YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution   SRIKISHAN SARDA COLLEGE

- Name of the Head of the institution   AMALENDU BHATTACHARJEE

- Designation   Principal i/c

- Does the institution function from its own   Yes
  campus?

- Phone no./Alternate phone no.   03844222409

- Mobile No: 9531154182

- Registered e-mail   sscollege@sscollegehkd.ac.in

- Alternate e-mail   iqac@sscollegehkd.ac.in

- Address   COLLEGE ROAD

- City/Town   HAILAKANDI

- State/UT   ASSAM

- Pin Code   788151

2.Institutional status

- Type of Institution   Co-education

- Location   Urban

- Financial Status   Grants-in aid

- Name of the Affiliating University — **ASSAM UNIVERSITY SILCHAR**
- Name of the IQAC Coordinator — **DEBADUTTA CHAKRAVARTY**
- Phone No. — **03844222409**
- Alternate phone No. — **nil**
- Mobile — **9435379574**
- IQAC e-mail address — **iqac@sscollegehkd.ac.in**
- Alternate e-mail address — **nil**

3.Website address (Web link of the AQAR (Previous Academic Year)

http://www.sscollegehkd.ac.in/NAAC/AQAR/AQAR%202019-20.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link:

http://sscollegehkd.ac.in/NAAC/Academic%20Calender/AC2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**78.00**	**2004**	**04/11/2004**	**04/11/2009**
Cycle 2	**A**	**3.12**	**2011**	**30/11/2011**	**29/11/2016**

6.Date of Establishment of IQAC   **31/03/2007**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines   **No**

- Upload latest notification of formation of IQAC

No File Uploaded

9.No. of IQAC meetings held during the year   **02**

- Were the minutes of IQAC meeting(s) and
  compliance to the decisions have been
  uploaded on the institutional website?   **No**

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

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

- If yes, mention the amount

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

Regular constitution of Screening cum Evaluation Committee for
promotion & CAS promotion of teachers after due evaluation of
publication, verification of API scores as per guidelines of the
Government.

The regular publication of the institutional research journal
'PURSUITS'

IQAC has created a framework for extending support to the
departments for establishing linkage with the students under
pandemic condition

IQAC established a strong bond with the Adopted Village

The IQAC arranged One-week National Level Online Workshop

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

Plan of Action	Achievements/Outcomes
Upgrading the infrastructure of the institution	The college with the consent of the Governing Body started construction of Science Building (Including Science Laboratory) by demolishing the earlier Assam type building.
Sensitizing students to the outburst of Covid-19 pandemic condition.	The college has taken full care of the health of the students and maintained cleanliness. As per decision of the Disaster Management Department, Government of Assam, the college even remained completely closed for some time.
Conducting online Seminar/ Workshops in the college	The college, however, arranged one-week Online National level Workshop from 12th Oct. to 18th Oct.2020 on "IMPROVING SCIENTIFIC RESEARCH WRITING AND PUBLICATION SKILL" in collaboration with ICSSR under Research and Publication Cell-IQAC. The college also arranged One Week Online Faculty Development Programme on "IMPERTING ONLINE TEACHING LEARNING METHODOLOGY DURING COVID-19 PANDEMIC" from 7th Sept to 14th September 2020
Preparing for NAAC Reaccreditation	The authority took keen interest to go for NAAC reaccreditation and asked the office to find out all Data related to students for the last few years.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, S. S. College, Hailakandi	04/06/2019

14.Whether institutional data submitted to AISHE

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• Mobile No:	**9531154182**
• Registered e-mail	**sscollege@sscollegehkd.ac.in**
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• State/UT	**ASSAM**
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• Phone No.	**03844222409**
• Alternate phone No.	**nil**

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• IQAC e-mail address	**iqac@sscollegehkd.ac.in**
• Alternate e-mail address	**nil**
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4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	http://sscollegehkd.ac.in/NAAC/Academic%20Calender/AC2020-21.pdf

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• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

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• If yes, mention the amount	

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body, S. S. College, Hailakandi	04/06/2019

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	30/03/2022

15.Multidisciplinary / interdisciplinary

Nil

16.Academic bank of credits (ABC):

   The Academic activities of the institution is strictly restricted under the academic calendar of the affiliated university i.e. Assam University, Silchar. However, the University has its virtual / Digital store House for the students of its affiliated colleges that contain the information of the credits earned by the students throughout their learning-journey. For that they can go through the University website – www.ausexamination.ac.in and to be logged in through 'Students Login'.

        The University has also provided scope to the students of leaving a course and rejoin it after a gap by producing a simple gap certificate. However, students mobility from one college to another college during study period is restricted.

17.Skill development:

The Faculty members of the institution attended capacity building programs / FDP on relevant subject environment studies research methodology etc. They also attended ICT based teaching learning training programmes and FDP on e-content development.

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

For appropriate integration of Indian knowledge system, the college has Sanskrit Sahitya & Sanskrit Language as an integral part of our course structure along with "Honourse Course". Not only that the college used to conduct knowledge tour programmes. But as per Disaster Management Role under COVID situation 2020-21, the departments were not allowed to arrange such

programmes. However, for the spread of Indian knowledge system the few departments organized student centric seminers on issues related to Indian knowledge system.

The department of philosophy is also an integral part of our course structure with Honourse Course and Value education is also provided for enhancing & enlighting Indian knowledge system among the students.

The authority also planning to start a language integrated course programme with all the language departments of the institution emphasising 'Indian Knowledge System'.

Apart from these, the college also inaugurated a Yoga Centre in the institution giving stress to Indian Knowledge system & efforts have been made to promote local languages like Monipuri, Bengali & endangered languages.

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

1. The institution resolves to start different vocational educational certificate courses on the basis of skill gap analysis & mapping of local opportunities.
2. The college also resolves to restart the ICT based skill development courses & crash courses for better empowerment opportunities of the students.
3. The institution also planned to upgrade Career Oriented Courses into UG preferences like BA, B.Sc. & B.Com. under the Choice Based Credit System.
4. The institution also given stress for starting Industry-College partnership for expanding 'employment opportunity'' & hands on training of the students.
5. Apart from these, the college also has given priority for starting courses like Mass Communication, Biotechnology, B-farma etc. for the benefit of the local students.

20.Distance education/online education:

This year i.e. is 2020-21 session, there were 3 students in degree Level and 17 students in MA and 1 student in M.Com. The students have ample opportunity to choose subjects for Master Degree from:-

        Education 2 Years 4 students

        Sociology 2 Years 1 student

English 2 Years 3 students

Political Science 2 Years 8 students

Assemese 2 Years 1 student

The college is planning to add some more subjects like journalism & Mass Communication.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**291**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**640**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**237**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**486**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**42**

File Description	Documents
Data Template	<u>View File</u>

| 3.2

 Number of Sanctioned posts during the year | **50** |

File Description	Documents
Data Template	<u>View File</u>

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**19**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**5410687**
4.3 Total number of computers on campus for academic purposes	**60**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The curriculum 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 institution meticulously follows the curriculum of the university.

In pursuing the curriculum of the university, the college is always conscious to materialize its own dream of fulfilling its 'Vision and Mission'. The college at the very beginning of the session prepares its central routine for all streams. After that,

each department of the institution prepares their own Departmental Routine for smooth allotment of classes. Each department has its own action plan for taking classes, distributing syllabus and preparing teaching plan.

The curriculum delivery is effectively done through lectures, group discussions and ICT presentation for making classes more interesting and interactive.Unit Tests are taken regularly as per guide lines of the affiliating university.

For providing more exposure to the world of education and knowledge, the institution has its Central and it remained open all throughout except the closed days.

Though the college has its mechanism but due to severe pandemic situation and lock down, the college has to depend on online classes providing online routine to the students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[nil](#)

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

The college clings to the academic calendar for continuous Internal Evaluation Systems as per the guidelines of the affiliating university. The academic calendar includes information regarding the commencement of the examinations, schedule of Unit Tests, Internal Examinations etc. It also specifies the dates of Unit Tests as proposed by the university for both Odd & Even Semesters. But in case of necessity, the university reserves the right of changing the dates of examinations. These changes are communicated to the students well ahead of their examinations. The faculty members are responsible for preparing their teaching materials as per syllabus and academic calendar.

Though the college has its mechanism but due to severe pandemic situation and lock down, the college has to depend on online classes providing online routine to the students and no examination took place during the year as per decision of the Disaster Management Department of the Government.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	nil

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

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

1.2 - Academic Flexibility

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

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

626

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

Environment, Professional ethic and Gender based courses are there in the syllabus framed by the affiliated University i.e. Assam University, Silchar which is compulsory for the colleges.

Environmental Science is a compulsory subject for the students of the 2nd Sem. (201-Environmental Studies) both for the Honors & Pass. However apart from that topics related with environment are taught by the Dept. of Physics (Taopic viz - Renewable Energy and Energy Harvesting), Dept. of Zoology (1st Sem Hons. Principles of Ecology & Dept. of Chemistry 5th Sem DSC under Green Chemistry). The Dept. of Philosophy also taught the students of 4th Semester under Applied Ethics (Environmental Ethics).

The Dept. of History, Philosophy, Sanskrit & Bengali taught and encouraged the students to follow human values and ethics under following papers (History-102, Philosophy-601& 401, Sanskrit-601& 501)

The Gender issues are also discussed by the Dept. of Bengali, Philosophy and Political Science. Bengali under its Unit3 -Paper-602 "Modernism Feminism" and Dept. of Philosophy under its Paper-303, Unit5 "Feminist Ethics". The Dept. of Political Science also discuss Gender issues and Human Rights under its Paper DSC-502, "Human Right in a Comparative Perspective".

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

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

6

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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**

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

```
0
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File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	**No File Uploaded**

1.4 - Feedback System

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

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

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://sscollegehkd.ac.in/NAAC/Criteria%20 Document/2020-21/report20.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

800

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

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

202

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

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

With a rural background and vernacular medium, the students of this locality take admission in this institution and because of that they hesitate a lot to interact with the teachers. But the mapping of the knowledge and skills of the students have been done in the beginning of the session by the teachers through classroom interactions, previous examination scores and socio-economic status and aptitude.

After mapping of the students' knowledge base, the slow learners are assisted to prepare their lessons and necessary corrections are made by the teachers. Apart from that, the faculty members leave no stone unturn to encourage them to cope up with the situation and improve their education.

The advanced learners are motivated to read advance reference books from the Central Library-'The stock House of Knowledge'. They are provided with additional laboratory facilities and practical exposure to updated education by way of allowing them to attend seminars and visiting great educational institution of our country.

Though the college has its mechanism but due to severe pandemic situation and lock down, the college has to depend on online classes providing online routine to the students. But even then, the teachers maintained personal relation with the students through WhatsApp and other platforms for providing assistance to the students as and when required

File Description	Documents
Link for additional Information	[nil](nil)
Upload any additional information	**No File Uploaded**

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

Number of Students	Number of Teachers
1642	**49**

File Description	Documents
Any additional information	View File

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

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. Mock Drills are conducted under the supervision of the Disaster Management Department of the Government within the campus of the college to make the students aware of how to manage disaster. But due to severe pandemic situation, the authority was bound to stop all student centric indoor and outdoor activities as per decision of the Disaster Management Guidelines and to maintain all covid-19 protocol.

However, 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 counseling. The faculty members take care of the slow learners and advance learners very effectively through online platforms and even asked the students

to share their mail address and WhatsApp for creating a social network. The process thus enhanced the learning experience of the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	[nil](nil)

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

In every sense of the term ICT (Information & Communication Technology) refers to the set of technology concerned with Communication, Net-working, Data storage, Audio-video, Manipulation of information (Hardware & Software) etc. It has, however, proved its immense importance in the improvement of teaching-learning process and storing date for the next generation even.

The faculty members of this esteemed institution, with the motion of time, adopted all these ICT enabled tools to explore the endless possibilities of improving education system. The college has provided Free-Laptops to the faculty members and the college campus has been made 'Free Wi-Fi Zone' (completely dedicated)

With a view to providing best possible network service in every nock and corner of the institution. The college has ICT enabled tools like computers, android TV, fax & Printers, Digital Labs, Digital Library etc. The faculty members used all these and WhatsApp, Skype, Zoom, Google Meet etc. for creating a good network with the students for providing assistance as and when required.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

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

49

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

42

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

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

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

26

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

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

2.4.3.1 - Total experience of full-time teachers

45

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

2.5 - Evaluation Process and Reforms

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

The college has its mechanism but due to severe pandemic situation and lock down no examinations held during the year as per decisions of the affiliating University and promoted the students accordingly.

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

The college has its own Examination Committee to deal with the internal examinations related grievances of the students.

The grievances of the students related to internal examinations are addressed by the examination committee immediately trough following means :-

1. Reexamining the answer scripts by the respective departmental Head.

2. Checking total marks.

3. Un-marked questions if any are marked by the respective examiner.

4. Rectifying the departmental result sheet properly after receiving students complain.

The examination committee rectified the marksheet of the students and presented the same before the affiliating University for rectification. Separate dates are scheduled for viva-voce, group discussion for each semester. The project works are also done by the students with full assistance of the faculty members.

If there is any doubt of the students regarding their final semester examination marks, they have their privilege to apply the University for re-checking their marks. All throughout the process the college leaves no stone unturned to maintain the transparency and dignity of the institution.

File Description	Documents
Any additional information	[View File](#)
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.

The semester course is designed to delivered information regarding the respective subject of the students and here the students get immense information about the subject after completion of each semester e.g., the students of Economy study the behaviour of Indian and world economy. After completion of his/her study , the students may go for Rural Development Service, Indian Economic Service or service in the Banking Sector etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	[nil](#)
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Attainment of programme outcomes and course outcomes are duly evaluated by the institution.

One of the methods that one college follows while doing so is to take feedback from the outgoing students. Apart from that the college has its grievance redressal cell where the students can also place their problems at any point of time.

The institution deals with student's grievance very carefully and secretly and take steps accordingly.

For the students who have attained highest marks for their respective departments are felicitated centrally or departmentally as programme outcomes to encourage the students for further study.

The faculty members of the respective departments continuously track the students of their departments through different whatsapp so that the students can achieve the milestone of their course without any hindrance.

Apart from these, course outcomes are measured on the basics of the performance of the students in classroom, laboratory, project works etc.

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

458

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	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://sscollegehkd.ac.in/NAAC/Criteria%20Document/2020-21/271.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)

0

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

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

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

0

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

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

year

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

6

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

3.2 - Research Publications and Awards

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

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

5

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

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

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

10

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

3.3 - Extension Activities

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

To promote institution neighborhood community network and sensitizing students to social issues especially Covid-19, the college gives major emphasis on vaccination drive and covid awareness programme. The college also provided rooms and health team for community vaccination under the District Health Department.

A. RTPCR Test campaign

B. Awareness cum Vaccination Drive against Covid-19

C. Azadi Ka Amrut Mahatsav (12-03-2021)

D. The college arranged Aadhaar Enrollment Camp2021

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

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

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

0

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

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

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

0

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

0

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

0

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Response

The college is equipped with smart classes, ICT based Classrooms, conference room, laboratories etc. The whole campus is under the surveillance of CC camera and the campus is a Wi-Fi zone for accessing internet from every nock and corner of the institution with a view to making teaching-learning more interesting and effective.

The college has its dedicated Two storied Central library which is in fact a Knowledge Hub of this locality and it is explored by both the teachers and the students and even by the research

scholars of the affiliating university. It has its well-furnished reading room and computer lab for accessing e materials.

The college is equipped with laboratories for the science departments. All these facilities are provided with the ambition of raising the interest of students so that they can cope up with the changing educational scenario.

File Description	Documents
Upload any additional information	[View File](#)
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 college has its Cultural cell and Sports Cell under the IQAC. The college administration is very conscious of proving all sorts of assistance within its limits for the all-round development of the students.

But due to severe pandemic situation, the authority was bound to stop all student centric indoor and outdoor activities as per decision of the Disaster Management Guidelines and to maintain all covid-19 protocol.

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.

15

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

15

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

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)

0

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)	**No File Uploaded**

4.2 - Library as a Learning Resource

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

· **Name of ILMS software – e-Granthalaya**

· **Nature of automation (fully or partially) - Partially**

· **Version – 4.0**

· **Year of Automation - 2005**

About The Central Library:

The Central library of the college is the pivot upon which the whole system of education is rested. The Central Library is partially automated through an Integrated Library Management

Software (e-Granthalaya 4.0) which is web based and can be accessed remotely. The software was installed in the academic session 2020-2021 and all the bibliographic data have been migrated successfully from the existing software i.e. ExaLib.

The authority takes sufficient care to uplift the library and a dedicated place has been selected within the campus for infrastructural development of the college. Both teachers and the students are encouraged to avail the opportunity to explore all the e-materials (e-journals, online database etc) for updating their knowledge base.

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

A. Any 4 or more of the above

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

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

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

1.06934

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

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

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

14

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

In order to cope with the changing world, the college authority feels the necessity of upgrading IT facilities and modernizing the IT sector for improving the teaching-learning process of the institution. Thus college provides computers for each and every faculty and some of the faculties have scanner and printers too. The college has two computer labs equipped with computers and printers.

The college has some classrooms, ICT based classrooms, ICT based conference hall and all these places are equipped with broadband networking system.

The college has 105 computers, 47 laptops for teachers (provided by the college), 5 Reprographic units with 10 scanners, 07 LCD projectors.

Keeping pace with modern technology all office works have been done online other than admission. The whole college is under the surveillance of 15 CC cameras.

Along with broadband the college has Wi-Fi facility which can be

accessed from any nock and corner of the institution.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	<u>nil</u>

4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	<u>View File</u>

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	<u>View File</u>

4.4 - Maintenance of Campus Infrastructure

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

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

47283588

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

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

The physical, academic and support facilities are maintained through various committees like Construction committee, Purchase committee and Library committee formed with the members of the teaching faculty and the office and President of the Governing Body as per guide lines.

The construction committee looks after infrastructural development (Building) of the institution from plan estimate to the completion of the proposed building under UGC or RUSA grants.

However, all purchase regarding construction or maintenance or any kind of infrastructural purchase must be passed through the college Purchase committee through proper Tender/ Quotation, Comparative Statement preparation, selection of firm/individuals/ vendors etc.

In this process the college maintains the transparency and the sanctity of the institution

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

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

414

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**E. none of the above**

File Description	Documents
Link to institutional website	[nil](nil)
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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	**D. Any 1 of the above**

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

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

1

File Description	Documents
Self-attested list of students placed	<u>View File</u>
Upload any additional information	<u>View File</u>

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

263

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	<u>View File</u>

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

0

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

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

0

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

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

For providing scope for administrative, Curricular and extra-curricular activities, scopes are created for the students to represent them in various bodies of the institution. The students' council is set up in the beginning of the session with a view to encourage the students to take part in the process of democratic exercise and to develop the sense of their leadership. The selected/elected council encourages the students to take responsibility and to hold programmes like Fresher's welcome, Social week, Milad and Swaraswati puja etc. Apart from these students take active part in all other events of the college like

Voters Day Celebration, Rabindrajyonti, Republic Day celebration, Independence Day celebration etc. Even the President of the students' council represented students in the meeting of the Construction committee of the college.

But due to severe pandemic situation, the authority was bound to stop all student centric indoor and outdoor activities as per decision of the Disaster Management Guidelines and to maintain all covid-19 protocol.

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

0

File Description	Documents
Report of the event	**No File Uploaded**
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)	**No File Uploaded**

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 college has a strong Alumni Association but not registered under Society Registration Act. However, the association provides all sorts of assistance for the development in kind not in cash. The members of the association used to contribute fans, water purifier, building approach roads of different departments etc.

This year too, they contributed 10 number of fans to the college.

Apart from that the local alumni members are very vigilant towards the problems of the institution and render their socio-political service to the institution for mitigating problems.

File Description:

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

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

E. <1Lakhs

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Srikishan Sarda College was established in 1950 and has developed flexibility in dealing with changing scenario in line with the Mission & Vision of the institution.

The college is governed by the Governing Body formed as per Regulation of the DHE, Government of Assam. It is the apex body of the institution. Prof. S.B. Paul (Rd. Professor) Assam University is the President of the Governing Body. The Principal and the Management work together to bridge gaps between the teachers and the management for effective governance. The management of the institution along with the teachers work hard for the academic and infrastructural development of the institution.

The college has its IQAC. Under the initiative of the coordinator IQAC and the Principal, all the faculty members work hard for the all-round development of the institution through different cells of the IQAC. The IQAC has its Steering Committee too, formed as

per the guidelines of the NAAC. Meetings are regularly held in the IQAC conference room and policy decisions are conveyed to the faculty members. The IQAC also takes the initiative for the CAS promotion of the teachers.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

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

The Principal Secretary Higher Education is the head of the hierarchical system of Higher Education. Then comes the position of Director, Higher Education and just after he/she comes the position of Principal who is the administrative head of the institution. As the college is a provincialized college under Government of Assam, the Principal/Secretary is the drawing and disbursing authority of the institution. To assist the principal for the smooth functioning of the college, there is the Internal Quality Assurance Cell (IQAC) under a coordinator appointed by the principal of the college. He is the chairperson of the IQAC. There are several sub-committees under the IQAC like Examination and Admission cell, Research and Publication cell, Discipline and Grievance cell etc.

The college has also a Teachers' Council of which President is the principal. Thus, the work of the college is decentralized. Through the session, the 17 committees of the IQAC worked together for the betterment of the institution. These committees are formed with the Teaching and Non-teaching members of the institution.

File Description	Documents
Paste link for additional information	nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Under the project of the Department of Bio-technology (DBT), the

college has established a Bio-tech Hub initially in 2011 but it is extended by the DBT, Government of India. This resulted in the growth of the college in respect of dissemination of scientific knowledge. The Bio-tech Hub under the leadership of Dr. P.P. Nath Choudhury, procure large number of scientific equipment. He organized many Hands-on Training programmes for the live experience of the students even on the DNA.

However, almost all the Science departments, particularly Chemistry & Zoology have been supported by the Hub. It has created an extraordinary place for itself within the valley and many students of the University even come to work in the Hub, which is of-curse a pride for the institution.

But due to severe pandemic situation, this session authority was bound to stop all student centric activities including academic and as such, the Bio-tech Hub could not maintain its activities in a proper manner.

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.

Being the Head of the institution, the principal along with the members of the Teachers' Council and G.B. maintains the academic and administrative activities of the institution.

1. G.B Members: - 1. Prof. S. B. Paul (President), 2. Sri Amalendu Bhattacharjee (Principal), 3. Prof. Supratim Roy, (V.C. Nominee) 4. Dr. Aditi Nath (V.C. Nominee) 5. J.H. Laskar (MLA Member), 6. D. Chakravarty (Teacher's Reresentative), 7. Mrs. Sukanya Chakrabraty, (Teacher's Reresentative) 8. Mr. Surajit Deb (Guardian Representative. 9. Mr. Rafique Ahmed (Guardian Representative), 10. Mrs. Parveen Sultana Baarlaskar (Guardian Representative), 11. Mrs. Champa Rani Roy (Non-Teaching Representative) 12. Dr. Shibojit Choudhury (Librarian) 13. Mr. K. K. Sarda (Doner Member)

2. IQAC :-

The principal ,however, is assisted by the Internal quality Assurance Cell (IQAC) for maintain all internal activities of the institution. The IQAC has following cells:

Personnel Cell , Research & Publication Cell , Examination & Admission Cell, Anti-Ragging , Placement, Career, Guidance & Counseling Cell, Sports Cell, Media cell, Career advancement Cell for Non-teaching, Anti-Sexual harassment Cell, Women Cell, Cultural cell, Discipline & Grievance Redressal cell, Health Cell, Library Cell , Alumni Cell, S/C & S/T Cell & Finance Cell

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	http://www.sscollegehkd.ac.in/who.html
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

Being a provincialized college of Assam, the college has to follow the State Government welfare measures for teaching and non-teaching members of the institution. The college has various

effective welfare measures like:

a) The annual increment of 03% is provided to the teaching non-teaching members of the college.

b) Promotion and CAS benefits are provided to the teaching faculty

c) The Assistant professors and Associates professors are given benefits for Ph.D. as per rules.

d) The salary components and other monitory benefits are provided to follow welfare measures as setup the Govt.

e) Festival Advance is given to the non-teaching members.

f) House rent and medical allowance are given to the employees as per rules of the govt.

g) Loans from the Provided Funds is given to the newly employees as per rules.

h) Both the teaching and non-teaching members can avail different type of Leaves as per rules. Special leave for women employees "Child care" is provided for education of their wards.

i) The college has its own Thrift & Credit Co-operative Society from which the employees can take loan at ease as per rules set by 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

0

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

0

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)	**No File Uploaded**

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

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

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

Performance appraisal is the prime condition of promotion of the teachers. It makes the employees more responsible to his/her assign duties and undoubtedly it inspires the teachers to taking research works to enhance the domain of his knowledge. The performance appraisal report of the teachers is sent by the principal to the DHE, Assam for promotion. The principal is the sole authority of assessing the report. For non -teaching, the promotion is done on the basis of seniority and the DHE Guwahati promote the non-teaching members.

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 internal audit of the institution is done under the supervision of a Chartered Accountant for each and every session as per guideline. The spectrum of audit report includes all financial transactions and purchases and procurements. Allowances like ITRA, Medical, Travel, etc are also subjected to audit clearance. However, the special audit is done by the representative of the Govt. of Assam, Audit Department. The

college maintain Cash Book and Book Registers as per guideline of the govt. Accounts are maintained by the Account Section of the college office.

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

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

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

0

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

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

The RUSA and UGC funds are utilized by the Principal as per guidelines of the Govt. The purchase committee follows all the rules of the Government in course of any purchase. Quotations are sought initially and then follow all rules for submitting the utilization in time.

Apart from that all faculty members are encouraged by the IQAC to take initiative for Major Research/ Minor Research projects of the UGC for developing one's own department and extend the boundary of knowledge. The teachers are also encouraged to initiate projects under DBT from the betterment of the institution.

The funds are generally utilized for the promotion of library with text & reference books, apparatus, instrument purchase, sports items procurements, organizing seminar - workshops, Gust lectures etc. All these things are directly related with the teaching

learning process.

However, a portion of fund is also used for the infrastructural development of the institution and maintenance.

But due to severe pandemic situation 2020-21, the fund mobilization has been interrupted. However, the institution will try for the same in future.

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

The Internal Quality Assurance Cell (IQAC) looks after the excellence of the college in different way. By the end of the session, the IQAC chalked out the plan of action for the next session.

The IQAC has sufficient number of cells through which it tries to implement the plan of the IQAC. It collects feedback of the students on teachers and the Principal after evaluating informs the teachers about the low performance of certain teachers and encourages them to uplift from the point view of the students.

The IQAC initiate, all the works along with the Principal for procuring Govt. / Non- Govt. financial assistant (RUSA, UGC, DBT etc.) for the infrastructural development of the institution.

The IQAC takes initiative to improve the teaching learning process and personal relationship of the students and the teachers. It helps in the administration of the College with a view to improving services and facilities in areas like, library cleanliness classrooms toilets maintaining hygiene making the campus tobacco free and observing all the importance days.

But due to severe pandemic situation, the authority was bound to stop all student centric indoor and outdoor activities.

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

A. As per recommendation of the 2nd cycle of 2011 Peer team visit for quality enhancement, the college takes initiative to implements the reaccreditation of purchasing more ICT based teaching learning equipment.

B. In 2017-18, the college for the 1st time signed a MOU with "Station-e" under RUSA finance for the establishment of a Language Lab in the institute as per recommendation of the 2011 Peer Team visit.

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)	C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Being a co-educational institution, it is very much conscious about social problems relating to admission of women students and is always concerned with their better future. The college with its Anti Rigging Cell, Anti Sexual Harassment Cell and Women Cell remained conscious to preserve the rights of the Women.

Note: Due to severe pandemic situation, the authority was bound to stop all student centric indoor and outdoor activities as per direction of the Disaster Management Authority and to maintain all covid-19 protocol.

File Description	Documents
Annual gender sensitization action plan	**Nil**
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	**Nil**

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	**C. Any 2 of the above**

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

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

Solid waste Management: The waste is generated by all sorts of routine activities carried out in the college that includes paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and source. The safai workers in the college collect, clean, segregate and compile the waste in the dustbins provided. The dustbins are emptied in movable containers provided for the purpose and the containers are emptied in the dumping ground.

Liquid waste Management: Liquid waste generated by the college is of the type of Laboratory effluent waste which are disposed of through the college drain which is linked with the Municipality drain.

E-Waste Management: The electronic wastes such as flip flops, motherboard, compact discs, cartridges etc generated by electronic equipments such as Computers, TV, Printers, Fax and Photocopy machines are generally stored in the store room and every year it is cleaned by the college through e-waste collectors (Pvt) with a minimum cash amount.

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	View File

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	B. Any 3 of the above

system in the campus

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
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	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
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	E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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).

India being a multi-ethnic, multi cultural and multi-lingual country, people here want to live harmoniously with their religious, social, cultural and linguistic identities and try to maintain socio-cultural, socio-economic and socio-political integrity.

As per Govt. rules, admission in S. S. College, Hailakandi is open for all without discrimination in respect of cast, creed, sex, religion, locality etc. However, the Govt. reservation policy is strictly maintained in both admission and appointment. In major extension activities, participation of faculties, students and non-teaching staff is ensured. The institution plays an important role in maintaining National integrity and in inculcating values of tolerance and harmony towards cultural diversities among the student community. The college uses to celebrate commemorative days like Independence Day, Republic Day, Gandhi Jayanti, Communal Harmony Day, Rastriya Ekota Divas, Women's Day and International

Mother Tongue Day etc. every year. These programmes are celebrated by the college with a view to promote values of life, love, integrity, fraternity and patriotism in the minds of the students.

Note: Due to severe pandemic situation, the authority was bound to stop all student centric indoor and outdoor activities as per direction of the Disaster Management Authority and to maintain all covid-19 protocol.

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 institute takes all possible care to sensitize the teacher, students and other stakeholders of the institution about various constitutional obligations such as values, rights, duties and responsibilities.

"Constitution Day" is celebrated in the college every year on 26th November which is organized by the students of Political Science Department. The college also celebrates "National Voters' Day" on 25th January, "Republic Day" on 26th January, "Matribhasha Divas" on 21st February, "International Women's Day" on 8th March, "Independence Day" on 15th August, "Teachers Day" on 5th September etc. with the motto of inculcating constitutional values, rights, duties and responsibilities among the students.

However, due to covid-19, no programmes could be organized in this session for inculcating values other than the following:

Sl. No.

Title of the Programme/Activity

Duration (from-to)

1.

Covid-19 Testing Drive

27-08-2020

2.

Gandhi Jayanti

02-10-2020

3.

Republic Day

26-01-2021

4.

Azadi ka Amrit Mahotsav

12-03-2021

Note: Due to severe pandemic situation, the authority was bound to stop all student centric indoor and outdoor activities as per direction of the Disaster Management Authority and to maintain all covid-19 protocol.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
Any other relevant information	<u>View File</u>

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	**C. Any 2 of the above**

students, **teachers, administrators and other staff** **4. Annual awareness programmes on Code of Conduct are organized**	

File Description	Documents
Code of ethics policy document	**No File Uploaded**
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

The institute celebrates National/ International commemorative day/ events and organized various festivals with great zeal and interest. The faculty members, students and the non-teaching stuff play their own roles in organizing these events.

The following is the list of national and international commemorative days, events and festivals the institute has celebrated during the year:

1. **Gandhi Jayanti: 2nd October, 2020**
2. **Republic Day: 26th January, 2021**
3. **Azadi ka Amrit Mohotsav: 12th March, 2021**

Note: Due to severe pandemic situation, the authority was bound to stop all student centric indoor and outdoor activities as per direction of the Disaster Management Authority and to maintain all covid-19 protocol.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
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 I

1. Title of the Practice: Go Clean and Save the Environment

Objectives of the Practice

1. To keep the environment pollution free

2. To keep balance in the environment

3. To create awareness among the students & neighborhood community

Best Practice II

1. Title of the Practice: Holding of Seminars/Workshops

2. Objectives of the Practice

 The main objective of this practice is to bring specialists of a certain field together to hold a fruitful discussion among themselves regarding the subject matter of that particular field and to enhance its information for future applications.

The details of best practice as per NAAC mannual is attached and is published in the institutional website.http://sscollegehkd.ac.in/NAAC/Criteria%20Document/7.2/7.22021.pdf

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

7.3 - Institutional Distinctiveness

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

Staff Academy

A Staff Academy was constituted in S. S. College, Hailakandi by offering all the faculties of the college as its members, aiming at academic improvement, by keeping the faculties engaged in research activities, inter-departmental interactions on interdisciplinary subjects, and also by organizing seminars and discussion among the faculties and with experts and specialists on regular basis with the following objectives:

1. ThisStaff Academyshall strive to excel the quality/capacity of the teachers by generating inquisitiveness and inculcating them with research activities, inter-departmental interactions on allied subjects and holding discussion on important academic issues.
2. ThisStaff Academyshall organize Seminar, Discussion, Symposia, Workshops, and Training regularly, along with the assigned normal duties of the Teachers.
3. This Academy, as and when possible, shall invite specialists and experts to facilitate the teachers, for the matter what it deems necessary.
4. ThisAcademyshall avail Governmental and Non-Governmental benefits and facilities of the similar nature, in order to realize the aims and objectives.
5. ThisAcademyshall extend its possible services to excel the academic matters concerning College and even the outside areas, as and when asked or permitted by the Authority.
6. ThisAcademyshall inquire about all the latest development in the different academic fields of the fast-changing world and shall collect the relevant literatures and materials and also intimate the same to the teachers for their benefit and upliftment.
7. ThisAcademyshall evaluate and scrutinize the teaching-learning process of the College and shall put forward

> needful suggestions to the Authority for its consideration
> and implementation.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

To encourage faculty members to take Minor/Major Research Project and peruse PhD

To conduct National/International seminars/workshops/short Term Courses

To equip library with more subject related Text Books and Journals

To demolish the old Library complex and establishment of Two Storied Central Digital Library on the sanctioned amount of Director Higher Education

To train students in communication and soft skill

To gear up the sports facility of the institution

To start Short Term Certificate courses

To start the function of the Staff Academy

To start the function of the Language Laboratory

To develop the infrastructure of the institution

To gear up the activities of the Finishing School