Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**SRIKISHAN SARDA COLLEGE**
Name of the head of the Institution	**AMALENDU BHATTACHARHJEE**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03844222409**
Mobile no.	**9531154182**
Registered Email	**sscollege@sscollegehkd.ac.in**
Alternate Email	**iqac@sscollegehkd.ac.in**
Address	**College Road Ward No 13 PO & DIST: HAILAKANDI**
City/Town	**HAILAKANDI**
State/UT	**Assam**
Pincode	**788151**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**DEBADUTTA CHAKRAVARTY**
Phone no/Alternate Phone no.	**03844222409**
Mobile no.	**9435379574**
Registered Email	**sscollege@sscollegehkd.ac.in**
Alternate Email	**iqac@sscollegehkd.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sscollegehkd.ac.in/NAAC/AQAR/AQAR%202016-17.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**No**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B+**	**78.00**	**2004**	**04-Nov-2004**	**04-Nov-2009**
2	**A**	**3.12**	**2011**	**30-Nov-2011**	**29-Nov-2016**

6. Date of Establishment of IQAC | **31-Mar-2007**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Feedback from all stake holders	**15-Nov-2017** **01**	**33**
Regular IQAC Meetings	**04-Apr-2018**	**13**

	01	
Regular IQAC Meetings	05-Feb-2018 01	29
Feedback from all stake holders	15-May-2018 01	33
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Department of Economics	Seminar	ICSSR	2017 2	135000
Department of Political Science	Seminar	UGC	2017 2	120000
Departments of Bengali & Maths	Minor Research Project	UGC	2017 365	32000
		View File		

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Under the initiative of the IQAC, the RUSA released an amount of Rs. 2.50 lac under Equity Initiative for the establishment of a Finishing School in the institution on 19/4/20018 for the benefit of the outgoing students. Train the Trainer program was also organised under the financial support from RUSA Assam.

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

Plan of Action	Achivements/Outcomes
2. To conduct seminar/ workshop, Symposia every year	2. The college organized Guest Lectures under placement cell IQAC
8. Short term Certificate Courses to be started in the institution	8. Short term courses (ICT) have been started in collaboration with the Computer Solution , Hailakandi
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7. To take initiative for the development of sports and play field	7.In collaboration with the District Sports Association , the college has submitted DPR for construction of Stadium in the college for providing better sports facility to the students.
6. To take initiative for starting language lab for providing better teaching learning process.	6. With the financial aid of the RUSA , the college has started process for installation of a Digital Language Laboratory for the benefit of the students and the teachers.
5. To train students in communication and soft skill	5. With this aim in view, the authority has started process and has established a collaborative ICT Centre in the institution for providing soft skill with Diploma and Crash courses. Apart from that the institution organized different short term programmes on speaking courses
4. To establish a Digital Library for providing better library facility to the teachers & students	4.The Plan & Estimate for the same has been placed before the authority for final approval
3.To equip library with more subject related test books & journals	3. At present the library has 19348 numbers of books& 1198 Reference Books along with 35 numbers of yearly subscribed journals. Initiative has taken to increase the number of text books through UGC financial assistance.
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body, S. S. College, Hailakandi	27-Jan-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to	**No**

assess the functioning ?	
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2018**
Date of Submission	**06-Apr-2018**
17. Does the Institution have Management Information System ?	**No**

<div align="center">Part B</div>

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

S.S. College, Hailakandi has the following mechanism for well planned curriculum delivery: A. At the very outset of the academic session, departmental meetings are held in every department and classes along with syllabi based topics are distributed among the departmental teachers. B. The Central Routine of the college has been well constructed by the Routine Committee before the starting of the new session. C. The departmental routines are placed before the Principal for Cross Examination and regularity of the class. D. Teachers take their classes as per syllabi and topics and distributed source materials of their lecture. E. Classes are held under the strict supervision of the administration F. The Central Library of the college is very rich. It is the pivot upon which the whole process of teaching learning rested. The Central Library has open access for the students though every department has its departmental library for the benefit of the students. The students have free access to more than 9000 journals through DELCON consortium, Assam University, Silchar. G. The college Library has also Inflibnet facility for the students and teachers H. Various class room teaching methods are practised by the teachers for effective delivery of curriculum: 1. ICT based teaching-learning method 2. Distribution of source material (printed) by the teachers 3. Group discussion among the students in classroom 4. Departmental seminars are organised for students' presentation of papers. 5. Use of various software related to teaching learning 6. Use of scientific models and charts by the science teachers 7. Adequate instrumentation facility has been provided to the science students for their practical classes 8. Field works, Project works and Educational tours are regularly organised by the institution in consultation with the administration 9. Seminars, Frontier Lectures, Workshops etc. Are organised by the institution for the benefit of the teachers and the students and exploring the new horizon of studies. 10. Regular Class Test, Mid-Term Unit Test, Assessment in practical classes, Viva-voce are done. Apart from these need based Tutorial Classes are taken by the teachers for the benefit of the slow learners.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
		No Data Entered/Not Applicable !!!			

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Cutting Stitching, Tailoring Programme (2 months course)	08/03/2018	13
ICT programmes (Diploma in Computer Application)	01/08/2017	24

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

A. The student feedbacks are collected by the IQAC from the 6th Semester students at the time of their last examination in a random process. Feedback is received and discussed during Teachers Council Meeting. B. Teacher's feedback has been collected by the administration from almost every Teachers Council Meeting and analysed in the Governing Body Meeting for the solutions of the

problems and suggestions of the teachers C. As the Teachers Council has been constituted with all teaching non-teaching members of the institution so their feedbacks also been collected in the same way and their problems have been redressed. D. Alumni suggestions have been collected frequently and the principal raised their suggestions in the GB meeting and actions have been taken accordingly Last but not least is the Parent – Teacher Meet where from parents and guardians feedbacks are collected for placing before the Governing Body.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	300	303	271
BCom	Commerce	200	101	67
BSc	Science	250	312	247
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1300	0	47	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
49	46	4	2	2	7
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Yes! Students mentoring system is available in the institution. Various efforts have been taken to make learning more students centric. The learning is made more participating and problem solving by organizing activities like Group discussion, Field survey/visit, Seminars, Debate, Project writing, Hands on Training etc. Several departments take ICT enabled classes to make learning more interesting and interactive. To enhance the learning experience of the students the college undertakes the method of mentoring students with a view to minimizing drop-outs through personal counselling. The faculty members used to sit together at least once a fortnight to find out the problems relating to teaching learning and solving the same. The faculty members take care of the slow learners and advance learners very effectively and even asked the students to share their mail address and Whatsapp for establishing personal relationship with the students so that the students have no need to face any awkward situation even in his personal life .

Number of students enrolled in the	Number of fulltime teachers	Mentor : Mentee Ratio

institution		
1300	47	1:28

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
50	47	3	0	24

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA	Semester	29/05/2018	30/07/2018
BCom	BCom	Semester	29/05/2018	30/07/2018
BSc	BSc	Semester	29/05/2018	30/07/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Apart from the Unit Test, the college introduced class test, general discussion over the topic, group discussion, internal seminar for better performance of the students in the final examination

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The academic calendar of the institution is designed and framed by the affiliating university and approved by the Academic Council of the Affiliating university i.e. Assam University, Silchar. The academic calendar of the institution is framed by the university and the college meticulously follows the academic calendar with its true spirit. The faculty members are responsible for preparing their teaching materials as per syllabus and academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.sscollegehkd.ac.in//NAAC/Criteria%20Document/2.6.1/201718.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students	Number of students passed	Pass Percentage

			appeared in the final year examination	in final year examination	
BA	BA	Arts	162	90	55.55
BSc	BSc	SCIENCE	79	44	55.69
BCom	BCom	COMMERCE	18	6	33.3
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<div align="center">No Data Entered/Not Applicable !!!</div>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	3.61	0.32
Any Other (Specify)	1095	DBT	29.23	28.93
		View File		

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Botany	1	Nill
National	Physics	1	Nill
International	Physics	2	Nill
International	Economics	2	Nill
National	Persian	1	Nill
National	English	2	Nill
International	English	1	Nill

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Botany	1
Philosophy	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Vibrational IR active frequencies of C36: An algebraic approach	Rupam Sen	Ukrainian Journal of Physics	2017	0	S. S. College	0
Vibrational ir spectra of solid carbon monoxide	Rupam Sen	Ukrainian Journal of Physics	2017	0	S. S. College	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Vibrational IR active fre	Rupam Sen	Ukrainian Journal of	2017	6	0	S. S. College

		Physics				
quencies of C36: An algebraic approach						
Vibratio nal ir spectra of solid carbon monoxide	Rupam Sen	Ukrainian Journal of Physics	2017	6	0	S. S. College

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Semi nars/Workshops	0	39	12	5
Presented papers	0	28	0	0
Resource persons	0	5	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Gram Swaraj Abhijan	District Administration and NSS Unit ,S.S. College	2	29
Road Safety Day	District Transport Authority NSS	3	100

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Independence Day Parade	Award Received by the NCC Unit of the college	District Administration	21

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites

26th January	NCC NSS	Parade and Cultural Prog	5	67
15th August	NCC NSS	Parade and Cultural Prog	5	76
Curtain Raiser Prog.	NSS Unit , S.S. College	Swachhathon 2017	5	35
Observance of National Youth Day	NCC NSS, S. S. College	Youth Motivation	3	25
Road Safety Awarness Programme	DTO S. S. College	Road Safety Awarness	6	100
Observance of Awarness for Health of Wome	S. S. College IQAC	Women Awarness	6	125
Observance of Netaji Joyanti	Teacher's Council NSS, S. S. College	Day of observance	10	40
International Yoga Day	IQAC NSS, S. S. College	Yoga Practice	12	28
Observation of Painchishe Baishak Baishe Sraban	Bengali Department, Women Cell Cultural Cell, IQAC	Cultural Activity	12	120
Social Meet	Sports Cell Cultural Cell	Sports Cultural activity	35	445
[View File](#)				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of

No Data Entered/Not Applicable !!!
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
88.51	**88.51**

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	**Existing**
Class rooms	**Existing**
Laboratories	**Existing**
Classrooms with LCD facilities	**Existing**
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	**Newly Added**
Value of the equipment purchased during the year (rs. in lakhs)	**Newly Added**
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
ExaLib	**Partially**	**2.10.97**	**2005**

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	**19348**	**1726968**	**583**	**115348**	**19931**	**1842316**
Reference Books	**1198**	**205773**	**244**	**100762**	**1442**	**306535**
e-Books	**3135000**	**5900**	**0**	**0**	**3135000**	**5900**
Journals	**35**	**30532**	**0**	**0**	**35**	**30532**
e-Journals	**6000**	**0**	**0**	**0**	**6000**	**0**
Digital Database	**0**	**0**	**1**	**19470**	**1**	**19470**
CD & Video	**36**	**1000**	**Nill**	**Nill**	**36**	**1000**
[View File](#)						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	85	2	1	2	1	4	14	8	0
Added	0	0	0	0	0	0	0	0	0
Total	85	2	1	2	1	4	14	8	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

8 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
300000	278618	6000000	5545080

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The physical, academic and support facilities are maintained through various committees like Construction committee, Purchase committee and Library committee formed with the members of the faculty and the office. The construction committee looks after the preparation of planned estimate of different infrastructural grants of RUSA, UGC and execution of the works, repairing works and maintenance of building like classrooms, Sports complex, boundary walls etc. However, all the purchase relating to construction or office work or maintenance of computers etc. have been done under strict supervision of the purchase committee. The committee looks after the call of tenders, preparation of CS, acceptance of bidders and then making necessary purchase. The President of the Governing body is also the member of the purchase committee and the construction committee and everything is done with

outmost care. The college also submits utilization to the respective funding agencies on time. In this process the college maintains the transparency and the sanctity of the institution.

http://sscollegehkd.ac.in/NAAC/Criteria%20Document/2016-17/442.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	POST MARTIC SCHOLARSHIP	176	Nill
b)International	Nill	Nill	Nill
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
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5.2.2 – Student progression to higher education in percentage during the year					
Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2018	9	BCom	COMMERCE	Assam University and Gauhati University	MCom
2018	10	BA	Bengali	Assam Univertsity	MA
2018	8	BA	Economics	Assam University, Gauhati University	MA
2018	6	BA	English	Assam University, Gauhati University	MA
2018	13	BA	Persian	Aligarh Muslim University	MA
2018	5	BA	Political Science	Assam University	MA
2018	6	BSc	Statistics	Assam University, Silchar	MSc
2018	17	BSc	Zoology	Assam University, Silchar	MSc
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The Students' Council has been working round the year for the betterment of the students. They are involved with the academic and administrative activities of the college in several ways: A. Organising Fresher's welcome for the entry level students B. Organising Social Meet(Cultural) in the institution C. Organising Social Meet(Sports) in the institution D. Organising College 'Safai Abhijan' E. Organising Id Festival F. Organising Saraswati Puja G. Published their own magazine PARIKRAMA H. Organising Teachers' Day (5th September) centrally in the college I. The students Union involved themselves in other college affairs like celebration of Rabindra Jayanti, Baishe Sraban, Birth Day of Mahatma Gandhi, Sanskrit Divas, Foundation Day Celebration, Observance of Mther Language Day, Inter College Competition etc. OTHER ACTIVITIES: A. Providing list of Financial Backward Students for providing College Aid B. The Council has its representative in the Steering Committee of the IQAC to monitor the development of the college work closely. C. The Council has its representative in the Construction Committee of the Institution to look after the construction work of the college. D. The students Council has its representative in Anti Ragging Committee of the college. The Council has its representative even in the RUSA Committee.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The college has different statutory Sub-committees comprising of representatives from the stakeholders of the institution for the smooth and fair functioning of the administrative works. The IQAC has different Sub-committees for coordinating academic and administrative activities of the college and implementing the decisions of the Governing Body of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details

Curriculum Development	• Curriculums are developed through: • Field visit/ Project work • Submission of papers on the basis of the field visits/Project works • Membership in Board of Under Graduate Studies of affiliating • Membership in Board of Post Graduate Studies of affiliating University
Teaching and Learning	• Wide access to internet facility to inculcate online learning materials • Wide access to ICT for better teaching-learning • Wide range of e-journals and e-resources for carrying out project works • Learning through Field work, Industry visit • Learning through Seminars/ Workshops and arrangement of Frontier lectures by the eminent scholars
Examination and Evaluation	All traditional examinations are taken and examinations papers are evaluated by the teachers.
Research and Development	(i) Established Research Publication Cell for Research Development. (ii) Leave sanctioned for IPP Examination. (iii) Research and Development – • Encouraged to publish Research Papers. • The college has Research Publication Cell • The college publishes one Peer Reviewed Research Journal- PURSUIT • The college motivates the teaching faculty for pursuing MRP/Minor Research Project and for publishing Research papers in referred journals with high impact factor. • The college encourages teachers to explores all funding agencies(ICSSR/DBT/UGC/DST/ IUCAA etc.) for arranging seminars/ Workshops etc and submission of papers in different seminars/ workshops etc • Exhibits the publication of research work of the faculty in the college library for encouraging other teachers • Encouraging the faculty to finish PhD • Encouraging the faculty to submit paper in the International Seminar/Workshops
Library, ICT and Physical Infrastructure / Instrumentation	Online e Journals subscribed under NLIST Inflibnet/DELCON (AU) • Provision for Wi-fi facility within the campus , especially in the Central Library for effective learning • Provision for access to e-journals • Provision of ICT in the library for better search of resource materials by the teachers and the students • Procurement of more equipments , teaching Aids and Books • Procurement of Laptops for all the

	teachers under the scheme of the UGC • Provision for construction of class rooms • Provision for establishing Digital Library under the Scheme of RUSA • Provision for establishment of a Language Laboratory under Equity scheme • Provision for establishment of Digital classrooms • Provision for establishing ICT based Departments
Human Resource Management	—(i) Initiative has been taken for developing Human Resource Management system. • Encouraging the faculty members to participate in Refresher and Orientation Courses • Arrangements of Soft Skill Development Programmes for the non-teaching staff by the college Computer centre • Disaster Management Programme organised by the institution along with Disaster Management cell of the Govt • Self Appraisal of the Teachers • Maintenance of Grievance Redressal Cell, Anti-Ragging Cell, Sexual Harassment Cell The Health Cell of the IQAC facilitate the 'Rapid Health Service' to the needy students and the teachers and executing Blood Donation Camp every year in the institution
Industry Interaction / Collaboration	• Industry interaction /collaboration is made as per course necessity. College maintains regular interaction with a number of Industry Houses like Khan Fish Firming ,Nilambazar, Pratyaksha Agro-tech Pvt. Ltd, Duarbond, Monobina Industry Udyog Kuthir, Hailakandi
Admission of Students	(i) Admission of students are made as per Govt. Norms. (ii) Roster system is followed during the process of administration • Admission is made on the basis of Government norms ? The Roster System is maintained strictly throughout the process of admission

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Information are disseminated through web notice board
Administration	• Display of the Notice through Display Board both for the students and the teachers • Regular exercise of e-tendering through college web portal • Regular exercise of PFMS portal to upload expenditure related to Govt. Fund • Initiative taken to start Barcode system in the library

Finance and Accounts	• Fully Computerised • Maintenance of the college account through college automation Software • Reception of salary through Bank
Student Admission and Support	• Planned to implement CBCS by the affiliated university • Student Database manually maintained

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	2	24/10/2017	15/11/2017	21
Short Term	4	10/03/2017	11/03/2017	2
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GSLI Cooperative (Teaching)	GSLI Cooperative(Non-teaching)	Students Aid Fund Accidental Insurance

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The Audit of the college is conducted by the Government and the Internal Audit has been conducted by the internal auditor Mr. Prasenjit Bhattacharjee

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	Governing Body, S. S. College

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

• Provided valuable suggestions for the development of the institution • Suggested to take extra effort for the slow learners • Selected/Elected Guardian representatives from the parent/ guardians to the Governing Body(Highest Body) for ventilating the desire of the society and participating in the academic and administrative activities.

6.5.3 – Development programmes for support staff (at least three)

1. Provided furniture for the office 2. The office building was renovated 3. The process of taking Loan for the support staff was made easy

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Process started for the establishment of a Digital library 2. Process started for the establishment of a Finishing School 3. Encouraged students to take ICT Diploma from the institution

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Human Development in India	10/04/2018	10/04/2018	11/04/2018	93

2017	Hundred Years of First World War	07/11/2017	07/11/2017	08/11/2017	83
2017	Recent Trends in Basic Science Research	21/09/2017	21/09/2017	23/09/2017	130
2018	Influence of Persian on the local dialect and culture of Barak Valley, (Assam)	09/01/2018	09/01/2018	10/01/2018	34

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Renewable energy sources: 100kW Power required: 40KW Fulfilled by the renewable energy: 20 KW

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill
Provision for lift	No	Nill
Ramp/Rails	No	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	60

Scribes for examination	Yes	20
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	Nill	1	24/08/2017	1	Road Safety Awareness Programme	Safety	63
2018	Nill	1	25/04/2018	3	Gram Swaraj Abhiyaan	Rural Development	42
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Prospectus/ Academic Diary for students	15/05/2017	A code of conduct for students is illustrated in the Prospectus which should be obliged by the students. Provision of punishment is also included for those not obeying the code of conduct.
A handbook containing Code of conduct for other stakeholders	21/08/2017	A code of conduct for all stakeholders other than students is illustrated in the document which should be obliged by the stakeholders. Provision of punishment is also included for those not obeying the code of conduct

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Bhasa Shahid Divas	19/05/2018	19/05/2018	32

Nazrul Jayanti	26/05/2018	26/05/2018	28
International Yoga Day	21/06/2018	21/06/2018	36
Swachh-a-thon Programme	19/08/2017	19/08/2017	73
National Youth Day	12/01/2018	12/01/2018	45
Swachchata Pakhwara	12/01/2018	26/01/2018	53

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

100 KW Solar Plant
Use of Organic Fertilizer
Use of LED Lights
Plantation of Trees
No use of fuelled machine/automobile

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice I Go Paperless: The institution has taken full initiative with a view to go paperless. We know that many schools and colleges use papers heavily for communication with teachers and students and other stakeholders as sure fire way of giving information. But our institution does some handy ticks to avoid paper works which will ultimately reduce the waste of paper. The college provides handouts only on request. Mostly the institution works on ICT and depends on its strong networking for dissemination of information to the teachers, students and other stakeholders. Best Practice II Energy Conservation: The college conducts awareness programme on energy conservation. Every department is conscious in this regard and made the students aware to switch off the lights and fans of the classrooms when there is no class. Almost all the computer monitors in use are either LED or LCD types to ensure minimum usage of electricity and also to reduce the level of radiation. The college has also 100 KW Solar Energy project .

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://www.sscollegehkd.ac.in//NAAC/Criteria%20Document/7.2/7.21718.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

In connection with the vision and mission of the institution, the National Cadet Corps of S.S. College, Hailakandi unit dexterously work to reiterate its commitment to the nation building in particular and the society and community at large:. . • The unit nourishes patriotic commitment by encouraging contribution to our nation building • The college unit take part in District level Parade on 15th August and 26th January every year which impart a sense of understanding of our national values in the hearts of the cadets • The unit of the institution used to take part in NCC camps organised by the Central body and learn the art of living in with a strong motto of building nation. • The NCC cadets along with the NSS volunteers also take part in the Year Long

Swachha Bharat Abhijan as a commitment to society. • The cadets also take part in yearlong Anti-Tobacco Campaign, Maintaining Plastic Free campus of the institution

Provide the weblink of the institution
http://www.sscollegehkd.ac.in//NAAC/Criteria%20Document/7.3/dis1718.pdf

8.Future Plans of Actions for Next Academic Year

The institution has developed some future plan of action like: A. To conduct seminar workshops B. To establish Staff Academy C. To develop the infrastructure of the institution D. To start the work of Finishing School E. Development of Sports