



## YEARLY STATUS REPORT - 2022-2023

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>SRIKISHAN SARDA COLLEGE</b>
• Name of the Head of the institution	<b>HILAL UDDIN LASKAR</b>
• Designation	<b>PRINCIPAL i/c</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03844222409</b>
• Mobile No:	<b>9435078558</b>
• Registered e-mail	<b>sscollege@sscollegehkd.ac.in</b>
• Alternate e-mail	<b>iqac@sscollegehkd.ac.in</b>
• Address	<b>College Road</b>
• City/Town	<b>Hailakandi</b>
• State/UT	<b>Assam</b>
• Pin Code	<b>788151</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated College</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	Assam University, Silchar				
• Name of the IQAC Coordinator	Debadutta Chakravarty				
• Phone No.	03844222409				
• Alternate phone No.	03844222409				
• Mobile	9435379574				
• IQAC e-mail address	iqac@sscollegehkd.ac.in				
• Alternate e-mail address	sscollege@sscollegehkd.ac.in				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.sscollegehkd.ac.in/NAAC/AQAR/AQAR%202021-22.pdf">http://www.sscollegehkd.ac.in/NAAC/AQAR/AQAR%202021-22.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.sscollegehkd.ac.in/NAAC/Academic%20Calender/AC2022-23.pdf">http://www.sscollegehkd.ac.in/NAAC/Academic%20Calender/AC2022-23.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78	2004	04/11/2004	04/11/2009
Cycle 2	A	3.12	2011	30/11/2011	29/11/2016
<b>6. Date of Establishment of IQAC</b>			18/01/2005		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
S. S. College	CMSGUY	Govt of Assam	2022-23	800000	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>04</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Data sheet of the Ex-students Prepared with their present status		
Science Block (RCC- Chemistry & Physics) has been established and has become functional with all new laboratories.		
Rain Water Harvesting system has been introduced		
Regional Level Seminar on National Education Policy 2020		
Exhibition on Tribal Heroes in India's Freedom Struggle		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Finalising the seven criteria of AQARs for the session 2021-'22 and submission of the same to the NAAC portal	Finalized and submitted AQARs for the session 2021- '22	
To start Rain Water Harvesting System	The college has started Rain Water Harvesting System	
Conducting Regional/National/International seminars/ workshop etc.	The college conducted two regional level seminars on National Education Policy on 18th Jan. 2023 and on Tribal Heroes of the North East.	

Equip library with more subject related books	The Central Library of the institution purchased books for the benefit of the students.
Completion of Science Block (RCC-Building) work	Science Block (RCC- Chemistry & Physics) has been established and become functional with all new laboratories.
Introducing the system of online student satisfaction survey for getting Feedback from the students.	The system of online Feedback from the students has been introduced.
To prepare the AQAR for the session 2022-22 and necessary submission.	Preparation of the AQAR for the session 2022-23 is in progress
To go for the Third Cycle of NAAC Reaccreditation	The college has initiated the process for 3rd cycle of reaccreditation.
To gear up the Sports facility with a finished play field	The college has received the 2nd instalment of money allotted by the Government for the playfield and hope to finish the remodel of the Playfield within 2023.
The work of the Science Block to be completed	The college not only completed the science Block (RCC-Chemistry & Physics) but also started laboratories and classes.
Initiatives to be taken for Ex-students Data Preparation	The college has already prepared the Data sheet of the Ex-students consisting of their present status.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body, S. S. College	10/07/2023

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2024	27/02/2024

**15. Multidisciplinary / interdisciplinary**

Srikishan Sarada College, Hailakandi, provides multidisciplinary educational environment. The institution is very keen to achieve the standard of education set by the Government under National Educational Policy 2020. The College received fund from DBT, Govt. of India for Star College and Bio-tech Hub projects. As a part of these projects several multidisciplinary activities took place in the college. The college has an effective Research & Publication Cell under which 'Research Culture' among the faculty members is encouraged and several numbers of Webinars, Seminars etc took place where both the students and the teachers of the valley participated. It is the only trusted college within the district which cater Distance Education to the students and the employees for pursuing UG & PG level of education under the reputed K. K. Handique State Open University. The Central Library of the college provides the platform of multi-disciplinary learning for knowledge building. However, in this journey of promoting multi-disciplinary approach, the college always gives chances attention for promoting sustainable environment, maintaining social commitment and enhancing community outsource performances

**16. Academic bank of credits (ABC):**

The Academic flexibility of the institution is very much limited because of the affiliating character of the institution. That's why we are not in a position to register our institution in the ABC. However, as the affiliating University registered itself in ABC, so automatically, we have adopted the ABC. However as per NEP2020, all the student of the colleges have to register for the academic bank of credits which will enable students mobility across higher education institutions in India and which will also enable them for a seamless integration of skills and experiences into a credit based system.

**17. Skill development:**

The college has been selected by the Director Higher Education for setting up of Skill Hub for implementation of PMKVY scheme. The college has given consent for establishing skill hub in the institution which will definitely create an Eco-system for the youth to get skilled and choose a career path aligned with their abilities

and aspirations. Apart from that the college has introduced skill enhancement courses for almost all subjects keeping in mind the success of NEP 2020. The department of Zoology has a separate course on Fish & Fishery as skill development course which has been running in regular mood for the benefit of the students.

#### **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 and History as an integral part of the course structure along with "Honours Courses". The courses are integral to each other in shaping the relationship between language, culture and history of India. Apart from curricular prospectus, the aforesaid departments conduct various cocurricular activities that foster the dissemination of Indian history, culture and knowledge traditions among the young students at the college by opening almost all events like Seminars/ Workshops/ Sports and Cultural with enchanting of SHLOK for sensitizing students to our rich and diverse cultural heritage. However, for the spread of Indian knowledge system the college took keen interest and organises programmes particularly in Sanskrit Day. Every year, various events and competitions are organized by the college Sports Cell and Cultural Cell during Social Meet where students are encouraged to participate so that they can learn more about the Indian languages, History, Indian Culture and their importance in Indian education system like Observing 19th May as Bhasha Sahid Divas, 21st February as Antarjatic Matribhasha Divas. The college also organized in association with AKHIL BHARTIYA VANVASI KALYAN ASHRAM & VIVEKANANDA KENDRA KANYAKUMARI an Exhibition on 'Tribal Heroes in India's Freedom Struggle' and seminar on "Contribution of Tribal Heroes in India's Freedom Struggle". 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 Manipuri, Bengali & endangered languages.

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

As a premier institution of Higher Education, the institution provides two academic programmes: 1 Under Graduate: B.A. B.Sc. & B. Com 2 Post Graduate (Distance Mood): M.A. Both the Under Graduate and Post Graduate programmes are run by the institution with a clear aim towards the success of the students in research, innovations, job security and nation building. In the area of Humanities, the UG

& PG programmes enhances the ability of the students in literature, politics, logical and cultural interpretation etc. The UG programmes in Science train the students in scientific skills both in terms and practice. The programmes certainly enable the students to secure job in different institutions, organizations industries etc. The UG Commerce Programmes in commerce enhances the students ability in Charter Accountancy, Banking , Entrepreneurship, Marketing etc. The college has its own mechanism to communicate the learning outcomes to the teachers and the students. The affiliating university provided the softcopy of the syllabus and learning outcomes are available in the departments for reading reference of the teachers and the students. Apart from that, the learning outcomes are also communicated by the teachers in induction classes at the beginning of the session.

## 20.Distance education/online education:

S.S.College, Hailakandi is the premier educational Institution of Southern Assam and earlier it was affiliated to Guwahati University .But after the establishment of Assam University, in 1995,as per Government rules, the college underwent a change once again and affiliated to Assam University, Silcar. But as Assam University has not introduced any Distance Mood of education, so the college provides venue for Krishna Kanta Handique State Open University to start its reputed centre of Distance Learning for degree and master degree level of education. The necessary Physical Infrastructure and academic support is provided by the institution for the smooth running of the centre. The Under Graduate & Post Graduate Programmes as well as Diploma/ Certificate courses are being run by KKHSOU. At affordable fee, the poor students of the locality as well as the employees who otherwise cannot full-fil their dream of higher education because of financial constrains can easily participate in courses of their choice in distance learning mood. The Central Library of the college listed its name in the ENLIST through in INFIBNET which has opened the gateway for the teachers and the students for learning under online mode. It has 6000 above e-journal and more that 3 Lac of e-books, the faculty members also used Google class room, Google meet, YouTube Platform for teaching learning. Apart from this the faculty members also created WhatsApp Groups of the students of different semesters and always remained in touch with the students for providing reading materials.

## Extended Profile

### 1.Programme

1.1

417

Number of courses offered by the institution across all programs during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1		<b>621</b>
Number of students during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
2.2		<b>307</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
2.3		<b>184</b>
Number of outgoing/ final year students during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>50</b>
Number of full time teachers during the year		
<b>File Description</b>	<b>Documents</b>	
Data Template	<a href="#">View File</a>	
3.2		<b>57</b>
Number of Sanctioned posts during the year		



File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	19
4.2 Total expenditure excluding salary during the year (INR in lakhs)	64.28934
4.3 Total number of computers on campus for academic purposes	66

## 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

##### RESPONSE:

- The curriculum of the institution is designed and framed by 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 every session.
- The curriculum delivery is effectively done through lectures, group discussion sand ICT presentation for making classes more interesting and interactive. Provisions are also made for Hands on trainings, field trips, experimental learning etc for enhancing teaching learning process. Apart from these, the Central Library of the college has provided access to vast number of learners with huge number of national, international

e-journal and e-books under ENLIST.

- Besides its academic credentials, S.S. College is the most trusted name in offering Distance Education for the unemployed and employed youth to carry out their academic career through the recognized unit of K.K. Handique State Open University.
- Apart from this, the college tries to infuse the idea of raising consciousness among the student's community regarding various issues like environmental degradation, lack of ethical values and gender based inequalities etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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 guide lines 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.
- The above information is reinforced during the induction classes of newcomers.
- Before the starting of the classes, the principal i/c in a joint meeting of the Teachers and all other stakeholders informed everyone to ensure smooth execution of scheduled activities.
- For continuous internal evaluation of the students, teachers prepare teaching schedule, test and assignments in accordance with the college central routine and Calander of the university.
- Much ahead of time, students are informed about their unit test, date of semester examinations, internal assessment etc.

Mid-semester break, offered by the university, is utilized by the college for field work, project work, educational tour etc. which form an integral part of the new education policy.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in A. All of the above 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**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	No File Uploaded

## 1.2 - Academic Flexibility

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

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

03

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

5

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

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

Nil

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

76

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

**1.3 - Curriculum Enrichment**

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

- 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 (Topic 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 English, Bengali, Philosophy and Political Science. The Dept .of Political Science also discuss Gender issues and Human Rights under its Paper DSC-502, "Human Right in a Comparative Perspective".

- The college also planned its infrastructure to patronize conservation of environment. The college fraternity is quite conscious in maintaining plastic free and Tobacco free campus.

- Keeping in mind about the disables, the college has ramps in the entry in office and in class rooms entry.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

06

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

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

141

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 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**

**B. Any 3 of the above**

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

#### 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://www.sscollegehkd.ac.in/sss.php">https://www.sscollegehkd.ac.in/sss.php</a>

### 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

875

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

189

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

#### 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. However 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 unturned to encourage them to come 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

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

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

Number of Students	Number of Teachers
1674	50

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

## 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 made to make learning more student centric. The learning is made more participating and problem solving by organizing activities like Group discussions, Workshops, participating students in online training programmes (Ornamental Fish Culture) etc. There are several ICT enabled class-rooms to make learning more interesting and interactive. The students also asked to participate in co curricular and outreach activities with a view to extending the horizon of experimental learning.

In-order to enhance the learning experience of the students the college practiced the method of mentoring students carefully to



minimize the number of dropout students. The faculty members used to sit together at-least once a week to identify the problems of the students and to act accordingly. The students also informed at the beginning of the session to share their email & WhatsApp with their respective teachers for creating a social network in order to extend help to the students as per their necessities. The process thus enhanced the learning experience of the students.

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

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

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 data 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 nook 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, Zoom, Google Meet etc. for creating a good network with the students for providing assistance as and when required.

The faculty members use microphone connected with speakers to enable them to reach to all the students in the classroom effectively. The ICT labs are updated with software like Tally, Microsoft Office etc. Teachers have started to use e- books in the e-classrooms, YouTube content etc. which further adds quality in the process of teaching-learning.

Teachers share reading material, short notes, e-books over different media like e-mail, college portal, WhatsApp etc

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.sscollegehkd.ac.in/Facilities/smart_classroom.php">https://www.sscollegehkd.ac.in/Facilities/smart_classroom.php</a>

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

#### 2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

50

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

30

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

### 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

50

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Being an affiliated college of Assam University, Silchar, the college is bound to follow the rules of the university regarding conducting of Internal Examinations for regular assessment of the students.

The college gives 30% weightage in overall assessment as prescribed by the university. The breakup of Internal Assessment as prescribed by the university is:

10% through Class Tests and Tutorials

10% through Assignments, Projects and Presentations

10% through Attendance

The students are made aware of the system of Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency with a view to focus on individual and original work. The criterion is objective and transparent devoid of any bias on the part of the teacher.

A variety of techniques and methods have been followed by the faculty members for the continuous monitoring and evaluation of the students such as classroom presentation, group discussions, class test etc.

The college conducts two internal examinations (Unit Tests) as per guidelines of the affiliated University before the commencement of the final semester examination. During November, the 1st & 2nd Odd Semester Unit Tests are conducted and in April, the 1st & 2nd Even Semester Unit Tests are conducted by the departments.

The results of the Unit Tests are intimated to the students within a week. The students may also see the evaluated scripts as and when required. The doubts and quarries of the students are entertained by the faculty members.

File Description	Documents
Any additional information	<a href="#">View File</a>
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 cell to deal with internal examinations related grievances of the students.

The grievances are addressed immediately through following means by the committee: -

1. Re-examining the answer script by respective departmental HOD's.
2. Checking and re-checking total marks awarded.
3. Un-marked questions, if any are marked.
4. Rectifying the departmental result sheet properly after receiving students complain.

Hence forth, centrally the examination committee rectified the marksheet of the students and presented the same before the affiliating University for uploading in their web-page. 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 the final semester examination marks, they have their privilege to apply the University for rectification. All throughout the process, the college maintains transparency and dignity of the institution.

File Description	Documents
Any additional information	<a href="#">View File</a>
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 deliver information regarding the respective subject of the student and here the student gets immense information about the subject after completion of each semester.

However, the authority takes the following measures to aware the students regarding programme and course outcomes:

1. The learning outcomes are clearly indicated in the Vision & Mission of the institution and the learning objectives are indicated through prospectus, Discussion under Alumni Meets, Classrooms etc.
1. Information is disseminated to the parents and the stakeholders for encouraging the students to pursue different courses along with the courses of KK Handique State Open University.
1. Teachers are also communicated about the outcomes.

The college also encouraged the teachers to attend seminars, workshops etc. to attain knowledge for shaping the outcomes of the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The performance of the students is regularly evaluated through various methods for measuring the outcomes attained by the students from each of the following:

Programme outcomes

Programme specific outcomes &

Course outcomes

Methods of Measuring:

- The affiliating university conducts examinations as per semester guidelines through which institution measures programme outcomes based on the course attainment level set by the programme. It is a direct evaluation process.
- Internal assignments are given to the students which are mostly aligned with programme outcomes of the respective subject
- External assignment is evaluated by external expert appointed by the affiliated university for the practical examination, viva-voce & practical files.
- Students are assessed and evaluated through unit test, terminal examination, surprise test & the performance of the students is analyzed for assessing the attainment level of performance outcomes & programme specific outcomes throughout the session.
- Students of S.S. College are also encouraged to take up projects field works, surveys etc. This helps them a lot to obtain necessary skill & practical experience in their chosen disciplines.

Another parameter to measure attainment of programme, programme specific course outcomes is the progression of the students towards

higher education.

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

494

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

### 2.7 - Student Satisfaction Survey

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

<https://www.sscollegekd.ac.in/ssss.php>

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

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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

## 3.2 - Research Publications and Awards

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



the year

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

7

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

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

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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

As we know the life of the community & the educational institution is inextricably interlinked, so the NSS unit of the college is dedicated to improve the quality of life within & without the campus by creating socially sensitive students who are constantly vigilant towards the need of the community. This not only helps in fostering their (students) holistic development but also benefits the community.

The college takes the responsibility of its community & infrastructural development under different Govt Schemes. The faculty members of the college, with strong initiative with the Government of Assam upgraded a High School into a Higher Secondary School in 2022-23 session for extending the benefit of Education to the adopted village of the college

### 1. Project Sankalp to prevent child marriage:

#### 1. National Youth Day:

#### 1. Mission Sahasi:

Apart from this, the college also took the following Extension Activities:

1. G20 Y20 celebration with Inter college Debate and seminar on Prospect of Employment and National Education Policy 2020
2. Bhasha Sahid Dibas (19th May) 2023
3. Observance of International Women's Day 08-03-2023
4. Exhibition and seminar on Tribal Heroes in India's Freedom Struggle 12-01-2023
5. Observance of Bhartiya Bhasha Divas 1-12-2022
6. Human Rights Day observance 10-12-2022
7. Workshop on Soft Skill Development 06-07-2023

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

### 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

07

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 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

21

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 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

858

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 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

124

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

### 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

12

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

S.S. College having 15 acres of land & has continuously improved its physical infrastructure.

The college is well equipped with buildings classrooms, laboratory & equipment's connected with the teaching-learning process. It has provided finished laboratories for basic sciences separately and other departmental laboratories. S.S College has provided a well-equipped, partially automated, Central Library (Digital). The Science Departments including Biotech Hub have several modern scientific equipment for better teaching learning process and providing extra skill to the students to cope with the future lab work in varsities and acquiring updated knowledge. The college has a 'Research and Publication Cell' and it has been publishing Research based Journal 'PURSUIT' since 2010. Moreover, the well-furnished Language Laboratory has been promoting Indian languages among the students. The Staff Academy in the college also facilitates the faculty members to explore and share their ideas and thoughts on inter disciplinary subjects.

All the departments have computers with internet connection. The college has two Computer Labs, 4 ICT based smart classes for the

benefit of the students. The college is also having one ICT based Conference Hall to organize teacher cum students' seminar/workshops. The entire college campus is sophisticatedly connected by Wifi and a wired Network.

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

**For cultural and sports activities: -**

- A well-equipped Auditorium, Common room, sports complex is available for the students to organize and participate in different cultural & sports activities.
- Cultural Cell of IQAC is equipped with musical instruments like, Harmonium and "Tabla" to practice and participate in cultural events.
- The Auditorium is equipped with -a sitting capacity of 500 students. The Auditorium has excellent sound system including speakers, amplifiers and mixers.
- The college has a 62.5 KW Kirloskar Generator for power backup and the fire-fighting system in the place.
- The college has a huge "Hostel cum Sports complex", where there is a big play field (cricket + football) for the students with a rest room and dressing room.
- The college has a fully equipped gymnasium with a trained instructor for continuous assistance.
- The college is having a YOGA center to practice regular YOGA among students and facilitate to award Diploma in YOGA for employability.

Apart from that the college has several sports equipment like Cricket bat, ball, Helmet, Gloves, Wicketkeeping gloves, Stumps, Football, Volleyball, Badminton equipment, Shotput ball, Discus, Measurement tape, Javelin etc.

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

11

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

25.07444

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

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

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 the Integrated Library Management Software(e-Granthalaya4.0) which is web based and can be accessed remotely. The current software was installed in the academic session 2020-2021 and the full book database has been migrated from the previously installed software i.e. ExaLib.

The authority takes sufficient care to uplift the library and a dedicated place has been selected within the campus for development

## Infrastructural

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 knowledgebase.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

1.70481

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

72

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

S. S. College has its campus network with internet connectivity from BSNL. A leased line with 8Mbps downlink and 2 Mbps uplink a fiber broadband with100Mbps downlink and uplink from BSNL and another fiber connection from Airtel with 40Mbps Downlink and uplink is also operational as a back up system.



A secure campus Wi-Fi network is also operational and available to all the teachers and non-teaching employee of the college. Moreover, Wi-Fi network access is also provided to the students of the college with certain restrictions to access some of the social network platform.

The college has more than 66 desktop and nearing 35 laptop PCs available for the students and teachers.

The college has two separate computer laboratories with adequate number of desktops.

The college is having a language laboratory with 30 number of thin client and a server

Recently Google India has provided 100TB of free cloud storage for the college

The college is registered with apple India limited, microsoft etc for Educational concession on apple products is also made available to our students and faculty members so that they utilise the modern cutting-edge technology from Apple.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sscollegehkd.ac.in/Facilities/college_wifi.php">https://www.sscollegehkd.ac.in/Facilities/college_wifi.php</a>

#### 4.3.2 - Number of Computers

66

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

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

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

64.28934

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

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

**Library-** Apart from the Central Library, almost all the Departmental libraries provide books to students. Books can be borrowed for fifteen days initially and renewed for another fifteen days. Fine is imposed at the loss of borrowed books. Separate reading room facility is also provided both for the boys and girls. The sitting capacity of the Boys room is 32 and Girls room is 40. Newly arrived journals are displayed for the visitors.

**Classroom-** The classroom resources are repaired as and when necessary.

**Computers:** Computer labs are looked after by the faculty members and the committee formed but the authority. Overall maintenance and up-gradation of computers are done by the requirement of the departments.

Sports complex- The Gymnasium of the college is under the supervision of a Gym Instructor.

Maintenance of other facilities: Special committees are formed for looking after proper maintenance of Canteen and Hostels, NCC, sports complex etc.

Laboratories- Laboratories function under the strict control of the respective HoD's and the laboratory bearers are responsible for maintaining the laboratory facilities.

However, all purchase regarding maintenance must be passed through the college Purchase committee through proper Tender/Quotation, etc.

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

786

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

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

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

178

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

178

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

**A. All of the above**

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

## 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

40

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<b>No File Uploaded</b>

**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**

93

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

20

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

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

01

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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 having knowledge on administrative, curricular and extra-curricular activities of the college, scopes are created for the students to represent the various bodies of the institution. The college encourages the students to take part in the process of democratic exercise and to develop the sense of their leadership. Those 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, Rabindrajyanti, 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.

However, due to severe pandemic condition from 2019-2021 there was no Students' Council in any form. But the authority resolves to form a council in the next year for ensuring students participation in events of the college and in the administration of the college.

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

**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**

3

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

**5.4 - Alumni Engagement**

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

The college has a strong Alumni Association but not registered under Society Registration Act. However, the Association provides all sorts of assistance for the development of the college 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 the college Alumni Association took positive steps regarding reconstituting the Association and going for all-out effort to register the Association

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

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

File Description	Documents
Upload any additional information	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

The distinctive characteristics of the College is reflected through its vision & Mission. The institution caters the Socio-economic & Cultural needs of the society. Healthy practices & educational programs are carried out simalteniously by the college with a view to uphold the policies of uncompromising adherence to the values and principles of inclusion responsibility. To attain the parameters set by the New Educational Policy 2020 for Higher Educational reform, the institution is keen to implement everything as per guidelines of the affiliating university. The college introduced five Add on courses for the benefit of the students. The college also set up a committee for implementing the directives of the university.

As per rules of Higher Education Department, Govt. of Assam, the College Governing Body & the Principal, together works hard for implementing the Vision & Mission of the institution.

The College has the mandatory Internal Quality Assurance Cell (IQAC) constituted under the guidelines of the NAAC. It has several cells with a Convenor to implement the decisions of the apex body.

The management and the IQAC mobilized fund from different Govt. agencies like RUSA, DBT, and UGC etc. and from Donation for enhancement of infrastructure, purchase of equipment etc.

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

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

the Governing Body is the highest authority constituted by the Government under Rule 3 and is 'responsible for the proper financial management, and academic affairs'.

The principal is the administrative head of the institution and is the Principal/Secretary i.e., 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 chair person 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.

Apart from these, the Teachers' Council, consisting of the faculty members, two elected representatives of the faculty in the G.B., Internal exam & Admission convenors, and the representative of Students' Council, assists the principal in designing policies and decision-making.

The college has also a Teachers' Council of which President is the principal. Thus, the work of the college is decentralized. Throughout 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	<a href="https://www.sscollegehkd.ac.in/cells.php">https://www.sscollegehkd.ac.in/cells.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To open up new vistas of knowledge, the college has initiated various programs for the students in order to strive for excellence. For that and for implementing the National Education Policy 2020, the college has planned to introduce value added courses like Understanding India, Introduction to NCC-I, National Services Scheme & Health & Wellness, Yoga & Sports for the better future of the students. The college has planned to introduce various skill Development programs & establishing a "Skill Hub" in the college and for that the college has already been selected by the DHE, Assam. Apart from that, under the instruction of the DHE, the college has signed MOU with AMTRON Govt. of Assam for introducing some 'Add on Courses' for long run benefit of the students & to extend the scope of employability of the students.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sscollegehkd.ac.in/NAAC/SSR/criteria6/perspective%20plan.pdf">https://www.sscollegehkd.ac.in/NAAC/SSR/criteria6/perspective%20plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

**Describe the Organogram of the Institution within a maximum 200 words**

According to the Vision & Mission, the College has its unique frame of operation that functions in accordance with the statutes, manuals & Policies laid down by the Government under 'The Assam Provincialized College, Assam Non-Government College Management Rules, 2001, the rules framed by the officially University i.e., Assam University, Silchar and the Governing Body. However, with the internal organizational structure, the college is in the mood of progress since long and is efficient and perspective which is at the same time reflective too.

**Policies of Procedures**

- Being a premier institution of Southern Assam, the college has exclusive policies and procedural directions which are displayed on the website of the institution.
- The Administrative and academic policy documents set the benchmark proposal of the institution.
- The Vision & Mission, speaks a loud about the quality policy of the Institution.

**Appointment procedure**

- Being a provincialized college under Assam Government and affiliated to Assam university, Silchar, the college Governing Body and the Principal Secretary follow the rules set by the state Government and the affiliated university in regard to the appointment of Assistant Professor and staff and

promotion.

- The appointment of permanent faculty is in accordance with the Government rules
- The Appointment of Guest faculty and faculty on conduct is done under the instruction of the Governing Body

The appointment of Non-teaching staff is done under the rules set by the Government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

### Statutory Welfare

- HRA
- Provident Fund
- GIS
- GSLI

**Non-statutory welfare schemes Educational: -**

- Preference to children of teaching & non-teaching staff for admission

**Medical**

- Emergency Medical service as well as Health checkup, Blood grouping, (under free Medical Camp) for staff and students.

**Financial:**

- Festival advance for No-teaching members
- Loans from the Cooperative is given to the teaching and non-teaching members.
- Special child care leaves are provided to the women employees with salary.
- For financial Assistance of the employee the college has its own thrift and credit Cooperative society for longtime, mid-time and short time loan.
- The college has Accidental Life Insurance Policy for the financial benefits by the students

**Other Incentives:**

- Celebrations of festivals
- Annual meet of the teacher's council.
- Annual special Gifts for all employees under the thrift & credit & credit Cooperative Society.
- Active programs for Retired Teachers Contribution towards the institution.

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

**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**

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

1

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

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

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

40

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The institution provides 'In-House Training', Faculty Development programs & Professional appraisal systems to help and evaluate employee performance & escalate professional proficiency.

Avenues for Career Development & Programs for teaching and Non-Teaching members of the institution.

- The institution arranged Technical (ICT) Training programmes of Skill enhancement.
- The institution has self-appraisal mechanism.
- API based promotion for all faculty members
- Support for higher studies including Research Projects UGC/DBT etc.
- Participation in National/ International Seminar/Conference/ Workshops etc. by the faculty members.
- The Institution even provides personal laptops to the faculty members after the 2nd Cycle of reaccreditation, other than computers/ Wi-Fi for extending Research facility and up grading the Teaching-learning process.

### Teaching faculty

- The records of the academic logbook in duly maintained by the teachers and verified by the Head of the Institution and evaluated at the same time.
- The faculty members of the departments through performance based appraisal determine individual teachers' strengths, weaknesses and thereby identified the areas where he/she needs training.

**Non-teaching staff**

- The appraisal system of administrative and Non-teaching staff evaluates their performance. However the principal with a senior most teacher and President of the GB evaluate the appraisal of the administrative Non-teaching members for promotion.

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

**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 maintains 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	<a href="https://www.sscollegehkd.ac.in/NAAC/link.php">https://www.sscollegehkd.ac.in/NAAC/link.php</a>
Upload any additional information	<a href="#">View File</a>

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

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

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

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

Since long, the college has a well-defined mechanism for mobilization of fund and its proper utilization.

The College has a planning Board consisting of the Principal Secretary, Coordinator IQAC, All Department Heads, Secretary Teachers' Council, Librarian- Central Library & the Senior Assistant (Office) which conduct annual financial planning of the institution.

The College has its Purchase Committee which monitors various purchases, tenders, quotations and the Principal is authorized by the Government to disburse funds of approved projects etc.

For mobilization of fund, the authority approaches MLA, MPs and other Donors.

The college has a Functional IQAC With its different Cells headed by the principal and the coordinator-IQAC who ensures a transparent & well-planned financial management system to mobilize and manage funds/received grants from Government sources like UGC, DBT, RUSA etc. for: -

- > Institutional developmental
- > Students welfare and Academic support
- > Extension and Programmes

The Governing Body takes all key decisions regarding finance.

The faculty members are designated with various responsibilities like NSS, NCC, National Education Policy, Cells, committees etc. with a view to make everything Participatory and they are authenticated to mobilize and utilize funds that come under their respective dominion as per funding agencies rules.

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

## 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

**IQAC's Quality Assurance Initiatives: -**

- Enhancing Curriculum with Add on Certificate/Diploma Courses
- Ensuring the starting of 4 different courses as value Added Course and structural designing of the courses by the respective courses' coordinators for successful implementation of NEP 2020.
- Directed to prepare year plan by the departments/cells etc.
- Maintains teachers, students and non-teaching data base
- Tracks and records curricular, co-curricular & extra-curricular activities of the institution.
- Ensure feedback collection from the stakeholders and analyzing for improvements.
- Organizing Seminar/ works shops/ Training programs, guest lectures etc., for the students & teachers & Support staff.
- The IQAC hold Administrative & Academic Audit.
- Streamlined the documentation process as per NAAC requirements and onwards submission to the appropriate authorities.
- The IQAC managed the process of initiating and ending of financial audit of the college.
- The IQAC took initiative of resource mobilization along with the Principal for infrastructural development of the institution.

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

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

For that, the IQAC particularly depends on:-

1. Implementing of all the suggestions of the last peer team members.
2. Collecting feedback from the students, teachers, employees, parents & Alumni.

As per suggestion received by the IQAC, takes measures along with the authorities for conscious consistent actions to bring about reforms in teaching learning, structure methodology etc.

Ø In addition to normal exercise, IQAC suggests to use innovative methodologies like power point presentation, field trips, workshops, seminars etc. In this session to the IQAC conducted Seminars, Field trips for respective departments etc.

Ø The IQAC ensures the culture of research among the teachers and involvement of students in Seminars, workshops etc.

Ø The IQAC establish collaborations with other colleges and industries state open university.

Ø As per suggestions of the last peer team IQAC not only increased the number of computers & ICT tools but also established new computer laboratory.

Ø As per suggestion of the last peer team, the IQAC strengthen the research and publication cell with a dedicated room and it also established and language Lab.

The IQAC also took initiative for a starting a culture specific short course under different language department

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

**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**

**A. All of the above**

**with other institution(s) Participation in NIRF  
any other quality audit recognized by state,  
national or international agencies (ISO  
Certification, NBA)**

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

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

As a leading college of Barak Valley, this college is conscious of providing a gender sensitive and empowering education. The institution has established a vibrant environment within the campus that allows students to think critically and to act creatively.

Apart from that the college creates safe spaces for students. Almost all the courses in Arts stream offer gender-oriented papers and gender sensitization extends beyond the classroom through various events. Because of continuous cultivation of values and culture and the consciousness of the Anti-ragging Cell and Anti-sexual Harassment Cell, the college never witnessed any incident of sexual harassment within the campus.

The special Women Cell of IQAC remains very active (within and outside the campus area) in fostering gender sensitivity and providing sufficient scope for the students to participate in various discussion and activities related to women issues. The Women Cell of the institution works simultaneously with the Anti-Rigging and Anti-sexual Harassment Cells of the institution. The cell has also organized one day workshop on Skill Development in recent time. The cell has four (04) Sewing Machine for Cutting and Tailoring Training of the students and community members for empowering the women

File Description	Documents
Annual gender sensitization action plan	<a href="https://sscollegehkd.ac.in/NAAC/Criteria%20Document/2022-23/gender.pdf">https://sscollegehkd.ac.in/NAAC/Criteria%20Document/2022-23/gender.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	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	<a href="#">View File</a>
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 wastes generated by the college is of the type of laboratory effluent waste (e.g., Chemistry Department) which are disposed of through the Laboratory pipelines and accumulated in the chalk fit setup by the Laboratory in its backside.
- **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 off 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

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

**D. Any 1 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	<a href="#">View File</a>
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**

**C. Any 2 of the above**

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

**7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other**

diversities (within 200 words).

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 any discrimination in respect of caste, creed, sex, religion, locality etc. However, the Govt. reservation policy is strictly maintained in both admission and appointment. The institute has also adopted 'Serispore' as its 'Adopted Village' for overall development of the village in association with the State Govt i.e. by implementing different schemes of the State Govt for rural development. Under the untiring efforts of the faculty members of the college, S.K. Deb High School of the village has been upgraded to Senior Secondary School by the Govt of Assam. The college uses to maintain its contact with the village community and extend its helping hand towards the community through the Gaon Panchayat.

The college also took initiative to create awareness among the society about the Gender Equality, Gender Sensitization etc.

The College has an active Yoga Centre for erecting a sense of Health consciousness in the minds of the students and the community members for fulfilling the dream of the nation to 'Fit India'.

The Different activities of the college are attached

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

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

The institution leaves no stone unturned in educating and sensitizing students towards their fundamental rights and duties.

The college observed National Voters day (25th January 2023) and the constitutional Day (26th November 2022) to maintain the inner strength of the nation and awaring the students about their



fundamental rights and the constitution. The college makes the students aware of the citizen's right, human dignity, equality, social justice, human rights & freedom, rule of law, equity, respect and superiority of constitution in national life. The teachers and the students took oath of respecting and saving constitutional values. With a missionary zeal, the college observed National Voters Days to make the students aware about different issues relating to the voting such as making inferences and predictions about behaviour concerning a voting decision, impact of media, political socialization, tolerance of diversity of political views etc. The college also observed Human Right Day on 10th Dec 2022 to make the students understand the range of fundamental human rights and freedoms to which all of us around the world are entitled. The institution runs all of its programs with the Department of Political Science and NSS, S.S. College.

List of activities conducted by the institution for including values for being responsible citizen as reflected in the constitution of India are mentioned below:

1. Independence Day
2. National Voters Day
3. Republic Day
4. The Constitution Day
5. Human Rights Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff** C. Any 2 of the above 4.

## Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

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 staff play their own roles in organizing these events.

The list of national and international commemorative days, events and festivals that the institute has celebrated during the year are provided in the attachment

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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

The two best practices are hosted in the college website. Link to the resources are given below

<https://www.sscollegehkd.ac.in/NAAC/SSR/Criteria7/bp2022-23.pdf>

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

### 7.3 - Institutional Distinctiveness

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

The college is dedicated to bring a change in the rural society of the district with its Vision & Mission. The college has a large number of students from poor rural background. But they are not poor in talent, knowledge and innovative ideas. The college, therefore, encourages them to participate in different activities such as national and state level seminar workshop etc. and get their place in the merit list of the university. The college with all its stakeholders and modern facilities and amenities provide quality higher education with destine aim of enriching knowledge and skills of the students.

The college with its vision in focus never fails to provide opportunity to large number of rural girls to pursue their higher education for sustainable economic development. The college indulges all the students to participate in every curriculum, extracurricular and extension activities actively. The cultural wing of the college extends the opportunity for the students to join in cultural activities, competitions of the university level and state level. Several community-based works have been done by the college with its students under National Service Scheme and the Women Cell. The college has adopted Serispore as its adopted village where all the faculty members, students and stakeholders contribute time for building relationships and helping through Civil Administration in implementing deferent schemes of the Government for continuous development.

## 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

#### RESPONSE:

- The curriculum of the institution is designed and framed by 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 every session.
- The curriculum delivery is effectively done through lectures, group discussion and ICT presentation for making classes more interesting and interactive. Provisions are also made for Hands on trainings, field trips, experimental learning etc for enhancing teaching learning process. Apart from these, the Central Library of the college has provided access to vast number of learners with huge number of national, international e-journal and e-books under ENLIST.
- Besides its academic credentials, S.S. College is the most trusted name in offering Distance Education for the unemployed and employed youth to carry out their academic career through the recognized unit of K.K. Handique State Open University.
- Apart from this, the college tries to infuse the idea of raising consciousness among the student's community regarding various issues like environmental degradation, lack of ethical values and gender based inequalities etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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 guide lines 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.
- The above information is reinforced during the induction classes of newcomers.
- Before the starting of the classes, the principal i/c in a joint meeting of the Teachers and all other stakeholders informed everyone to ensure smooth execution of scheduled activities.
- For continuous internal evaluation of the students, teachers prepare teaching schedule, test and assignments in accordance with the college central routine and Calander of the university.
- Much ahead of time, students are informed about their unit test, date of semester examinations, internal assessment etc.

Mid-semester break, offered by the university, is utilized by the college for field work, project work, educational tour etc. which form an integral part of the new education policy.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

<p><b>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</b></p>	<p><b>A. All of the above</b></p>								
<table border="1"> <thead> <tr> <th data-bbox="102 651 537 714">File Description</th> <th data-bbox="547 651 1437 714">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 714 537 898">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="547 714 1437 898" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="102 898 537 960">Any additional information</td> <td data-bbox="547 898 1437 960" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>	Any additional information	<b>No File Uploaded</b>			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>								
Any additional information	<b>No File Uploaded</b>								
<p><b>1.2 - Academic Flexibility</b></p>									
<p><b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b></p>									
<p><b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b></p>									
<p><b>03</b></p>									
<table border="1"> <thead> <tr> <th data-bbox="102 1301 537 1364">File Description</th> <th data-bbox="547 1301 1437 1364">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1364 537 1435">Any additional information</td> <td data-bbox="547 1364 1437 1435" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="102 1435 537 1536">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="547 1435 1437 1536" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="102 1536 537 1632">Institutional data in prescribed format (Data Template)</td> <td data-bbox="547 1536 1437 1632" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<b>No File Uploaded</b>	Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>	Institutional data in prescribed format (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Any additional information	<b>No File Uploaded</b>								
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>								
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>								
<p><b>1.2.2 - Number of Add on /Certificate programs offered during the year</b></p>									
<p><b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b></p>									
<p><b>5</b></p>									

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

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

Nil

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

76

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

## 1.3 - Curriculum Enrichment

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

- 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 (Topic 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 English, Bengali,

Philosophy and Political Science. The Dept .of Political Science also discuss Gender issues and Human Rights under its Paper DSC-502, "Human Right in a Comparative Perspective".

- The college also planned its infrastructure to patronize conservation of environment. The college fraternity is quite conscious in maintaining plastic free and Tobacco free campus.
- Keeping in mind about the disables, the college has ramps in the entry in office and in class rooms entry.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

06

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

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



<b>141</b>	
File Description	Documents
Any additional information	<b>No File Uploaded</b>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
File Description	Documents
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<b>No File Uploaded</b>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	<b>No File Uploaded</b>
URL for feedback report	<a href="https://www.sscollegehkd.ac.in/sss.php">https://www.sscollegehkd.ac.in/sss.php</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	

875	
File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)</b>	
<b>2.1.2.1 - Number of actual students admitted from the reserved categories during the year</b>	
189	
File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>
<b>2.2 - Catering to Student Diversity</b>	
2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	
<p>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. However 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 unturned to encourage them to come 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</p>	

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

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

Number of Students	Number of Teachers
1674	50

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

### 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 made to make learning more student centric. The learning is made more participating and problem solving by organizing activities like Group discussions, Workshops, participating students in online training programmes (Ornamental Fish Culture) etc. There are several ICT enabled class-rooms to make learning more interesting and interactive. The students also asked to participate in co curricular and outreach activities with a view to extending the horizon of experimental learning.

In-order to enhance the learning experience of the students the college practiced the method of mentoring students carefully to minimize the number of dropout students. The faculty members used to sit together at-least once a week to identify the problems of the students and to act accordingly. The students also informed at the beginning of the session to share their email & WhatsApp with their respective teachers for creating a social network in order to extend help to the students as per their necessities. The process thus enhanced the learning experience of the students.

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

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

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 data 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 nook 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, Zoom, Google Meet etc. for creating a good network with the students for providing assistance as and when required.

The faculty members use microphone connected with speakers to enable them to reach to all the students in the classroom effectively. The ICT labs are updated with software like Tally, Microsoft Office etc. Teachers have started to use e- books in the e-classrooms, YouTube content etc. which further adds quality in the process of teaching-learning.

Teachers share reading material, short notes, e-books over different media like e-mail, college portal, WhatsApp etc

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.sscollegehkd.ac.in/Facilities/smart_classroom.php">https://www.sscollegehkd.ac.in/Facilities/smart_classroom.php</a>

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

#### 2.3.3.1 - Number of mentors

50

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

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

50

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

30

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

### 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

50

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

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

Being an affiliated college of Assam University, Silchar, the college is bound to follow the rules of the university regarding conducting of Internal Examinations for regular assessment of the students.

The college gives 30% weightage in overall assessment as prescribed by the university. The breakup of Internal Assessment as prescribed by the university is:

10% through Class Tests and Tutorials

10% through Assignments, Projects and Presentations

10% through Attendance

The students are made aware of the system of Internal Assessment Evaluation Criteria. It is discussed with them in detail to enhance transparency with a view to focus on individual and original work. The criterion is objective and transparent devoid of any bias on the part of the teacher.

A variety of techniques and methods have been followed by the faculty members for the continuous monitoring and evaluation of the students such as classroom presentation, group discussions, class test etc.

The college conducts two internal examinations (Unit Tests) as per guidelines of the affiliated University before the commencement of the final semester examination. During November, the 1st & 2nd Odd Semester Unit Tests are conducted and in April, the 1st & 2nd Even Semester Unit Tests are conducted by the departments.

The results of the Unit Tests are intimated to the students within a week. The students may also see the evaluated scripts as and when required. The doubts and queries of the students are entertained by the faculty members.

File Description	Documents
Any additional information	<a href="#">View File</a>
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 cell to deal with internal examinations related grievances of the students.

The grievances are addressed immediately through following means by the committee: -

1. Re-examining the answer script by respective departmental HOD's.
2. Checking and re-checking total marks awarded.
3. Un-marked questions, if any are marked.
4. Rectifying the departmental result sheet properly after

receiving students complain.

Hence forth, centrally the examination committee rectified the marksheet of the students and presented the same before the affiliating University for uploading in their web-page. 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 the final semester examination marks, they have their privilege to apply the University for rectification. All throughout the process, the college maintains transparency and dignity of the institution.

File Description	Documents
Any additional information	<a href="#">View File</a>
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 deliver information regarding the respective subject of the student and here the student gets immense information about the subject after completion of each semester.

However, the authority takes the following measures to aware the students regarding programme and course outcomes:

1. The learning outcomes are clearly indicated in the Vision & Mission of the institution and the learning objectives are indicated through prospectus, Discussion under Alumni Meets, Classrooms etc.
1. Information is disseminated to the parents and the stakeholders for encouraging the students to pursue different courses along with the courses of KK Handique State Open University.
1. Teachers are also communicated about the outcomes.

The college also encouraged the teachers to attend seminars, workshops etc. to attain knowledge for shaping the outcomes of



the institution.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

The performance of the students is regularly evaluated through various methods for measuring the outcomes attained by the students from each of the following:

Programme outcomes

Programme specific outcomes &

Course outcomes

Methods of Measuring:

- The affiliating university conducts examinations as per semester guidelines through which institution measures programme outcomes based on the course attainment level set by the programme. It is a direct evaluation process.
- Internal assignments are given to the students which are mostly aligned with programme outcomes of the respective subject
- External assignment is evaluated by external expert appointed by the affiliated university for the practical examination, viva-voce & practical files.
- Students are assessed and evaluated through unit test, terminal examination, surprise test & the performance of the students is analyzed for assessing the attainment level of performance outcomes & programme specific outcomes throughout the session.
- Students of S.S. College are also encouraged to take up projects field works, surveys etc. This helps them a lot to obtain necessary skill & practical experience in their chosen disciplines.

Another parameter to measure attainment of programme, programme

specific course outcomes is the progression of the students towards higher education.

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

494

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

### 2.7 - Student Satisfaction Survey

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

<https://www.sscollegehkd.ac.in/sss.php>

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

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

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

7

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

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

4

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

As we know the life of the community & the educational institution is inextricably interlinked, so the NSS unit of the college is dedicated to improve the quality of life within & without the campus by creating socially sensitive students who are constantly vigilant towards the need of the community. This not only helps in fostering their (students) holistic development but also benefits the community.

The college takes the responsibility of its community & infrastructural development under different Govt Schemes. The faculty members of the college, with strong initiative with the Government of Assam upgraded a High School into a Higher

Secondary School in 2022-23 session for extending the benefit of Education to the adopted village of the college

1. Project Sankalp to prevent child marriage:

1. National Youth Day:

1. Mission Sahasi:

Apart from this, the college also took the following Extension Activities:

1. G20 Y20 celebration with Inter college Debate and seminar on Prospect of Employment and National Education Policy 2020
2. Bhasha Sahid Dibas (19th May) 2023
3. Observance of International Women's Day 08-03-2023
4. Exhibition and seminar on Tribal Heroes in India's Freedom Struggle 12-01-2023
5. Observance of Bhartiya Bhasha Divas 1-12-2022
6. Human Rights Day observance 10-12-2022
7. Workshop on Soft Skill Development 06-07-2023

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

**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**

07

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

21

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

858

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

124

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

### 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

12

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

S.S. College having 15 acres of land & has continuously improved its physical infrastructure.

The college is well equipped with buildings classrooms, laboratory & equipment's connected with the teaching-learning process. It has provided finished laboratories for basic sciences separately and other departmental laboratories. S.S College has provided a well-equipped, partially automated, Central Library (Digital). The Science Departments including Biotech Hub have several modern scientific equipment for better teaching learning process and providing extra skill to the students to cope with the future lab work in varsities and acquiring updated knowledge. The college

has a 'Research and Publication Cell' and it has been publishing Research based Journal 'PURSUIT' since 2010. Moreover, the well-furnished Language Laboratory has been promoting Indian languages among the students. The Staff Academy in the college also facilitates the faculty members to explore and share their ideas and thoughts on inter disciplinary subjects.

All the departments have computers with internet connection. The college has two Computer Labs, 4 ICT based smart classes for the benefit of the students. The college is also having one ICT based Conference Hall to organize teacher cum students' seminar/workshops. The entire college campus is sophisticatedly connected by Wifi an wired Network.

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

For cultural and sports activities: -

- A well-equipped Auditorium, Common room, sports complex is available for the students to organize and participate in different cultural & sports activities.
- Cultural Cell of IQAC is equipped with musical instruments like, Harmonium and "Tabla" to practice and participate in cultural events.
- The Auditorium is equipped with -a sitting capacity of 500 students. The Auditorium has excellent sound system including speakers, amplifiers and mixers.
- The college has a 62.5 KW Kirloskar Generator for power backup and the fire-fighting system in the place.
- The college has a huge "Hostel cum Sports complex", where there is a big play field (cricket + football) for the students with a rest room and dressing room.
- The college has a fully equipped gymnasium with a trained instructor for continuous assistance.
- The college is having a YOGA center to practice regular YOGA among students and facilitate to award Diploma in YOGA for employability.



Apart from that the college has several sports equipment like Cricket bat, ball, Helmet, Gloves, Wicketkeeping gloves, Stamps, Football, Volleyball, Badminton equipment, Shotput ball, Discuss, Measurement tape, Javelin etc.

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

11

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

25.07444

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

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 the Integrated Library Management Software(e-Granthalaya4.0) which is web based and can be accessed remotely. The current software was installed in the academic session 2020-2021 and the full book database has been migrated from the previously installed software i.e. ExaLib.

The authority takes sufficient care to uplift the library and a dedicated place has been selected within the campus for development

Infrastructural

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 knowledgebase.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil
<b>4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources</b>	<b>A. Any 4 or more of the above</b>
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>	
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>	
1.70481	
File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
72	

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi	
<p>S. S. College has its campus network with internet connectivity from BSNL. A leased line with 8Mbps downlink and 2 Mbps uplink a fiber broadband with 100Mbps downlink and uplink from BSNL and another fiber connection from Airtel with 40Mbps Downlink and uplink is also operational as a back up system.</p> <p>A secure campus Wi-Fi network is also operational and available to all the teachers and non-teaching employee of the college. Moreover, Wi-Fi network access is also provided to the students of the college with certain restrictions to access some of the social network platform.</p> <p>The college has more than 66 desktop and nearing 35 laptop PCs available for the students and teachers.</p> <p>The college has two separate computer laboratories with adequate number of desktops.</p> <p>The college is having a language laboratory with 30 number of thin client and a server</p> <p>Recently Google India has provided 100TB of free cloud storage for the college</p> <p>The college is registered with apple India limited, microsoft etc for Educational concession on apple products is also made available to our students and faculty members so that they utilise the modern cutting-edge technology from Apple.</p>	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sscollegehkd.ac.in/Facilities/college_wifi.php">https://www.sscollegehkd.ac.in/Facilities/college_wifi.php</a>

4.3.2 - Number of Computers	
66	
File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>
<b>4.3.3 - Bandwidth of internet connection in the Institution</b>	<b>A. ? 50MBPS</b>
File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>
4.4 - Maintenance of Campus Infrastructure	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)</b>	
64.28934	
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)	<a href="#">View File</a>
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
Library- Apart from the Central Library, almost all the Departmental libraries provide books to students. Books can be borrowed for fifteen days initially and renewed for another fifteen days. Fine is imposed at the loss of borrowed books.	

Separate reading room facility is also provided both for the boys and girls. The sitting capacity of the Boys room is 32 and Girls room is 40. Newly arrived journals are displayed for the visitors.

**Classroom-** The classroom resources are repaired as and when necessary.

**Computers:** Computer labs are looked after by the faculty members and the committee formed but the authority. Overall maintenance and up-gradation of computers are done by the requirement of the departments.

**Sports complex-** The Gymnasium of the college is under the supervision of a Gym Instructor.

**Maintenance of other facilities:** Special committees are formed for looking after proper maintenance of Canteen and Hostels, NCC, sports complex etc.

**Laboratories-** Laboratories function under the strict control of the respective HoD's and the laboratory bearers are responsible for maintaining the laboratory facilities.

However, all purchase regarding maintenance must be passed through the college Purchase committee through proper Tender/Quotation, etc.

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

786

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

#### 5.1.2.1 - Total number of students benefitted 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)	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

178

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

178

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**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**

A. All of the above

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



40	
File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded
<b>5.2.2 - Number of students progressing to higher education during the year</b>	
<b>5.2.2.1 - Number of outgoing student progression to higher education</b>	
93	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>
<b>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)</b>	
<b>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</b>	
20	
File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
<b>5.3 - Student Participation and Activities</b>	
<b>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</b>	
<b>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.</b>	

01	
File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
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
<p>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 )</p> <p>For having knowledge on administrative, curricular and extra-curricular activities of the college, scopes are created for the students to represent the various bodies of the institution. The college encourages the students to take part in the process of democratic exercise and to develop the sense of their leadership. Those 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, Rabindrajiyanti, 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.</p> <p>However, due to severe pandemic condition from 2019-2021 there was no Students' Council in any form. But the authority resolves to form a council in the next year for ensuring students participation in events of the college and in the administration of the college.</p>	
File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>
<p>5.3.3 - Number of sports and cultural events/competitions in which students of the</p>	

**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**

3

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

**5.4 - Alumni Engagement**

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

The college has a strong Alumni Association but not registered under Society Registration Act. However, the Association provides all sorts of assistance for the development of the college 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 the college Alumni Association took positive steps regarding reconstituting the Association and going for all-out effort to register the Association

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

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

E. &lt;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

The distinctive characteristics of the College is reflected through its vision & Mission. The institution caters the Socio-economic & Cultural needs of the society. Healthy practices & educational programs are carried out simulteniously by the college with a view to uphold the policies of uncompromising adherence to the values and principles of inclusion responsibility. To attain the parameters set by the New Educational Policy 2020 for Higher Educational reform, the institution is keen to implement everything as per guidelines of the affiliating university. The college introduced five Add on courses for the benefit of the students. The college also set up a committee for implementing the directives of the university.

As per rules of Higher Education Department, Govt. of Assam, the College Governing Body & the Principal, together works hard for implementing the Vision & Mission of the institution.

The College has the mandatory Internal Quality Assurance Cell (IQAC) constituted under the guidelines of the NAAC. It has severalcells with a Convenor toimplement the decisions of the apex body.

The management and the IQAC mobilized fund from different Govt. agencies like RUSA, DBT, and UGC etc. and from Donation for enhancement of infrastructure, purchase of equipment etc.

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

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

the Governing Body is the highest authority constituted by the Government under Rule 3 and is 'responsible for the proper financial management, and academic affairs'.

The principal is the administrative head of the institution and is the Principal/Secretary i.e., 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 chair person 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.

Apart from these, the Teachers' Council, consisting of the faculty members, two elected representatives of the faculty in the G.B., Internal exam & Admission convenors, and the representative of Students' Council, assists the principal in designing policies and decision-making.

The college has also a Teachers' Council of which President is the principal. Thus, the work of the college is decentralized. Throughout 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	<a href="https://www.sscollegehkd.ac.in/cells.php">https://www.sscollegehkd.ac.in/cells.php</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

To open up new vistas of knowledge, the college has initiated various programs for the students in order to strive for excellence. For that and for implementing the National Education Policy 2020, the college has planned to introduce value added courses like Understanding India, Introduction to NCC-I, National Services Scheme & Health & Wellness, Yoga & Sports for the better

future of the students. The college has planned to introduce various skill Development programs & establishing a " Skill Hub" in the college and for that the college has already been selected by the DHE, Assam. Apart from that, under the instruction of the DHE, the college has signed MOU with AMTRON Govt. of Assam for introducing some 'Add on Courses' for long run benefit of the students & to extend the scope of employability of the students.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://www.sscollegehkd.ac.in/NAAC/SSR/criteria6/perspective%20plan.pdf">https://www.sscollegehkd.ac.in/NAAC/SSR/criteria6/perspective%20plan.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

Describe the Organogram of the Institution within a maximum 200 words

According to the Vision & Mission, the College has its unique frame of operation that functions in accordance with the statutes, manuals & Policies laid down by the Government under 'The Assam Provincialized College, Assam Non-Government College Management Rules, 2001, the rules framed by the officially University i.e., Assam University, Silchar and the Governing Body. However, with the internal organizational structure, the college is in the mood of progress since long and is efficient and perspective which is at the same time reflective too.

Policies of Procedures

- Being a premier institution of Southern Assam, the college has exclusive policies and procedural directions which are displayed on the website of the institution.
- The Administrative and academic policy documents set the bench mark proposal of the institution.
- The Vision & Mission, speaks a loud about the quality

policy of the Institution.

#### Appointment procedure

- Being a provincialized college under Assam Government and affiliated to Assam university, Silchar, the college Governing Body and the Principal Secretary follow the rules set by the state Government and the affiliated university in regard to the appointment of Assistant Professor and staff and promotion.
- The appointment of permanent faculty is in accordance with the Government rules
- The Appointment of Guest faculty and faculty on conduct is done under the instruction of the Governing Body

The appointment of Non-teaching staff is done under the rules set by the Government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	<a href="#">View File</a>

#### 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	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

#### 6.3 - Faculty Empowerment Strategies

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

**Statutory Welfare**

- HRA
- Provident Fund
- GIS
- GSLI

**Non-statutory welfare schemes Educational: -**

- Preference to children of teaching & non-teaching staff for admission

**Medical**

- Emergency Medical service as well as Health checkup, Blood grouping, (under free Medical Camp) for staff and students.

**Financial:**

- Festival advance for No-teaching members
- Loans from the Cooperative is given to the teaching and non-teaching members.
- Special child care leaves are provided to the women employees with salary.
- For financial Assistance of the employee the college has its own thrift and credit Cooperative society for longtime, mid-time and short time loan.
- The college has Accidental Life Insurance Policy for the financial benefits by the students

**Other Incentives:**

- Celebrations of festivals
- Annual meet of the teacher's council.
- Annual special Gifts for all employees under the thrift & credit & credit Cooperative Society.
- Active programs for Retired Teachers Contribution towards the institution.



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

**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**

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

1

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

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

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

40

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The institution provides 'In-House Training', Faculty Development programs & Professional appraisal systems to help and evaluate employee performance & escalate professional proficiency.

Avenues for Career Development & Programs for teaching and Non-Teaching members of the institution.

- The institution arranged Technical (ICT) Training programmes of Skill enhancement.
- The institution has self-appraisal mechanism.
- API based promotion for all faculty members
- Support for higher studies including Research Projects UGC/DBT etc.
- Participation in National/ International Seminar/Conference/ Workshops etc. by the faculty members.
- The Institution even provides personal laptops to the faculty members after the 2nd Cycle of reaccreditation, other than computers/ Wi-Fi for extending Research facility and up grading the Teaching-learning process.

#### Teaching faculty

- The records of the academic logbook in duly maintained by the teachers and verified by the Head of the Institution and evaluated at the same time.
- The faculty members of the departments through performance based appraisal determine individual teachers' strengths, weaknesses and thereby identified the areas where he/she needs training.

#### Non-teaching staff

- The appraisal system of administrative and Non-teaching staff evaluates their performance . However the principal with a senior most teacher and President of the GB evaluate the appraisal of the administrative Non-teaching members for promotion.

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

### 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 maintains 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	<a href="https://www.sscollegehkd.ac.in/NAAC/link.php">https://www.sscollegehkd.ac.in/NAAC/link.php</a>
Upload any additional information	<a href="#">View File</a>

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

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

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

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

Since long, the college has a well-defined mechanism for mobilization of fund and its proper utilization.

The College has a planning Board consisting of the Principal Secretary, Coordinator IQAC, All Department Heads, Secretary Teachers' Council, Librarian- Central Library & the Senior Assistant (Office) which conduct annual financial planning of the institution.

The College has its Purchase Committee which monitors various purchases, tenders, quotations and the Principal is authorized by the Government to disburse funds of approved projects etc.

For mobilization of fund, the authority approaches MLA, MPs and other Donors.

The college has a Functional IQAC With its different Cells headed by the principal and the coordinator-IQAC who ensures a transparent & well-planned financial management system to mobilize and manage funds/received grants from Government sources like UGC, DBT, RUSA etc. for: -

> Institutional developmental

> Students welfare and Academic support

> Extension and Programmes

The Governing Body takes all key decisions regarding finance.

The faculty members are designated with various responsibilities like NSS, NCC, National Education Policy, Cells, committees etc. with a view to make everything Participatory and they are authenticated to mobilize and utilize funds that come under their respective dominion as per funding agencies rules.

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

## 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

**IQAC's Quality Assurance Initiatives: -**

- Enhancing Curriculum with Add on Certificate/Diploma Courses
- Ensuring the starting of 4 different courses as value Added Course and structural designing of the courses by the respective courses' coordinators for successful implementation of NEP 2020.

- Directed to prepare year plan by the departments/cells etc.
- Maintains teachers, students and non-teaching data base
- Tracks and records curricular, co-curricular & extra-curricular activities of the institution.
- Ensure feedback collection from the stakeholders and analyzing for improvements.
- Organizing Seminar/ works shops/ Training programs, guest lectures etc., for the students & teachers & Support staff.
- The IQAC hold Administrative & Academic Audit.
- Streamlined the documentation process as per NAAC requirements and onwards submission to the appropriate authorities.
- The IQAC managed the process of initiating and ending of financial audit of the college.
- The IQAC took initiative of resource mobilization along with the Principal for infrastructural development of the institution.

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

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

For that, the IQAC particularly depends on:-

1. Implementing of all the suggestions of the last peer team members.
2. Collecting feedback from the students, teachers, employees, parents & Alumni.

As per suggestion received by the IQAC, takes measures along with the authorities for conscious consistent actions to bring about reforms in teaching learning, structure methodology etc.

Ø In addition to normal exercise, IQAC suggests to use innovative methodologies like power point presentation, field trips, workshops, seminars etc. In this session to the IQAC conducted Seminars, Field trips for respective departments etc.

Ø The IQAC ensures the culture of research among the teachers and involvement of students in Seminars, workshops etc.

Ø The IQAC establish collaborations with other colleges and industries state open university.

Ø As per suggestions of the last peer team IQAC not only increased the number of computers & ICT tools but also established new computer laboratory.

Ø As per suggestion of the last peer team, the IQAC strengthen the research and publication cell with a dedicated room and it also established and language Lab.

The IQAC also took initiative for a starting a culture specific short course under different language department

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

**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)**

**A. All 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)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

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

As a leading college of Barak Valley, this college is conscious of providing a gender sensitive and empowering education. The institution has established a vibrant environment within the campus that allows students to think critically and to act creatively.

Apart from that the college creates safe spaces for students. Almost all the courses in Arts stream offer gender-oriented papers and gender sensitization extends beyond the classroom through various events. Because of continuous cultivation of values and culture and the consciousness of the Anti-ragging Cell and Anti-sexual Harassment Cell, the college never witnessed any incident of sexual harassment within the campus.

The special Women Cell of IQAC remains very active (within and outside the campus area) in fostering gender sensitivity and providing sufficient scope for the students to participate in various discussion and activities related to women issues. The Women Cell of the institution works simultaneously with the Anti-Rigging and Anti-sexual Harassment Cells of the institution. The cell has also organized one day workshop on Skill Development in recent time. The cell has four (04) Sewing Machine for Cutting and Tailoring Training of the students and community members for empowering the women



File Description	Documents
Annual gender sensitization action plan	<a href="https://sscollegehkd.ac.in/NAAC/Criteria%20Document/2022-23/gender.pdf">https://sscollegehkd.ac.in/NAAC/Criteria%20Document/2022-23/gender.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	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	<a href="#">View File</a>
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 wastes generated by the college is of the type of laboratory effluent waste (e.g., Chemistry Department) which are disposed of through the Laboratory pipelines and accumulated in the chalk fit setup by the Laboratory in its backside.
- **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 off 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	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

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

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

**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

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

<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>D. Any 1 of the above</b>										
<table border="1"> <thead> <tr> <th data-bbox="102 441 547 506">File Description</th> <th data-bbox="547 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 506 547 647">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="547 506 1436 647">No File Uploaded</td> </tr> <tr> <td data-bbox="102 647 547 750">Certification by the auditing agency</td> <td data-bbox="547 647 1436 750">No File Uploaded</td> </tr> <tr> <td data-bbox="102 750 547 853">Certificates of the awards received</td> <td data-bbox="547 750 1436 853"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="102 853 547 916">Any other relevant information</td> <td data-bbox="547 853 1436 916">No File Uploaded</td> </tr> </tbody> </table>	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	<a href="#">View File</a>	Any other relevant information	No File Uploaded	
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	<a href="#">View File</a>										
Any other relevant information	No File Uploaded										
<b>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</b>	<b>C. Any 2 of the above</b>										
<table border="1"> <thead> <tr> <th data-bbox="102 1471 547 1536">File Description</th> <th data-bbox="547 1471 1436 1536">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="102 1536 547 1639">Geo tagged photographs / videos of the facilities</td> <td data-bbox="547 1536 1436 1639"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="102 1639 547 1780">Policy documents and information brochures on the support to be provided</td> <td data-bbox="547 1639 1436 1780">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1780 547 1921">Details of the Software procured for providing the assistance</td> <td data-bbox="547 1780 1436 1921">No File Uploaded</td> </tr> <tr> <td data-bbox="102 1921 547 1984">Any other relevant information</td> <td data-bbox="547 1921 1436 1984">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	<a href="#">View File</a>	Policy documents and information brochures on the support to be provided	No File Uploaded	Details of the Software procured for providing the assistance	No File Uploaded	Any other relevant information	No File Uploaded	
File Description	Documents										
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>										
Policy documents and information brochures on the support to be provided	No File Uploaded										
Details of the Software procured for providing the assistance	No File Uploaded										
Any other relevant information	No File Uploaded										
<b>7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,</b>											

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 any discrimination in respect of caste, creed, sex, religion, locality etc. However, the Govt. reservation policy is strictly maintained in both admission and appointment. The institute has also adopted 'Serispore' as its 'Adopted Village' for overall development of the village in association with the State Govt i.e. by implementing different schemes of the State Govt for rural development. Under the untiring efforts of the faculty members of the college, S.K. Deb High School of the village has been upgraded to Senior Secondary School by the Govt of Assam. The college uses to maintain its contact with the village community and extend its helping hand towards the community through the Gaon Panchayat.

The college also took initiative to create awareness among the society about the Gender Equality, Gender Sensitization etc.

The College has an active Yoga Centre for erecting a sense of Health consciousness in the minds of the students and the community members for fulfilling the dream of the nation to 'Fit India'.

The Different activities of the college are attached

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

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

The institution leaves no stone unturned in educating and sensitizing students towards their fundamental rights and duties.

The college observed National Voters day (25th January 2023) and the constitutional Day (26th November 2022) to maintain the inner strength of the nation and awaring the students about their fundamental rights and the constitution. The college makes the students aware of the citizen's right, human dignity, equality, social justice, human rights & freedom, rule of law, equity, respect and superiority of constitution in national life. The teachers and the students took oath of respecting and saving constitutional values. With a missionary zeal, the college observed National Voters Days to make the students aware about different issues relating to the voting such as making inferences and predictions about behaviour concerning a voting decision, impact of media, political socialization, tolerance of diversity of political views etc. The college also observed Human Right Day on 10th Dec 2022 to make the students understand the range of fundamental human rights and freedoms to which all of us around the world are entitled. The institution runs all of its programs with the Department of Political Science and NSS, S.S. College.

List of activities conducted by the institution for including values for being responsible citizen as reflected in the constitution of India are mentioned below:

1. Independence Day
2. National Voters Day
3. Republic Day
4. The Constitution Day
5. Human Rights Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**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**

C. Any 2 of the above

**There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

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

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 staff play their own roles in organizing these events.

The list of national and international commemorative days, events and festivals that the institute has celebrated during the year are provided in the attachment

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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.2 - Best Practices**

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

The two best practices are hosted in the college website. Link to the resources are given below

<https://www.sscollegehkd.ac.in/NAAC/SSR/Criteria7/bp2022-23.pdf>

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

### 7.3 - Institutional Distinctiveness

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

The college is dedicated to bring a change in the rural society of the district with its Vision & Mission. The college has a large number of students from poor rural background. But they are not poor in talent, knowledge and innovative ideas. The college, therefore, encourages them to participate in different activities such as national and state level seminar workshop etc. and get their place in the merit list of the university. The college with all its stakeholders and modern facilities and amenities provide quality higher education with destined aim of enriching knowledge and skills of the students.

The college with its vision in focus never fails to provide opportunity to large number of rural girls to pursue their higher education for sustainable economic development. The college indulges all the students to participate in every curriculum, extracurricular and extension activities actively. The cultural wing of the college extends the opportunity for the students to join in cultural activities, competitions of the university level and state level. Several community-based works have been done by the college with its students under National Service Scheme and the Women Cell. The college has adopted Serispore as its adopted village where all the faculty members, students and stakeholders contribute time for building relationships and helping through Civil Administration in implementing deferent schemes of the Government for continuous development.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>

7.3.2 - Plan of action for the next academic year

**Submission of SSR for Reaccreditation of the institution**  
**Introduction of new courses.**