgramcollege.in/pdf/agar/2020-21/PO_NEW.pdf">http://www.sapatgramcollege.in/pdf/agar/2020-21/PO_NEW.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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.

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

133

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 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://sapatgramcollege.in/upload/igac\\_file/1653125752.pdf](http://sapatgramcollege.in/upload/igac_file/1653125752.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

**NIL**

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

**27**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 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**

9

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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**

NIL

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

**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 could not conduct the activities as where planned, due to pandemic, but extension activity conducted in the academic year 2020 is as under:-

During the peak pandemic period (March–August 2020), District administration Dhubri, was facilitated by the College administration by providing Accommodation for Covid patients for two batches. Five numbers of class rooms and the indoor stadium were used as Covid isolation centers.

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

### 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

00

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

00

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

### 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

00

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

### 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

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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/extra-curricular activities, parent teacher meetings, Training classes etc.

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

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. This ensures a holistic development and an all-rounded personality. Students are trained in sports under the guidance of a qualified and specialized Physical Educational Instructor. Systematic training and encouragement is provided to those students who show extraordinary skills in different sports. These students are selected through selection trials. 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. Winner and runners-up teams are duly rewarded by trophies.

**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. It constantly encourages them to take part in extracurricular activities to spark their interests and cultivate leadership qualities as well as team spirit. Every year the college conducts cultural programs to make this happen. The indoor stadium is used for conducting different types of cultural programs.

**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	Nil

#### 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)	<a href="#">View File</a>

#### 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)

22.42 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)	<a href="#">View File</a>

#### 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, Author, 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, Xerox facility, 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	<a href="#">View File</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

## 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)

1.36 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)	<a href="#">View File</a>

**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**

20

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

**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 Wi-Fi 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	<a href="#">View File</a>

<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>E. &lt; 5MBPS</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional Information	<b>No File Uploaded</b>
Details of available bandwidth of internet connection in the Institution	<b>No File Uploaded</b>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>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)</b>	
<b>3.33 Lakhs</b>	
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<b>No File Uploaded</b>
Audited statements of accounts.	<b>No File Uploaded</b>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>
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.	
<p>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 continuously 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 the Head of all departments along with Principal, Vice Principal and the 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. Assessment for maintenance of various physical, academic and other support facilities of the college has been conducted at the beginning of the academic session by the</p>	

Academic Council and necessary measures are taken for their maintenance and up gradation. Utilization of various physical facilities viz. classrooms, furniture etc. vary in different extents. The Library committee monitors, identifies and maintains the library facilities and other resource for their optimum use. Policies for using the college library are framed by the library committee and detailed outline of the rules and regulations governing the use of library resources have been displayed in the library reading room, notice board as well as in the prospectus and college website. The Girls' Hostel Management Committee monitors, identifies and maintains the hostel facilities for its optimum use of it appoints a hostel warden for smooth running and management of the Hostel. The Planning Board plans the renovation, augmentation of the general infrastructure and beautification of the campus. The Sports and Cultural committee monitors, identifies and maintains the connected facilities. The IQAC monitors, identifies and supports the required physical and support facilities of the college. Employees (Sweepers) are in place to maintain the cleanliness and hygiene in the college campus. Also, NSS of the college occasionally undertake cleaning programme in the campus. College canteen is monitored by the canteen management committee which looks after the hygiene and quality of the food served. The general water supply (Plumbing) and drinking water outputs (Drinking Water Purifier) are regularly monitored and maintained by hired services. The maintenance of Electric works is done regularly by the appointed technician. While purchasing equipment from any fund, it is always ensured that the installation charges and maintenance charges (within warranty period) are provided by the company, which delivers the equipment. Such clause is inserted in the work order of the equipment. Maintaining of Academic facilities include both physical part and human part. The maintenance of physical part has already been discussed. The maintenance of the human part inclusive of both teaching and non-teaching sections. Utilization of teaching section of Human part of the academic support facility is executed through formulation of appropriate routines for teaching, learning, examination other likely activities. At the same time, they are also included as members in various committees under Teachers' Council Administrative subcommittees of the college. Utilization of non-teaching section of the Human part of the academic facility is executed through the existing norm such as joining of the teachers, release of the teachers on transfer, etc. of the Assam govt. for govt. colleges.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://sapatgramcollege.in/facilities.php">http://sapatgramcollege.in/facilities.php</a>

## 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

180

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

NIL

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

<b>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</b>	<b>E. none of the above</b>
<b>File Description</b>	<b>Documents</b>
Link to institutional website	<b>Nil</b>
Any additional information	<b>No File Uploaded</b>
Details of capability building and skills enhancement initiatives (Data Template)	<b>No File Uploaded</b>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>00</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>00</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<b>No File Uploaded</b>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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</b>	<b>C. Any 2 of the above</b>

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 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

00

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

38

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	<a href="#">View File</a>

### 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**

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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.**

00

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 SCOUT

AND 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

20

File Description	Documents
Report of the event	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 made significant Contribution to the overall development of the College. It has been conducting benefit programmes, executing awareness programmes

on different areas like health, environment, plantation, games & sports in the campus and its neighbouring 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:

1. Alumni Association organized a Workshop on Snake Bite in collaboration with Snake Saver Team, Sapatgram to awareness among the people.
2. The association organized a Cricket League in this locality to encourage and uplift the Sportsmanship among the youth.
3. The Alumni Association organized a Workshop on Yoga in collaboration with IQAC, Sapatgram College to inculcate the importance of yoga in daily life.
4. During this year, the Alumni Association organized a Inter District Men's Double Badminton Competition to encourage the young generation of this locality.

The association distributed cash money to the twenty two numbers of poor and meritorious students of this college amounting to Rs. 1000/- to poor students so that they can purchase their college uniform.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## **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 cross-sections of society by providing them with the best of infrastructure and learning resources, so as to make teaching and learning a pleasurable and profitable experience.
- 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 a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized system. The college is functioning under the supervisions of the governing body, which comprises of representatives from the different stakeholders including University nominee, teacher's representative, guardian's representative, librarian and office staffs. On college level, Principal is the head of the institution and also an

administrative and academic head of the college. He is assisted by Vice-Principal, HODs and faculty members on academic matters and head clerk on official matters. Vice-Principal of the college is followed by the Head of the Departments and teaching faculties whereas the head clerk is followed by junior clerk and other non-teaching staffs. Thus the organizational setup for both academic and administrative setup has been organized in accordance with the rules of Government of Assam. For extension work, college has constituted various committees and cells in order to work out the various programs related to all round development of the college involving N.S.S, student welfare, sports and cultural activities and so on. Thus the college runs on the basis of the rules and regulations laid down by concerned authorities. Recruitment and promotional policies are in accordance with the rules laid down by Service Management Rule Government of Assam. • The Planning Board prepares the strategic/action plan keeping in view the short term and long-term goals of the institution and gets it executed through various Head of Departments, IQAC and other committees and cells. • Principal in consultation with various Head of Departments allocates institute level committees and cells comprising the assigned members. • All administrative matters including compliances of various regulatory bodies, 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 Sapatgram College Students' Council. • Student's examinations are handled by College Examination Committee, OC, AOC and invigilators. • Purchase committee deals with the purchase of capital equipment and recurring expenditure. • Grievance Redressal committee comprising of teaching staff members is constituted to provide a mechanism for Redressal of student/staff grievances. • As per the guidelines, Women cell comprising of teaching staff members is established. Girl students as well as women employees may report any harassment/sexual abuse cases at workplace to this committee. • Anti-ragging cell comprising of senior faculty members, Principal and hostel wardens is established. • Alumni Cell comprising of faculty members, ex-students and Principal is established. • Research Cell is constituted of HODs of all departments, senior faculties and Principal to pursue research/project work, organizing seminar, workshop and so on towards quality enhancement of the college. • Library Advisory Committee is constituted of Librarian, all HODs, Principal and Coordinator of IQAC for maintenance and development of the college library. • Disaster Management Cell comprising of Principal, IQAC Coordinator and all HODs for repairing the damage caused by natural calamities and fire. • 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	Nil
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	No File Uploaded
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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 & non-teaching 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

00

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)	No File Uploaded

## 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

1

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)	<a href="#">View File</a>

### 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

10

File Description	Documents
IQAC report summary	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 the

details 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. The involvement in the welfare of students and community work is given due weightage for monitoring performance. During appraisal the teacher is given opportunity to pen down any special achievement made by him in the field of his subject, that can upgrade his overall performance. Teacher is given opportunity to note down the difficulties that he is facing while discharging his assignment. Not only this, his valuable suggestion/ measures are also sought for evaluating his observation for the betterment of Institution. The principal then grades the teachers on the overall report and recommends it to the DPC for further necessary action.

**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 Firm 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 the

financial processes in the college are strictly 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	<a href="#">View File</a>

#### 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)

00

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 the

college. 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 debate competitions, quiz competition, seminars etc.
6. Add-on courses have been introduced by the Department of Political Science and Department of English and 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. LCD's are installed

in the smart classroom of the college.

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)**

D. Any 1 of the above

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

## **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 the

International Women's Day on 8th March, 2021 by organizing an Essay Competition on the topic "Role of Women in the Contemporary Indian Politics" in collaboration with the Department of Political Science, Sapatgram College. The Women's Cell also organized a Street rally "Sahajatri" and Street Play "BATOR NAT" in collaboration with Department of Economics, Sapatgram College on the occasion of International Women's Day. Moreover, on that particular day a Seminar was organized on "Women's Health Awareness Program". Dr. Hemanta Kumar Nath, Dr. Padma GuhaAgarwala and Dr. TapatiSaha delivered lectures in the seminar as Resource persons. 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	<a href="http://sapatgramcollege.in/upload/igac_file/1653295514.pdf">http://sapatgramcollege.in/upload/igac_file/1653295514.pdf</a>
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	<a href="http://sapatgramcollege.in/facilities.php">http://sapatgramcollege.in/facilities.php</a>

**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	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

**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 solid waste management for collecting the solid waste from nook and corner of the campus substantial number of dustbins are installed. 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. During the autumn season, a large quantity of fallen dry leaves are collected and dumped to decompose for manure.

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	<a href="#">View File</a>
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	<a href="#">View File</a>
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	<a href="#">View File</a>
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	<a href="#">View File</a>
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)	No File Uploaded
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 National Voter's Day on 25th January, 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 Cycle Rally with the students of Sapatgram College and distributed leaflet among the common people to make conscious about their right to vote. The college observed the Republic Day on 26th January in

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 History of this college organized an Essay Competition on Glimpses on the Role of Freedom Fighter in India's Independence to make awareness among the students about the contribution of freedom fighters towards our nation and make them a responsible citizen of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
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**

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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

12.08.2020 : Librarians' Day

25.01.2021 : National Voters Day

26.01.2021 : Republic Day

21.02.2021 : International Mother's Language Day

22.02.2021 : World Thinking Day

03.03.2021 : World Wild Life Day

08.03.2021 : International Women's Day

22.03.2021 : World Forestry Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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.

### Best Practice 01

#### 1. Title: Career Counselling Guidance

Sapatgram College invites IAS, IPS officers and academic and professional experts on Career Counselling from our vicinity as career guide on all aspects of career planning, job opportunities and options of post-graduate studies for students to help them choose the right career path based on their interests and capabilities. The institution works towards enhancing the individual and institutional culture to better turn out graduating students with appropriate attitude, capability and temperament to serve the needs of an ever-changing and dynamic need of the community.

## 2. Objectives of the Practice

The practice of continuous and improved career guidance serves to achieve the following objectives,

- To broadly explore various career options. The practice helps the students to think of various forms of careers that can be taken up by them after completing the graduation
- To enable students to select appropriate higher education program after completing the undergraduate program
- To identify and facilitate the students (with a desire to explore entrepreneurship) in making them aware of the necessary resources (Process, Technology and Enterprises) needed to explore entrepreneurship as a career path.
- To impart oral and written communication skills and knowledge essential to successfully navigate the placement process.
- To provide a platform for gaining knowledge on various aspects relating to civil services examinations along with Interaction with some already successful candidates.

## 3. The Context

Every department has taken active part in enhancing the College students, who are entering into Graduation, LLB and about to appear in competitive exams like SSC, CGL, CLAT, AILET, LASAT, NID Entrance Exam, NIFT Entrance Exam, NCHMCT JEE, IIMC Entrance Exam, JMI Entrance Exam etc . Graduation students are under guidance of the teachers who regularly take extra classes to make them prepared for MA Entrance, NET, SLET and different Competitive exams like Banking/ TET/ UPSC/ APSC etc. (both in Offline and Online) through Google Meet, Google, Classroom, Google Form and YouTube. This is in addition to the universal facet of varying Socio-Economic, Educational and Gender factors. Thus it is very challenging to develop a sense of leveling and level playing field to all students by the time they graduate, post graduate and get better opportunity. Thus continuous career guidance and counseling would enhance the clarity in the minds of students to make well informed decisions about their career.

## 4. Problems and Challenges Encountered

The major challenges we faced and had to be addressed in designing and implementation are,

- Career guidance activities had to be meticulously planned as

a part of Academic calendar, which put additional pressure to reliably conform to Academic Calendar. This had to be successfully met.

- Getting the students through In-house faculty members to emphasize the importance of attending the career guidance programs so that they are regular in attending placement training programs and career guidance sessions.
- Getting the faculty members to be aware of multiple career options for Engineering in general and Branch specifics was also needed.
- Continuous Alumni feedback and interactions were needed and was very much important in delivering the practical aspects of career planning including supplementary (formal/non formal) activities to bolster the formal curriculum.
- Identifying appropriate resource persons for providing career counselling consumes much time and effort and had to be balanced with regular curriculum work. This sometimes projects as an intervention to formal courses.
- The management members, head of the institution and heads of various branches also had to improve on their Perception and Awareness on increasing diversity, challenges and implications of these important career guidance activities. This also imposed extra resources (Financial, Infrastructure, Academic Space) to be provisioned.

## 5. The Practice

These goals are achieved by the various departments such as English, History, Education, Political Science, and Assamese under the supervision of Career and Counselling Cell with IQAC. Some Supplementary and Complementary activities were also taken up by the Departments.

- Career Guidance training programs are conducted for students to help them explore various career options starting at the beginning of the program.
- Students are trained on communication skills, personality development, aptitude skills, etc. in order to make them confident to face the challenges of the future
- Resource persons from premier Institutions, Research Center's and Industries are invited to deliver technical talks and to create awareness about the opportunities in various sectors
- Students are encouraged to participate in technical contests, carry out project work and also organize various

practical activities to enhance their knowledge through experience

- Seminars highlighting the importance of higher education and Institution's & Universities of Higher Learning for admission are conducted.
- Awareness program on civil service is conducted to encourage students to prepare for civil service exams and other national level exams.
- Career Guidance activities are not just a routine program but a highly focused activity. It has desirable feature of continuous improvement, based on regular feedback from the stake holders such as employers and alumni. The college management and administration has strongly supported it at all times.

## 6. Evidence of Success

There are many improvements have been observed since the very inception of the Career and Guidance Cell is actively working. The following evidences of success have been pointed out.

- The number of students attending the career guidance programs willingly has increased over the years.
- Alumni feedback indicates that the students who have undergone life skills training programs are really helpful in balancing their work and life.
- The students have progressively gained confidence in managing the placement interviews better.
- The success rate of students in getting placed (who opt for placements) has improved continuously and even well during downturn years.
- A few of the students have become successful in selecting and getting through civil services examinations.

## 7. Problems Encountered and Resources Required

A lot of background work had to be done before, during and after organizing career guidance activities. These included identifying appropriate topics, Features or Skill needed to be imparted. This led to appropriate resource person to be identified to handle this, followed by Technical, Financial and Physical resources needed to conduct the activity. Qualitative assessment of Feedback from such activities had to be done to Scale up, Modify or even drop such activities in future. This demanded Space and Time in various departments, additional reference books and journals,

dedicated additional time from faculty in related specialization, additional funds and logistics which was met by the college.

## Best Practice 02

### 1. Title: Green Audit

### 2. The Context that required the initiation of the Practice

Green Audit can be defined as systematic identification, quantification, recording, reporting and analysis of components of environmental diversity. The 'Green Audit' aims to analyze environmental practices within and outside the college campus, which will have an impact on the eco-friendly ambience. The rapid urbanization and economic development at local, regional and global level has led to several environmental and ecological crises. On this background it becomes essential to adopt the system of the Green Campus for the institute which will lead for sustainable development. Waste minimization plans for the educational institute are now mandatory to maintain the cleanliness of the campus. To find out the environmental performance of the educational institutions and to analyze the possible solutions for converting the educational campus as eco-campus the conduction of Green Auditing of institution is essential. The green auditing of Sapatgram College, Sapatgram, enables to assess the life style, action and its impact on the environment.

### 3. Objectives of the Practice

The main objectives of this green audit are to assess the environmental quality and the management strategies being implemented in Sapatgram College. The specific objectives are:

- To assess the quality of the water and soil in the Sapatgram College campus
- To examine the energy consumption pattern of the college
- To quantify the liquid and solid waste generation and management plans in the campus.
- To impart environment management plans to the college
- Providing a database for corrective actions and future plans.
- To assess whether extracurricular activities of the Institution support the collection, recovery, reuse and

recycling of solid wastes.

- To identify the gap areas and suggest recommendations to improve the Green Campus status of the Sapatgram College.

#### 4. The Practice

The present campus is spread over a little more than 25 Bighas of land. The campus is beautifully interspersed with gardens and different plants. The campus is eco-friendly with a great scenic beauty. The College has been taking continuous efforts to the Tree Plantation Programs and Environmental Awareness Programs in order to make the common public aware about the importance of environmental sustainability. In the different environment related programs many environmentalists were invited as guests to deliver lecture on different environmental issues and make the people aware.

The College primarily emphasizes on the issue of the air pollution through the use of the fossil fuel. Many awareness programs have been initiated regarding the evil impact of the use of fossil fuel on the environment. The College takes initiative for the boycott of fossil fuel used vehicles in the College campus on every fourth Saturday of the month to create awareness among the students and the common people as well.

#### 5. Obstacles faced if any and strategies adopted to overcome them

To achieve the above objectives a detailed study of the area was undertaken in 5km radius around proposed mine area. The different strategies adopted were as follows:

- Generation of primary data by undertaking systematic ecological studies in the area.
- Discussion with local people so as to elicit information about local plants, animals and birds.

The primary data was generated through.

- Preparing a general checklist of all plants encountered in the study area. This would indicate the diversity for plants.
- Determining the bird population of migratory and local birds by taking 10 random readings at every Location.
- Observing mammals, amphibians and reptiles, noting their calls, droppings, burrows, pugmarks and other signs.

## 6. Evidence of Success

The College has waste management plan and system. The College contributes to reduce plastic waste and sanitary waste by separating them in order to dump them so that the College campus can be made clean and hygiene. The disposable wastes which can be converted into fertilizer are dump separately in a large composed bin constructed in the College campus. The bin was constructed in a place of 200 metre distant of the academic blocks so that it cannot affect the healthy atmosphere of the campus. The bin was constructed in an open space so that it could get plenty of sunlight through the day as heat is essential for the decomposing process. The single used plastic wastes are collected and stored in a separate bin constructed in the Campus and once the bins got filled with wastes are safely transported to some other places from where it could be recycled.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. IQAC plans to introduce integrated B.Ed Course in this college.
2. IQAC plans to introduce Vocational Courses in Computer Education
3. To organize National and International Seminar, Workshop, FDP and online classes.
4. Procurement of more ICT tools for ICT based classes.
5. IQAC emphasizes on research activities to be undertaken by the Faculty Members of various departments.
6. To organize Skill Development Programme for the students
7. To initiate Academic Audit of the college
8. To upgrade ecosystem, green audit, Plantation Programme and to promote environmental awareness.
9. Publication of ISBN books and ISSN Journals
10. Procurement of more Books, E-Books, E- Journal & Digitalization of Central Library
11. To undertake some community development programme such as Health Awareness Programme, voters awareness programme, Swachha Bharat Abhijan, Environmental Awareness Programme etc.
12. To introduce the Code of Ethics for all stakeholders.
13. To introduce No Fossil Fuel Day and Self Defence for Girls students as best practice.
14. To establish more MoU with the educational institution and NGOs & GOs
15. To organize Soft Skill Development Programme and training for competitive examination.
16. To accelerate Sports, Gym and Cultural activities
17. To incorporate Water and Waste Management Audit to the existing format of Green Audit.
18. To introduce more Add-on courses by the Departments.
19. To initiate inclusion in NIRF.

NAAC