YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	SARBODAYA COLLEGE
• Name of the Head of the institution	Dr. Monuj Boruah
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9957181969
• Mobile No:	6000526070
• Registered e-mail	sarbodayacollege85@gmail.com
• Alternate e-mail	collegeiqacsarbodaya@gmail.com
• Address	Malow pather, Jorhat, Assam, 785108
• City/Town	Jorhat
• State/UT	Assam
• Pin Code	785108
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	**UGC 2f and 12(B)**	
• Name of the Affiliating University	**Dibrugarh University**	
• Name of the IQAC Coordinator	**Robijit Dutta**	
• Phone No.	**9365591958**	
• Alternate phone No.	**7636857093**	
• Mobile	**9365591958**	
• IQAC e-mail address	**collegeiqacsarbodaya@gmail.com**	
• Alternate e-mail address	**robijitdutta11@gmail.com**	

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

[N/A]()

4.Whether Academic Calendar prepared during the year?

Yes

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

https://www.sarbodayacollege.in/images/Academic_Celender_prepared_by_College_for_2022-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**2.56**	**2022**	**15/11/2022**	**14/11/2027**

6.Date of Establishment of IQAC   **16/10/2015**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**Infrastructure development Fund**	**State Govt,**	**2022-23**	**41,50,000.00**

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

• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	`16`	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	`Yes`	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	`No`	
• If yes, mention the amount		

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

`1. Extension activities in adopted Village 2. Celebrations of important State and National events 3. Faculty exchange programme in adopted Schools 4. Medical awareness programme conducted in College. 5. Inter- College and inter- Departmental faculty exchange programme`

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

Plan of Action	Achievements/Outcomes
`Preparation of Course plan and course outcome, Introduce skill based course , Signing of MoU with various Academic and other Institution, conducted filled trips, project reports, holding seminers and workshops.`	`Last year Result Parsentage 65%, 20 Students got Govt. Job and maximum Students adjob in non Govmental Job, Increased Student enrollment`

13.Whether the AQAR was placed before statutory body?	`Yes`	
• Name of the statutory body		

Name	Date of meeting(s)
Governing Body, Sarbodaya College	29/01/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	10/02/2024

15.Multidisciplinary / interdisciplinary

a. Vision of the institution Sarbodaya college, a premier education institution was established initially in the rural locality with the vision to impart higher education to the needy and underprivileged students. The college strive to achieve holistic development of the students thereby moulding them to solve problems related to their life. Following the vision of NEP 2020 our institution at the very onset has conducted two days counselling programme to impart a detail knowledge on NEP 2020 to students before the commencement of academic calendar. To transform itself into a holistic multidisciplinary institution, the college has introduced new outcome-based courses in the curriculum.

b. The institution to integrate humanities and science with STEM has introduced technology-based courses i.e., computer(institution driven course i.e MS-EXCEL and its application in Business, and computer course under PMKVY) and electrician to the students who has taken subjects of humanities as their main course.

c. The curriculum framed by the affiliating university is innovative and flexible as it provides scope for credit-based course and projects for community engagement and services. The college as such has undertaken many community engagement programs, field trips and services including environmental education by the departments along with NSS and NCC for the benefit of the students and society at large.

d. The college is ready to accept the multiple entry and multiple exits at the end of 1st .2nd, and 3rd year of undergraduate education following the guideline of the affiliating University and procedure as envisioned in the NEP 2020.

e. To engage in more multidisciplinary research endeavors to

find solution to society's most pressing issues and challenges the Research, Innovation and Extension cell of the IQAC along with the NSS, the NCC and student union body of the institution have already conducted various programmes, field trips and workshops in the surrounding villages. As a higher education institution, we are committed to conduct such programmes for the benefit of the society at large soon.

f. The college has undertaken some initiatives to promote multidisciplinary and interdisciplinary approach in view of NEP 2020. To mention among them is the faculty exchange programme with the adopted schools and interdepartmental and inter college faculty exchange programme to promote knowledge sharing among the students and the faculty members.

16.Academic bank of credits (ABC):

A. In order to fulfill the requirements of academic bank of credits as proposed in NEP-2020 the college has taken the initiative to register the students who got admitted into first semester in the academic session 2023-2024 as per the guideline of the affiliating university i.e Dibrugarh University vide letter no DU/Ex/CoE/ABC/2022-23/1088 dated 09/01/2023

b. To fulfil the requirement of ABC the institution has already registered under National Academic Bank of Credit. To avail the benefit of multiple entries and multiple exits under ABC the college has chosen various skill-based course from the bucket of courses offered by the affiliating university and various departments are offering selected papers beneficial for multiple entry. The college has also the provision of Mentor/Mentees who on regular basis keep interacting with the students inside and outside the classrooms about their need and interest of their future academic plan. In the process, it came into highlight that most of the students opt to take opportunity either in technical line, paramedical courses, or various company engagement. Keeping in view to provide multidisciplinary course the institution has prepared itself by signing MoUs with various organizations related to such courses. The institution has already signed MoU with Assam Electronics Development Corporation Ltd(Amtron) and Teamlease Edtech ltd, and PMKVY for digital education and Monisha Bakery to develop entrepreneurship qualities among the students. The college will soon introduce the science stream as soon as the Government of Assam appoints the faculties. Moreover, the college has submitted the proposal to RUSA in the current academic year for the construction of the girls' hostel to minimise the dropout among girl students.

c. As per the syllabus provided by the affiliating university there is scope for the internationalization of education.

d. The faculty members of each department are encouraged to prepare their own course plan, departmental class routine, holding departmental seminar, group discussions, providing notes on selected topics, home assignment and set the question paper of internal assessment examination.

e. The institution has formed a task force for IDP headed by the Principal along with two faculty members as per the order of the Director of higher education department govt of Assam to chart a road map and ensure effective implementation of NEP-2020 and steps to be taken by the college in a phase-wise manner up to next 15 years. To implement the Academic Bank of Credits(ABC) the college is following the guideline of the affiliating university.

17.Skill development:

a, According to the aims of National skill qualification framework which aims at prepare learners to became skillful and take a job of their choice, the college has introduce vocational courses such as Computer Education, Electrician, Beautician, vermicompost and weaving, further to develop soft skills among the students all the departments have taken the initiative to create wall magazine, hand written magazines. As per the syllabus of NSS and NCC, topics related to entrepreneurship in social development and using the internet for communication, Map reading, skill of speaking and Leadership are introduced under skill-based course. The institution is also planning to introduce short term courses on cooking, tailoring. Embroidery, and toy making.

b. To integrate into mainstream education offered by the affiliating university the college has additionally offered vocational education such as Computer Education(MS-EXCEL and its application in Business) Electrician(Electrical Wiring and Maintenance) Beautician course (Foundation of Rupcharcha) for the girl students, vermicompost and weaving along with courses under PMKVY.

C. The institution has introduced value added course namely, Understanding India and Health and wellness through which the students can learn about Humanistic, ethical, constitutional, righteous conduct, peace, love, nonviolence etc. Besides the college has also introduced Yoga as a value-added course.

In addition, the affiliating university has framed syllabus

as per NEP 2020 related to the above-mentioned topics which are being taught by the departments like Assamese, Political science, Philosophy, Sociology, Education, Geography, Economic sand History.

 d.(i) The college offers three vocational courses each of 3 credits namely, MS-EXCEL and its application in Business, Foundation of Rupcharcha (Beautician) and Electrical Wiring and Maintenance. The college has made it mandatory to select one vocational course among the above listed course for the students before graduating.

(ii) The college has engaged three trained faculty from outside to teach, MS-EXCEL and its application in Business, Foundation of Rupcharcha (Beautician) and Electrical Wiring and maintenance. Moreover, the college has also invited trained professionals to train faculties and students on vermicomposting and weaving.

(iii) The college has conducted one day vocational career counselling programme in collaboration with ICA, Edu Skills Pvt. Ltd. to make the students aware of learning through ODL/ blended modes. Moreover, the college has also invited trained professional from NGO to train faculty members and students for vermicomposting and weaving.

(iv) Process is going on.

(v) The college has taken initiative to meet the infrastructural facility to offer courses through online mode and as soon as it gets ready it will offer Skilling courses according to the need and requirement of the students.

   1. e. The college is conducting Grantha Barta Anusthan every week to improve critical and analytical thinking skills among the students. Besides, the institution has signed MoU with MoU with Farm 2 Food Foundation. Jorhat, Assam and MoU with District Fishery Department, Jorhat, Assam.

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

. a. To integrate the Indian knowledge system the affiliating university has framed syllabuses for all the semesters like Special Assamese Language script, language and Scripts of Assam, Tribal Language of Assam, Cultural study, introduction of Indian Literature etc.. History department have the paper on History of India, the philosophy department have papers like Philosophy of Vedas and Upanishads, Indian Ethics and Fundamentals of Indian Philosophy.

Apart from this the college has signed MOU with Bharotiya Itihaah Sangkolon Samiti, Jorhat Assam, Lachit Maidam Sanrokhon samiti, Borbheti satra, Deuri sahitya Sabha to promote the Indian knowledge system.

b. The institution has a plan to hold workshops on bilingual mode of teaching methodology for the faculty members. It also encourages teachers to suggest more books to students written in their native languages during classroom transaction besides, the college has also taken initiative of one teacher one language strategy.

c. Except Assamese language papers framed by the affiliating university papers of all other departments adopts bi-lingual method of teaching.

D. The following measures have been taken by the institution:

(i) To preserve and promote Indian language the college central library and departmental libraries continually adds study materials along with the reference books on Indian languages and culture.

Besides the institution has taken initiative to introduce sanskrit department if permitted by the affiliating university.

(ii) The college has signed MoU with

a. Bharotiya Itihaah Sangkolon Samiti Jorhat, Assam.

1. MoU with Lachit Maidam Sanrokhon samiti, Jorhat, Assam.
2. MoU with Borbheti satra, Malow Pather, Jorhat, Assam.
3. MoU with Deuri sahitya Sabha.
4. MoU with Mising Agam Kebang .(Mising Sahitya Sabha).
5. MoU with Royal Global University, Guwahati, Assam.

iii. To promote and preserve Indian arts the college has a museum open to all visitors.

iv. The institution is in the process to open a community Hub Centre to acquaint the students and faculties with the culture and traditions of different communities.

e. The college, to integrate the Indian knowledge system in view of NEP -2020 is planning to offer online courses to the students on

various community tradition and cultures in collaboration with MOU signed organizations.

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

5(i) Initiatives of the institution to transform its curriculum towards outcome-based education:

1. The institution conducted a detailed two-day counselling programme on NEP 2020 for the students at the beginning of the academic year.
2. The college has introduced three new vocational courses of 3 credits namely, MS-EXCEL and its application in Business, Foundation of Rupcharcha (Beautician) and Electrical Wiring and maintenance.
3. The college has signed MoU with Assam Electronics Development Corporation Ltd. (Amtron) and Teamlease Edtech ltd, for IT education, MoU with District Fishery Department for fish culture, MoU with Monisha Bakery for entrepreneurship and invited instructor to train both faculties and students on vermicomposting and weaving.
4. Courses offered under PMKVY.

ii. To capture the outcome-based education in teaching and learning practices various departments have adopted strategies in their teaching learning system such as preparing course plan, holding departmental seminar, group discussion, unit test, workshops, carried out field trips, guide as mentor mentees, inter departmental faculty exchange programme, conducting essay writing and quiz competition.

iii. Signing of MoUs with different higher educational institution and Govt. and Non-Govt. organization to acquaint the students with the new teaching methodology and professional courses.

20.Distance education/online education:

. a. The college has enough possibility of offering vocational courses through ODL mode as the college is in a remote and rural area and maximum students belong to BPL families and hench, if provided the opportunity to the students it will be beneficial for the students.

 b. (i)The institution is planning to train the faculties on online platform mode.

(ii) The institution is planning to upgrade its existing tools

needed for the online mode.

   Good Practice: The college will shortly form a committee under IQAC to impart education to the students through online mode and if required the college is ready to appoint faculties to impart the same.

Extended Profile

1.Programme

1.1	9
Number of courses offered by the institution across all programs during the year	

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

2.Student

2.1	551
Number of students during the year	

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

2.2	244
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	124
Number of outgoing/ final year students during the year	

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

3.Academic

3.1 Number of full time teachers during the year	**31**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**0**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**7454617.00**
4.3 Total number of computers on campus for academic purposes	**18**

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

1. Response:

A well-planned documented process is used to implement effective delivery of curriculum.

1 The college strictly follows the curriculum designed by the affiliating university for CBCS and NEP-2020 (FYUGP).

2. The college has an admission committee to monitor the whole

admission process and a routine committee to prepare the class routine. 3. A counselling session is organized before the commencement of every semester class for the benefits of the newly admitted students, departmental class routine, course plan, course outcome are prepared.

4. As per NEP 2020 (FYUGP) one Value Added Course consisting of two papers along with three skill-based courses have been introduced in the current academic year.

5. In the process of teaching both traditional, scientific and ICT methods are used.

6. Field visit, trips and excursions and projects are undertaken accordingly to enhance the practical knowledge of the students.

7. To conduct internal assessment and final examinations the institution has an examination committee headed by the Vice Principal along with the HODs.

8. The institution provides a central as well as departmental libraries and provides laboratory facilities to subject related students.

9. The institution has the NCC and NSS course and organise camp at regular interval.

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

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

   ○

Besides following the affiliating university academic calendar strictly the college prepares its own academic Calander for the smooth functioning of the curriculum. The entire admission process is monitored by an Admission Committee. The whole examination process is monitored by the Examination Committee headed by the Vice

Principal of the college. The Affiliating University reserves the right to set questions of 80% marks of each paper in each semester examination. The remaining 20% marks are awarded by the concerned departments of the college through internal assessment which includes two (2) sessional examinations under CBCS. Following the academic Calander of the affiliating university and the institutional academic calendar the tentative dates of various events and schedules are prepared and Continuous Students Internal Evaluation (CIE) is done based on marks secured in Attendance (Classrooms and Library), based on evaluation on curricular activities Participation /Attendance Percentage in group discussions, seminars, home assignments, Unit Test, Field Trips, Projects. Evaluation based on (Appeared, Absent and performance in Internal and final Semester Examination. Evaluation based on participation in Sports and Events Inside and Outside the College, in NSS and NCC activities and in Cultural and Creative Activities.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.sarbodayacollege.in/images/Academic_Celender_prepared_by_College_for_2022-23.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 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	View File
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

0

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

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

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

2

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

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

0

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

2

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

1.3 - Curriculum Enrichment

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

Responses:

Professional Ethics:

The college offers some papers relates on professional ethics, Gender, Human Values following the curricular framed by the affiliating university. Such as:

1. **Political science department - Public Administration, Local Self Government etc.**
2. **Education Department- Organizational Behaviour, Leadership Development Program**
3. **Philosophy Department - Professional Ethics, its importance, and ways of practicing.**

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1. **Gender: The college has set up a women cell for various female related issues and it has also a cell for protection of sexual harassment.**
2. **Sociology Department - Gender Sociology.**
3. **Education Department - Gender and Education Studies.**
4. **History Department -Women Studies.**
5. **Assamese Department - Gender issues.**
6. **Political Science Department - 'Feminism: Theory and Practice'.**

Human Values: . The college has a Student Welfare Fund, Mutual Fund and Office Staff Mutual Fund to help the needy and destitute.

1. **Education Department - Development of social, moral, and aesthetic values and a paper on Principles of Management of Human Resources.**
2. **Political science department -Human Rights.**

Environment and Sustainability: The college has a pollution free campus. It has a well organised Environment Cell to maintain and preserve the environment of the college and nearby surrounding areas.

Geography Department - environmental geography.

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

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

3

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

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

2

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

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

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

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	https://docs.google.com/forms/d/1OYJJbwqoPelKZXN02f0Y8T85ezeWHsI_w4siQNv1gZE/edit#responses

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

350

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

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

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

551

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

2.2 - Catering to Student Diversity

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

Response: The faculty members during the classroom transaction use Continuous and Comprehensive methods to find out the advanced and slow learners. Strategies taken to improve the slow learners: 1. The institution has the provision of Mentor and Mentees to monitor, the slow learners.

2. The institution has the provision of tutorial and remedial classes.

3. Study materials provided by every department through departmental WhatsApp groups.

4. The faculty members focus on the upliftment of answering skill of the slow learners through writing skill.

5. Peer learning is enhanced through group discussions and presentations. Remain in contact with the parents frequently.

Strategies for advanced learners: 1. To encourage the advanced learners more relevant and reference study materials are provided by

the faculty members.

2. The advance learner are motivated for collaborative learning in classroom transaction.

3. The advanced learners are given more space to work on their own.

4. Best graduate students are rewarded every year both by the college authority and concerned department in Freshmen Social along with best student Reader award.

5. The advanced learners are encouraged by the college through providing financial supports to participate in various workshops "Student Awareness Workshop on various APSC Examination, seminars, and competition.

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

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

Number of Students	Number of Teachers
551	31

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

Response: The college adopts various student centric methods to enable the students to make use of their potentialities. Some of the methods taken during the session 2022-23 are as follows- 1. Every department of the college conducted group discussions among the students on subject related matters. 2. Students participated in various topic such as special lecture, seminars, workshops, quiz, debates, and essay writing competition inside and outside the college which encouraged and motivated students to attain participative experiences and problem-solving learning. 3. Fields

trips are organized to biodiversity parks and heritage sites to enrich students' knowledge inside and outside of own state. 4. Experimental learning is conducted through practical class by the departments of Education and Geography. 5. Participatory learning experiences such as projects works and assignments are provided by the institution. 6. To nurture creativity and other skills college magazines and wall magazines and handwritten magazines are published by various departments. 7. The college has Undertaken various camps and field trips under NCC and NSS. to enhance their experimental learning and social responsibilities.

8. The institution has celebrated various programmes on state, national and international importance days to encourage and make the students understand the importance of such events.

File Description	Documents
Upload any additional information	[View File](#)
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

Response: 1. The college has two ICT enabled classrooms having Desktops, Laptops, and projectors to facilitate effective teaching learning.

2. The teachers use ICT enabled tools to deliver lectures to students for better understanding of the topic/content taught. ICT tools are also used to impart knowledge to students on various other fields.

3. All workshops and seminars organised in the college are conducted using ICT tools.

4. The college has a WhatsApp group comprising of faculties and administrative staff where information regarding curricular and extra-curricular activities are shared for the academic upliftment.

4. All the departments have their own WhatsApp group where Teachers and students interacted continuously to share study materials and to provide various other information related to curriculum.

5. The college has a YouTube channel named YTC where academic

Calander class routine, course plan and course outcome, various programmes organised inside and outside the college and lectures related to syllabus are uploaded in the form of video for the better understanding and benefit of the students.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sarbodayacollege.in/images/IMG-20220329-WA0009.pdf

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

31

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

2.4 - Teacher Profile and Quality

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

31

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

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

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

6

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

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

2.4.3.1 - Total experience of full-time teachers

13 – 23

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

2.5 - Evaluation Process and Reforms

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

Response: The college being an affiliated institution of Dibrugarh University, strictly follows the university guideline regarding internal assessment procedure. It gives 20% weightage in overall internal assessment of the students which includes 10% from sessional test, 5% through attendance and 5% through seminar, group discussion and home assignments. The college has an Examination Committee consisted of all the HOD and IQAC coordinator headed by the Vice Principal. Prior to the commencement of the examination a meeting is called upon to discuss matters related to the examination. Two sessional examinations are conducted as per (CBCS). HOD of every department submits the result sheet to the examination committee and after proper scrutiny and verification the committee declares the result. Re-examination is conducted for absentees after

proper verification. The marksheets are displayed centrally in the college notice board along with a general notice informing the students that if they have any grievances regarding the marks scored, they can raise complaint. within seven days to the Student Redressal and Grievance committee of the college. If any complaint is found the same is sent to respective departments for necessary action and thereafter following due procedure the concerned departments meet the complaint and finally, the marks are sent to the affiliating university.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Response: The college has a well organised Student Grievance and Redress Committee headed by a senior most faculty along with two members from faculties and two from Students Union Body to deal with the examination related grievances. All the grievances related to examination are solved efficiently within a short period of time. A period of 7 days is given to the students by the Redress cell, after the marks are displayed in the college notice board to register their complaints and if any complaint is found the same is sent to respective departments for necessary action. The HOD of the respective department called upon a meeting to discuss the matter and after following due procedure the marks are sent to the affiliating university. If no complaint is received by the Redress cell within the stipulated time of 7 days, the answer scripts are disposed of.

Besides, the college has a Complain Box for the students which is used to address their complaints. The complain Box is open at a regular interval of time by the Grievance and Redress Committee and if any complaint is found then the college tries to deal and solve the raised complaint at its level best.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Response: The college is affiliated to Dibrugarh University and hence follows the academic guideline of the affiliating university. In this current year as per the guideline of the affiliating University the institution is offering UG B.A. Course in Eleven subject as per (CBCS) i.e., Assamese, English (Non-Hons.), Economics, political science. Geography, History, Philosophy, Education and Sociology, Environmental, Multidisciplinary. Prior to the introduction of CBCS the college participated in workshops conducted in the affiliating university and other academic institutions to gather knowledge on the same which is latter on imparted to the admitted students by conducting counselling programme. A central counselling session is organized before the commencement of every semester class for the benefits of the newly admitted students where departmental class routine, course plan, course outcome is informed.

All the departments have their own departmental committee consisting of the teachers and the students and frequent meetings are organised to discussed about the class routine, course plan and course outcome.

Academic Calander of the affiliating university and institutional academic Calander is uploaded in the college website for general information to all.

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

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

Response: The college evaluates the performance of the students through various methods for measuring the level of attainment of programme and course outcome. Students learning levels are assessed through direct evaluation process. Student's progressions are

evaluated 80% through university final examination and 20% through internal college assessment. The attainment of the students is evaluated internally through sessional examination, attendance, seminars, group discussions etc. Besides field trips, research projects and other extended activities are conducted as per the academic calendar. External assessments is done by external experts for the practical examination appointed by the university. The institution collects feedbacks from Alumni to know their attainment level (employability in various fields). Another parameter to measure attainment of POS, PSO and CO is through progression of students towards higher studies in educational institutions.

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

2.6.3 - Pass percentage of Students during the year

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

108

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

2.7 - Student Satisfaction Survey

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

https://www.sarbodayacollege.in/images/Student_Satisfaction_Survey.p

df

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)

No

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)	View File

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

No

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

3

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

3.2 - Research Publications and Awards

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

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

4

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

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

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

31

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

3.3 - Extension Activities

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

Response: The college is trying its level best to uplift the socio-economic and living standard of the inhabitants of its adopted 'Randhonijan' village. As such during this current academic year the

college under the IQAC, NSS and Women cell have carried out the following programmes:

1. A field study among the students to make project reports on various aspects related to Borbheti Namghar was organised by the Research, Innovations and Extension cell in collaboration with IQAC on 19.12.2022.

2. Celebration of International women Day in adopted village to bring awareness among the women regarding health, hygiene, family planning etc. More than 74 women, Gaon Burha, college staff and students participated.

3. Cleanliness Programme was conducted on Randhanijan village by our students under IQAC and NSS unit on 4th October 2023.

4. Medical Awareness Programme carried out by the students and faculties under IQAC, NSS and NCC units of the college at Sengaliati and Disoi Poriya village in collaboration with Jorhat District Malaria Control Borad on 4.11.2023 to create awareness among the inhabitants of the locality about Dengue.

5. A medical awareness programme on Menstrual Hygiene and treatment, use of Sanitary Napkin, Anaemia Screening was organised on 7th October 2023 under IQAC and Women cell in the collaboration with Solmora Physical Health Centre (PHE) Jorhat, Assam, among the students, faculty members and office staff of the college.

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

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

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

4

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

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

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

5

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

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

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

501

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

3.4 - Collaboration

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

11

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Response: The college has a campus area of 9.373 acre of land. It has twenty (20) properly ventilated classrooms well equipped with enough desk -bench and with proper electrical facilities and TLM. It has single phased electricity connection and a 30 K.V silent power generator. It has a computer laboratory with 20 numbers of computers and two digital classrooms with sufficient ICT tools. The institution has provided sufficient laboratory facilities to both geography and education department. The institution has a central

common library of a total floor area of 8937 square feet with sufficient infrastructure. The library has a seating capacity of 60 students at a time. Besides, it has a separate study room for the teaching and non-teaching staff. At present the library has a strength of 10,450 books, 4 periodical journals and 4 daily newspapers. In addition to it, all the departments have their own departmental libraries. Besides, the institution has provision of separate toilet facilities for both faculties and the students, pure and hygienic drinking water, Canteen facilities, pollution free campus, Anti ragging measures, sexual harassment free zone, and installed CCTV in all the major entrances of the college along with a complain box in the college campus.

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

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

Response:

The college has an Auditorium (length 24 mitres/78 feet ,8.882 inches and breadth 11.19 meters/36 feet, 8.551 inch) to conduct cultural activities. It has sufficient musical instruments to conduct various cultural activities.

During the current academic year, the students of the college participated in Assam Sanskritic Maha Sangram organised by the government of Assam (list enclosed). Besides, it has organised the following cultural programmes:

1. Freshmen Social program

2. Silpi Diwas.

3. Saraswati Puja

4. Mukoli and Zeng Bihu

5 Rabha Diwas

6. Birth Anniversary of Bharat Ratna Bhupen Hazarika,

The college has a well-maintained outdoor playground of length 95 meters and breadth 61 meters where all outdoor sports activities are organized. It has a volleyball and badminton court and other Indoor Games facilities.

During the current academic year selected students have participated in Khel Maharan organised by Govt. of Assam

The institution is working to provide a gymnasium. Though the college has a plan to start a Yoga centre, still it celebrates international yoga day on 21st June every year to inform the importance of yoga to the students.

File Description	Documents
Upload any additional information	View File
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.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

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

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

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

7454617

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

4.2 - Library as a Learning Resource

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

Response:

The institution has a central library name as Bidhya Binod jibashwar Borah library and was established in the year 1985 with a total floor area of 8937 square feet. It has separate sections for textbooks, reference collection, newspaper section, reading areas, monitoring section and all the activities are monitored by a library Management Committee comprises of Assistant Librarian as Convenor and headed by the Principal and all HOD as its members. The library has a seating capacity of 60 students at a time. At present the library has a total collection of 10450 (ten thousand four hundred fifty) books, 4 periodical journals and 4 daily newspapers. The institution has ILMS as follows:

- **Name of ILMS software—Koha.**
- **Name of the automation(fully/partially)-Partially.**
- **Version-21.11.03.000.**
- **Year of Automation- March 2022**

File Description	Documents
Upload any additional information	[View File](#)
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   **D. Any 1 of the above**

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

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

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

66014.00

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

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

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

5913

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

4.3 - IT Infrastructure

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

The institution has sufficient IT facilities which is used in both teaching learning and in administrative matters. The institution has a well -equipped computer laboratory with sufficient ICT tools. Besides, it has 12number of computers ,6 numbers of printers and 2 number of xerox machines. The college has two well-furnished and

well-equipped ICT enabled digital classrooms. The institution has been using software namely, EDPS (Software given by Affiliating university) for the examination matters, ERP (Admission Software) and KOHA(used in library). The college has installed a Biometric machine to monitor the attendance of entire staff and CCTV cameras in its all the important corridors. Besides the institution has its website www.sarbodayacollege85@gmail.com and for IQAC www.collegeiqacsarbodaya@gmail.com and WhatsApp group comprising of faculties and administrative staff where information regarding curricular, extra-curricular activities and administrative information. All the departments have their own WhatsApp group where in the Teachers and Students interacted continuously to share study materials and other information related to the curriculum. The college has a YouTube channel named YTC where informations related to academic and other activities are uploaded. Recently, an Airtel Tower is installed in the college campus to upgrade the network facility.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.sarbodayacollege.in/images/ICTbased_Classroom.pdf

4.3.2 - Number of Computers

18

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution   D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

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)

2134441

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

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

Response: As an affiliating and government provincialized college the institution follows the guidelines of the affiliating university and the Higher Education Department, Govt of Assam.

The institution has a Governing Body as apex monitoring authority framed as per the guidelines of the Higher Education Department Govt. of Assam.

As the Head of the institution, the principal along with his office staff in collaboration with IQAC formulate, generate, maintain, and monitor all the administrative, financial, and academic matters.

The college has a student Union Body framed yearly through democratic and as per the guidelines of the Lingdo committee report. to ensure all students related activities.

The institution has a dynamic IQAC framed as per the latest UGC norms to guide, lead, supervise and monitor the whole internal qualities of the college in collaboration with seven (7) criterion and various cells.

Besides, the institution has various committees and cells related to various matters.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.sarbodayacollege.in/index.php/iqac

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

217

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

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

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

0

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

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	[https://www.google.com/search?q=Soft+skill%2C+language%2C+ICT+skill](#)
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

Nil

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

337

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

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

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

10

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

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

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

1

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

5.3 - Student Participation and Activities

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

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

1

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

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)

Response: - The college has a Student Union Body formed yearly through democratic and as per the guidelines of the Lingdo committee report. The student union body comprises of the President, Vice President, General Secretary, Assistant General Secretary, Games Secretary, Social welfare Secretary, Cultural Secretary, Magazine Secretary, Girls common room Secretary, Boys common room Secretary, Debating Secretary, Festival Secretary. The college has a constitution, and all the activities of Student Union are carried out through it. The college union body plays a vital and integral role to manage administrative and co-curricular activities of the college. Student Union assists the institution in implementing stern measures to make a ragging, mobile, sexual harassment, pollution, drugs, and tobacco free campus. The Union also plays a significant role to conduct the functions enlisted in the academic calendar of the affiliating university and festivals of national importance. The union also plays a pivotal role in various functions organized by the college. Besides, the students' representatives render their assistance and help in the decision-making process of the college through various cells such as in IQAC, NSS, Anti ragging cell, Grievance and Redress cell, Protection of sexual Harassment cell, Yuva Tourism Club, Women cell, Medical unit etc.

File Description	Documents
Paste link for additional information	https://www.sarbodayacollege.in/images/Students_represent_of_various_committee.pdf
Upload any additional information	**No File Uploaded**

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

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

29

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)	View File

5.4 - Alumni Engagement

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

Response: The alumni association of the college was established in the year 2019 but it is not yet registered under the society registration Act 1860. The term of the college Alumni Body is of two years which will be completed in December 2023. The Alumni remains in constant touch with the college and keeps themselves updated with college activities. During this current year it has constructed the college by lane entrance gate and in the month of April 2023, it has conducted Bihu Dance competition where girls' students from the local educational institution participated. This year a faculty member from the department of Sociology and six non-teaching staff who are Alumni have donated books to the college library. Moreover, this current year the Alumni participated in the plantation Drive Amrit Briksha Andolan on 17th September 2023, participated in various extended activities undertaken by IQAC, NSS and NCC such as Cleanliness program at adopted village (Randhonijan village) in September 2023, programme on Menstrual Hygiene and use of Sanitary Napkin, Anaemia Screening, and awareness treatment menstrual organised on 7th October 2023 and programme on Dengue eradication programme organised on 4th November 2023 in collaboration with Jorhat district Malaria Control Board.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	[View File](#)

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

`Response: Statement of Vision: Sarbodaya college, a premier education institution was established initially in the rural locality with the vision of imparting higher education to the needy and underprivileged students.`

`Statement of Mission: 1. To promote quality education helpful to the students and thereby transforming community lives into a global standard.`

`Nature of Governance: -`

`The nature of the Governance of the college is based on decentralised, co-operative, and participatory.`

`Perspective Plan:`

`   1. Curricular.`

`a. Framed NEP-2020 (FYUGP) task force for its proper implementation.`

`b. Introduced skill-based courses along VAC course.`

`c. Organised career counselling programme, workshops, seminar, group discussion, lectures, field trips.`

`d. Introduced SWAYAM online courses.`

`d. Conducted faculty exchange programme.`

`e. Follows system of Mentor/Mentees.`

`d. Continuous internal evaluation of the students.`

Extra-Curricular:

1. Celebrated days of state, national, international importance.
2. Encourage the students to participate in various sports and cultural events in the college.
3. Planned to set up a Gymnasium, Yoga centre and Indoor stadium.

Extended Activities:

1. Taking classes in adopted schools.
2. Organised medical awareness camps, cleanliness programmes and plantation drive. Teachers Participation—

Faculty members participate in all extended activities and events related to curricular and co- curricular.

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

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

Response: Response: The college has a multilayered governance system. The nature of the Governance of the college is based on decentralised, co-operative, and participatory.

To assess, monitor and to uplift the institutional academic, administrative, infrastructure and other co- curricular activities the college has following committees.

1. Governing Body at the apex with Principal as ex-officio secretary Vice- Principal, two teacher and one UDA as members. 2. IQAC. 3. NSS.

4. NCC. Two faculty members as in- charge for Both boys and Girls.

5. Student Union Body:

6. RTI Cell. 6. Prospectus Committee.

7. Admission Committee

8. Routine Committee. 8. Examination Committee.

9. Library Committee.

10. Teaching and Non- Teaching Staff Committee.

11. NEP 2020 Task Force. 12 Disciplinary Committee: 13. Digital Cell:

14. Women Cell: 15. Purchase Committee: 16. Protection of Sexual Harassment Committee

17.ST/ SC Committee: 18. OBC Committee: 19. Minority Cell: 20. Anti-Ragging Cell: Principal as chairperson, I/C Pulibor police station, Local print media representative, two guardian representative, Student Union and three faculty members. 21. Canteen Committee:

22. Students Grievance and Redress Committee

23. Career Counselling Committee 24. Alumni Committee. 25. Medical and Emergency Cell:

26. Environment cell:

27. Yuva Tourism Club:

File Description	Documents
Paste link for additional information	https://www.sarbodayacollege.in/index.php/iqac
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional Strategic Plan for Implementation of NEP-2020 (FYUGP)

To ensure effective implementation of NEP-2020 (FYUGP) and steps to be taken by the college in a phase-wise manner up to next 15 years.

1. Formed a Task Force, NEP 2020(FYUGP) for IDP .

2. The task force and faculty members have attended workshop, FDP,Webinar on NEP- 2020 (FYUGP).

3. Organised awareness programme on NEP 2020 among the local people by postering, mentioning admission procedure and on courses.

4. To fulfill the requirements of ABC, the college has registered the students of first semester.

5. Introduced three new vocational courses of 3 credits.

6. Submitted proposal to RUSA for financial support to introduce 5 more skill-based courses.

7. Signed MoUs with Assam Electronics Development Corporation Ltd. (Amtron) and Teamlease Edtech ltd, for IT education, District Fishery Department for fish culture, Monisha Bakery for entrepreneurship,

Bharatiya Itihaah Sangkolon Samiti, Asom, Jorhat, zilla samiti, Lachit Maidam Sanrokhon samiti, Borbheti satra, Deuri sahitya Sabha to promote and preserve Indian languages, Royal Global University, Guwahati, Assam .

8. Approximately 300 new study materials related to various courses of NEP 2020 are added in the central library.

9. Introduced SWAYAM online study platform.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sarbodayacollege.in/index.php/iqac
Upload any additional information	**No File Uploaded**

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

Response: The college has a multilayered governance system. The nature of the Governance of the college is based on decentralised, co-operative, and participatory.

To assess, monitor and to uplift the institutional academic, administrative, infrastructure and other co- curricular activities the college has following committees.

1. Governing Body at the apex with Principal as ex-officio secretary Vice- Principal, two teacher and one UDA as members. 2. IQAC. 3. NSS.

4. NCC. Two faculty members as in- charge for Both boys and Girls.

5. Student Union Body:

6. RTI Cell. 6. Prospectus Committee.

7. Admission Committee

8. Routine Committee. 8. Examination Committee.

9. Library Committee.

10. Teaching and Non- Teaching Staff Committee.

11. NEP 2020 Task Force. 12 Disciplinary Committee: 13. Digital Cell:

14. Women Cell: 15. Purchase Committee: 16. Protection of Sexual Harassment Committee

17.ST/ SC Committee: 18. OBC Committee: 19. Minority Cell: 20. Anti-Ragging Cell: Principal as chairperson, I/C Pulibor police station, Local print media representative, two guardian representative, Student Union and three faculty members. 21. Canteen Committee:

22. Students Grievance and Redress Committee

23. Career Counselling Committee 24. Alumni Committee. 25. Medical and Emergency Cell:

26. Environment cell:

27. Yuva Tourism Club:

File Description	Documents
Paste link for additional information	https://www.sarbodayacollege.in
Link to Organogram of the Institution webpage	https://www.google.com/search?q=Intitutional+organogramg
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Response: The college has taken various welfare measures for its teaching and non-teaching staff: 1. A mutual fund under the supervision of Provincialized Teacher Unit to assist its members.

2. An Employee Unit to provide financial assistance to the members of the teaching and non-teaching staff.

3. A medical unit run by a committee to render emergency medical support.

4. The college authority grants leave to its employees to safeguard his/her own rights when needed as per the service rules framed by the Government of Assam. 5. Set up a women cell for various female

related issues.

6. Set up Protection of Sexual Harassment cell to meet issues related to it. 7. Women representatives are enlisted in every committee

8. Medical camp and workshops are conducted on female health and hygiene and other female related issues.

9. Installed an Incinerator machine to destroy the used sanitary pads.

10. Hygiene toilet facilities for both male and female faculty and office staff members.

11 Installed two Fire Extinguisher to meet emergency.

12. Installed CCTV in all important corridors to monitor the activities of the visitors.

13. Pure drinking water facilities.

14. Facility of ramp for specially abled.

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

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

5

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

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

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

1

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

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

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

15

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

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

Response:

The college follows two performance appraisal system one is as per the UGC guideline for the faculty members and other is institutional own system under IQAC for both teaching and non-teaching staff.

The institution has a formal legitimate committee framed by the IQAC for appraisal of its teaching and non-teaching staff.

Objective of Appraisal: To encourage work culture.

Committee:

President: Principal of the college.

Convenor: Convenor of Criterion 6 IQAC.

Members: 1. Coordinator IQAC.

2. Secretary Teaching and non-Teaching Staff.

3. Senior UDA from office staff.

Guidelines for Appraisal-

1. **One will be from faculty members and the other will be from office staff UDA/LDA / from Grade iv.**
2. **The activities of designated personals holding chairs (Principal, Vice Principal, Coordinator IQAC) will not come under consideration.**

3. The committee shall be solely responsible for judging and select the best employee.
4. The committee will democratically select the talent after holding meeting keeping in view/taken into consideration based on the report received from various fields.
5. The best employee will be warmly felicitated in the freshmen social function.
6. Judgement will be based on 200 marks for faculty members and 175 marks for office staff.

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

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

Resonse:

The college regularly conducts both internal and external audit. The Governing Body of the college appoints two faculty members as internal auditor to prepare a report on various financial transaction every year. The prepared report is forwarded to the Governing Body for consideration and approval. The college has provision to settle audit objections but till date no discrepancy is found by the internal auditors. The external audit is done by Chartered Accountant during the last financial year. The external audit is done on heads like Infrastructure, General fund, Library fund, Games and Sports fund, Festival fund, Cultural and Magazine fund and expenditure on Remuneration of faculty members yet to be provincialized by the Government of Assam. As per guideline of Assam Govtt. Finance Deparment he institution has done Govt. Audit regularly. The college has maintained cash book, ledger book, stock book, remuneration statement of non- provincialized employees of the institution.The veriuos deparments and cells have mantains and conduct regular audit as per insttittutional financial guidelines.

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

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)

1

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

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

Response: The College has a comprehensive resource mobilization policy.

The college generated revenue during this current year in the following grounds.

1. **Agriculture- Approximately Rs 6,000 during this year from agriculture.**
2. **Government Aid- Received an amount of Rs... as part payment for the construction of Administrative Building.**
3. **S.B.I, Kataki pukhuri Branch Jorhat from CSR Fund: 2 nos of Desktops and 50 nos of Chairs.**
4. **Aid well-wisher: Received an amount of Rs..6.30lakhss from late Punaram Borpatra(Ex- Governing Body president) family for renovation of the college Auditorium.**
5. **Aid from Indus Tower (Airtel): Receive an amount of Rs 5300 per month as rent for providing land for its installation.**
6. **Library: Received 50 number of books as donation from benevolent.**

7. **Alumni Gate:** The Alumni of the college has constructed a concretized gate at the entrance of the college.
8. **Aid for Museum (Assamese Department);** Different communities have donated the following traditional antic items-

1. Muthiya 2 Nos (Big and Small).
2. Hukka 1 No.
3. Doon (used to measure paddy in ancient period).
4. Muga Suria (Assamese male Traditional Attire).
5. Kinkhup Jura (Assamese female Traditional Attire).
6. Kahoni (used for weaving traditional dress).

1. **Vermicompost:** Received an amount of Rs 1150.
2. **Miscellaneous;** Received an amount of Rs 1200 from Xerox and Scrap.

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

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

Response:

Two practices institutionalised because of IQAC initiatives:

1. **(i) Deployment of Faculty members to the Adopted School for taking classess as Resources Teachers of following departments-**

To Malow Khat H. S. School, Malow Pather, Jorhat, Assam.

A. English.

1. Sociology.
2. Education.
3. Assamese.

E.Political Science.

To Namdeuri H. S. School, P.O Namdeuri, Jorhat, English.

1. Sociology.
2. Assamese.

To Sarbodaya Senior Secondary School, P.O Malow Pather, Jorhat,

A. Political Science.

B.Philosophy.

C.History.

D.Sociology.

To fulfill the objectives of the Vision and Mission of the college, the IQAC has taken the initiative to sign MoUs with the following organizations.

1. To impart IT education - MoU with Assam Electronics Development Corporation Ltd. (Amtron) and Teamlease Edtech ltd.
2. To train the students in Aqua culture- MoU with District Fishery Department, Govt. of Assam, Jorhat.
3. To create entrepreneur- MoU with Monisha Bakery,
4. Bharotiya Itihaah Sangkolon Samiti Jorhat, Assam.
5. Lachit Maidam Sanrokhon samiti, Jorhat, Assam.
6. Borbheti satra, Malow Pather, Jorhat, Assam.
7. Sabha. Jorhat, Assam

h. Farm 2 Food Foundation, Jorhat, Assam.

i. Royal Global University, Guwahati, Assam.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

Response:

The IQAC has reviewed the existing teaching learning process and has decided to bring certain reforms to it by introducing some new teaching learning methodology to it such as-

(i)Faculty exchange with other college-: As per the MoU –

A.Department of Assamese- Assamese department of Bahona college and Jorhat College.

B.Department of History_ History Department of Bahona College and Nabin Bordoloi college.

C.Department of Political Science: Political Science Department of Bahona college.

D.Department of Philosophy: Philosophy department of Jorhat college.

E Department of Sociology: Sociology department of Jorhat Kendriya Mahavidyalaya and Jorhat college

Outcome—

1. **Faculties of Philosophy Department took class at Jorhat College.**
2. **Faculties of Assamese Department, Bahona college, Jorhat took classess.**
3. **Faculties of philosophy department of D.C.B college, Jorhat took classess.**

iv. Faculties of Sociology department of Chinamora college, Jorhat took classess.

(ii)Interdepartmental faculty Exchange

1. **Department of History with the department of Philosophy.**
2. **Department of Political Science with the department of Philosophy.**

1. **Department of Assamese with the department of English.**
2. **Art Film Screening program has organised to impart knowledge**

on rich Assamese cultural, traditional, and social heritage etc. through audio visual medium.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. **Response: The college takes the following measures for promotion of gender equity:**

1. **In the institution 3 Nos. of women faculty are holding the chair of HOD.**

2. women faculty members are appointed in IQAC as convenors in the Criterion 2. 3.6, 7, women faculty selected as teaching staff

representative, Governing Body ,IQAC Executive Body, Prospectus committee, Examination committee, Convenors (protection of Sexual Harassment ,Minority and Anti Ragging Cell.) ,supervisor in Sanskritic Maha Sangram organised by the Govt. of Assam.

1. The institution has NCC courses for both boys and girls.
2. Women cell organises different programmes for women empowerment and gender sensitisation:

1. Medical awareness programme on Menstrual Hygiene ,Celebration of women day,

Gender responsive teaching methodologies are adopted in classroom interaction to create a gender friendly environment. Sociology, Education, Historuy,,Assamese and Political science Department taught papers related to gender equity.Besides having Weaving for the girls' students, the college has introduced Beautician (Rupcharcha) course.

Facilities for women in campus:

1. The college has concrete boundary wall and installed CCTV.
2. Separate common rooms and toilet facilities for both boys and girl's, faculty members and office staff.
3. Distributes sanitary pads among the girls' students.

Installed an Incinerator machine

File Description	Documents
Annual gender sensitization action plan	Sarbodaya college Gender Sensitization Action Plan Gender Sensitization Action Plan Diversity, Inclusiveness, Equality and Justice are values that are integral to the vision of Sarbodaya college of providing a global platform for nurturing talent and inculcating human values. Providing a Gender Equal Environment and scope for Women Empowerment the Institution has a robust Policy, dynamic and non-tolerance towards any form of Gender Discrimination. To achieve the desired goal the institution has trying is level best to bringing a positive change supports equity amongst genders through forming committees such as Women cell, Protection of sexual harassment cell, Redressal of Grievances cell and installing Complaint box and CCTV . The Annual Gender Sensitization Action Plan is as follows: To Promote awareness amongst Faculty Members, Staff and Students on issues like Health, Education, Gender Equality through Workshops, Seminars, Medical camps, Debates and Quizzes and Celebration of International women Day inside and outside the college campus .
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	https://www.sarbodayacollege.in/images/Protection_of_sexsuel_harsement_with_photos_1.pdf

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	No File Uploaded

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

1. **Response:**

1. **For degradable and non-degradable waste:**

1. **Degradable waste: The institution has a pond located at remote unused corner to dispose all degradable waste of the college. Besides, degradable wastes are also used in vermicomposting.**
2. **Non-degradable waste: The institution has installed enough dustbin in various necessary places to throw solid waste which is later destroyed either by burning outside in non-habitant area.**

1. **Liquid waste: To manage the liquid waste multi layered septic tanks and inter linked drains are well linked with various sources of liquid wastes available in the college campus.**
2. **Bio-medical: Installed an Incinerator machine to destroy the used sanitary pads.**
3. **E waste: The institution follows the environmentally friendly manner procedures to dispose the e-wastes in the college.**
4. **Waste recycling system: All half rotted degradable wastes are collected from the decompose pond and utilised in production of vermicompost, later used as fertilizer in institutional plants and the departmental gardens.**
5. **The institution has only Arts stream so there are no possibilities of having hazardous chemicals and radioactive waste.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.sarbodayacollege.in/images/Waste_Management.pdf
Any other relevant information	No File Uploaded

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

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	View File
Any other relevant documents	No File Uploaded

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the

A. Any 4 or all of the above

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading   **C. Any 2 of the above**

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

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

Response: The institutional efforts-

(i) Celebration of various cultural activities of communities- For students' Freshmen social, College Week etc.

ii. celebration of National and Regional importance days

iii. Declaration of restricted holiday in the occasion of Ali Aai Ligang, and in Deuri Bihu.

iv. Celebrated Bihu festival.

v.participation of students in Sanskritic Maha Sangram, Govt. of Assam.

vi. Participation of girl student in Bihu Dance Guinness Book of World Record, Govt. of Assam.

vii. Added more traditional and cultural items to the existing Museum.

viii. Field trips with the students such as-

1. Assamese department to Majuli, Assam on Satra and Mrit Shilpa.
2. Sociology department to Historic Lachit Barphukan Maidam, Holongapar Jorhat, Assam.
3. Geography Department to Doyang Hydro Electric Project, Nagaland.
4. Education department to historic Sibsagar.
5. Sociology Department on Impact of Christianity amaong the Mising Community at Desoiporiya Village, Jorhat.
6. History department to historic Sibsagar.

viii. Following MoUs have been signed with

1. Bharotiya Itihaah Sangkolon Samiti Jorhat.

b. Lachit Maidam Sanrokhon samiti, Jorhat.

c. Borbheti satra, Malow Pather, Jorhat.

d. Deuri sahitya Sabha.

e. Mising Agam Kebang .(Mising Sahitya Sabha).

f. Royal Global University, Guwahati, Assam.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Response: Celebration and organised some major events of national and international importance-

1. **The Republic Day, Independence Day, Rastriya Ekta Divas, 400 Birth Anniversary of Lachit Borphukan. National Sports Day, Students Day, World Philosophy Day, Mera Bill Mera Adhikar programme, World Environment Day, International Women Day Celebration. International Yoga Day.**
2. **The Student Union Body is formed every year as per the guidelines of Lindo committee.**
3. **NCC for both Boys and Girls: (Enrolled total 76 boys and 22 girls.)**
4. **NSS course: (Enrolled 57 Nos. of volunteers including faculty and office staff).**
5. **Department like political science teaches papers on Indian Constitution and Government, Public Administration and Political Process in India.**
6. **VAC courses has been introduced.**
7. **The institution has cells such as protection Sexual Harassment, Anti Ragging, Women cell, Environment cell, Yuba Tourism Club, OBC, ST/SC, Minority cell.**
8. **Extended Activities such as:**

1. **Taking classess in the adopted schools,**
2. **Organising Cleanliness programme at Adopted and nearby villages and in the college campus.**
3. **Medical awareness programme on Menstrual Hygiene and use of Sanitary Napkin, Anaemia Screening, eradication of Dengue .**
4. **Plantation drive under Amrit Brikshya Andolan and Assam Chief Minister Institutional Plantation Programme.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

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

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

Response:

a. World Philosophy Day on 17.11.2022: Organized special lecture programme on the topic 'Philosophy, Science and Technology.

b. 400 Birth Anniversary of Mahabir Lachit Borpukon on 19th November 2022:

c. Silpi Divas on 17. 01.2023.

d. The Republic Day on 26th January 2023.

e. International Women Day on 06. 03. 2023.

g. World Environment Day on 5th June 2023: Organised plantation programme inside and outside the college.

h. International Yoga Day on 21st June 2023: Students, faculties, office staff, NCC, NSS and Women cell have participated in Yoga program.

i. Rabha Divas on 19th and 20th Jun 2023: Organised special lecture programme on his lifetime contribution to the Nation and Assamese culture.

j. Students Day on 31.06.2023 in memory of Bodofa Upendra Nath Brahma:

k. National Library Day on 9.08.2023:

l. Independence Day: Celebrated from 10th to 15th August 2023 by organising campaign on the slogan "MERI MAATI MERA DESH"

m. National Sports Day on 29th August 2023

n. Teachers Day on 05.09.2023

o. Swachh Bharat Abhiyan on 01.10.2023:.

p. Gandhi Jayanti from 2nd to 4th october 2023

q. Rastriya Ekta Divas on 31.10.2023 in memory of Sardar Vallabhbhai Patel:

r. National Dengue Divas on 04.11.2023:

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

7.2 - Best Practices

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

Response:

A.1. Grantha Barta Anusthan. (Text Discussion).

2. To improve critical and analytical thinking skills among the students.

3. Challenges faced:

a. To persuade

b. Book selection

c. Presentation.

4. Uniqueness in the context of higher education:

a. Enhancement of own explanation,

b. Transform web site-based learning to reading books.

c. Acquaint with research-based paper/book.

d. Multilingual books published.

5. For the purpose organiser appointed judges to review the performance of the participants and finally felicitated the best student reader

6.

a. Time Management.

b. Book selection.

c. Digital Presentation.

B. 1. International Women Day Celebration in Adopted Village.

2. To sensitize the rural women regarding gender, socio economic, self-employment generation, importance of higher education and hygiene related issues.

3. Challenging issues:

To make the women aware about the importance of International Women Day.

4. Uniqueness in the context of Higher Education.

a. To spread the concept of higher education, self-employment.

5. Evidence of Success-

a. Participation of women was satisfactory.

b. Visited college to know about the process of their child enrolment and courses offered.

6. Problems Encountered and Resources Required:

a. Hesitation of women to participate.

b. The means of communication to the village is deplorable.

-

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Plantation for Better Environment

The college as per the Govt. letter no.DHE/PA/Misc/3/2022/44-A dated 07/07/2022 has formed an environment cell consisting of Chairman, Convenor and Members and is trying its level best to conserve, protect and make pollution free green campus. The college in addition to the celebration of Chief Minister Institutional Plantation Programme and Amrit Briksha Andolan has also undertaken its own initiative to plant trees within the campus and also in its adopted village and schools. It has also organized an online conference on "Beat Plastic Pollution" to create awareness on the ill effects of using plastic. It has a well maintained waste management system and has installed dustbins for both dry and wet waste materials. The dry wastes are used in vermicompost while the wet wastes are destroyed in a safe remote corner of the college. For identification of trees both local and scientific names are displayed on the trees. Moreover, the cell is looking forward to make medicinal and a botanical garden.

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

1. Response:

A well-planned documented process is used to implement effective delivery of curriculum.

1 The college strictly follows the curriculum designed by the affiliating university for CBCS and NEP-2020 (FYUGP).

2. The college has an admission committee to monitor the whole admission process and a routine committee to prepare the class routine. 3. A counselling session is organized before the commencement of every semester class for the benefits of the newly admitted students, departmental class routine, course plan, course outcome are prepared.

4. As per NEP 2020 (FYUGP) one Value Added Course consisting of two papers along with three skill-based courses have been introduced in the current academic year.

5. In the process of teaching both traditional, scientific and ICT methods are used.

6. Field visit, trips and excursions and projects are undertaken accordingly to enhance the practical knowledge of the students.

7. To conduct internal assessment and final examinations the institution has an examination committee headed by the Vice Principal along with the HODs.

8. The institution provides a central as well as departmental libraries and provides laboratory facilities to subject related students.

9. The institution has the NCC and NSS course and organise camp at regular interval.

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

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

○

Besides following the affiliating university academic calendar strictly the college prepares its own academic Calander for the smooth functioning of the curriculum. The entire admission process is monitored by an Admission Committee. The whole examination process is monitored by the Examination Committee headed by the Vice Principal of the college. The Affiliating University reserves the right to set questions of 80% marks of each paper in each semester examination. The remaining 20% marks are awarded by the concerned departments of the college through internal assessment which includes two (2) sessional examinations under CBCS. Following the academic Calander of the affiliating university and the institutional academic calendar the tentative dates of various events and schedules are prepared and Continuous Students Internal Evaluation (CIE) is done based on marks secured in Attendance (Classrooms and Library), based on evaluation on curricular activities Participation /Attendance Percentage in group discussions, seminars, home assignments, Unit Test, Field Trips, Projects. Evaluation based on (Appeared, Absent and performance in Internal and final Semester Examination. Evaluation based on participation in Sports and Events Inside and Outside the College, in NSS and NCC activities and in Cultural and Creative Activities.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://www.sarbodayacollege.in/images/Academic_Celender_prepared_by_College_for_2022-23.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum	C. Any 2 of the above

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	View File
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

0

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

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

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

2

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

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

0

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

2

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

1.3 - Curriculum Enrichment

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

Responses:

Professional Ethics:

The college offers some papers relates on professional ethics, Gender, Human Values following the curricular framed by the affiliating university. Such as:

1. **Political science department - Public Administration, Local Self Government etc.**
2. **Education Department- Organizational Behaviour, Leadership Development Program**
3. **Philosophy Department - Professional Ethics, its importance, and ways of practicing.**

1. **Gender: The college has set up a women cell for various**

female related issues and it has also a cell for protection of sexual harassment.

2. Sociology Department - Gender Sociology.
3. Education Department - Gender and Education Studies.
4. History Department -Women Studies.
5. Assamese Department - Gender issues.
6. Political Science Department - 'Feminism: Theory and Practice'.

Human Values: . The college has a Student Welfare Fund, Mutual Fund and Office Staff Mutual Fund to help the needy and destitute.

1. Education Department - Development of social, moral, and aesthetic values and a paper on Principles of Management of Human Resources.
2. Political science department -Human Rights.

Environment and Sustainability: The college has a pollution free campus. It has a well organised Environment Cell to maintain and preserve the environment of the college and nearby surrounding areas.

Geography Department - environmental geography.

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

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

3

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

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

2

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**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	https://docs.google.com/forms/d/1OYJJbwqoPelKZXN02f0Y8T85ezeWHsI_w4siQNv1gZE/edit#responses

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

350

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

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

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

551

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

2.2 - Catering to Student Diversity

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

Response: The faculty members during the classroom transaction use Continuous and Comprehensive methods to find out the advanced and slow learners. Strategies taken to improve the slow learners: 1. The institution has the provision of Mentor and Mentees to monitor, the slow learners.

2. The institution has the provision of tutorial and remedial classes.

3. Study materials provided by every department through departmental WhatsApp groups.

4. The faculty members focus on the upliftment of answering skill of the slow learners through writing skill.

5. Peer learning is enhanced through group discussions and presentations. Remain in contact with the parents frequently.

Strategies for advanced learners: 1. To encourage the advanced learners more relevant and reference study materials are provided by the faculty members.

2. The advance learner are motivated for collaborative learning in classroom transaction.

3. The advanced learners are given more space to work on their own.

4. Best graduate students are rewarded every year both by the college authority and concerned department in Freshmen Social along with best student Reader award.

5. The advanced learners are encouraged by the college through providing financial supports to participate in various workshops "Student Awareness Workshop on various APSC Examination,

seminars, and competition.

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

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

Number of Students	Number of Teachers
551	**31**

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

2.3 - Teaching- Learning Process

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

Response: The college adopts various student centric methods to enable the students to make use of their potentialities. Some of the methods taken during the session 2022-23 are as follows- 1. Every department of the college conducted group discussions among the students on subject related matters. 2. Students participated in various topic such as special lecture, seminars, workshops, quiz, debates, and essay writing competition inside and outside the college which encouraged and motivated students to attain participative experiences and problem-solving learning. 3. Fields trips are organized to biodiversity parks and heritage sites to enrich students' knowledge inside and outside of own state. 4. Experimental learning is conducted through practical class by the departments of Education and Geography. 5. Participatory learning experiences such as projects works and assignments are provided by the institution. 6. To nurture creativity and other skills college magazines and wall magazines and handwritten magazines are published by various departments. 7. The college has Undertaken various camps and field trips under NCC and NSS. to enhance their experimental learning and social responsibilities.

8. The institution has celebrated various programmes on state, national and international importance days to encourage and make the students understand the importance of such events.

File Description	Documents
Upload any additional information	View File
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

Response: 1. The college has two ICT enabled classrooms having Desktops, Laptops, and projectors to facilitate effective teaching learning.

2. The teachers use ICT enabled tools to deliver lectures to students for better understanding of the topic/content taught. ICT tools are also used to impart knowledge to students on various other fields.

3. All workshops and seminars organised in the college are conducted using ICT tools.

4. The college has a WhatsApp group comprising of faculties and administrative staff where information regarding curricular and extra-curricular activities are shared for the academic upliftment.

4. All the departments have their own WhatsApp group where Teachers and students interacted continuously to share study materials and to provide various other information related to curriculum.

5. The college has a YouTube channel named YTC where academic Calander class routine, course plan and course outcome, various programmes organised inside and outside the college and lectures related to syllabus are uploaded in the form of video for the better understanding and benefit of the students.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.sarbodayacollege.in/images/IMG-20220329-WA0009.pdf

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

31

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

2.4 - Teacher Profile and Quality

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

31

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

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

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

6

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)	<u>View File</u>

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

13 - 23

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

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.

Response: The college being an affiliated institution of Dibrugarh University, strictly follows the university guideline regarding internal assessment procedure. It gives 20% weightage in overall internal assessment of the students which includes 10% from sessional test, 5% through attendance and 5% through seminar, group discussion and home assignments. The college has an Examination Committee consisted of all the HOD and IQAC coordinator headed by the Vice Principal. Prior to the commencement of the examination a meeting is called upon to discuss matters related to the examination. Two sessional examinations are conducted as per (CBCS). HOD of every department submits the result sheet to the examination committee and after proper scrutiny and verification the committee declares the result. Re-examination is conducted for absentees after proper verification. The marksheets are displayed centrally in the college notice board along with a general notice informing the students that if they have any grievances regarding the marks scored, they can raise complaint. within seven days to the

Student Redressal and Grievance committee of the college. If any complaint is found the same is sent to respective departments for necessary action and thereafter following due procedure the concerned departments meet the complaint and finally, the marks are sent to the affiliating university.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Response: The college has a well organised Student Grievance and Redress Committee headed by a senior most faculty along with two members from faculties and two from Students Union Body to deal with the examination related grievances. All the grievances related to examination are solved efficiently within a short period of time. A period of 7 days is given to the students by the Redress cell, after the marks are displayed in the college notice board to register their complaints and if any complaint is found the same is sent to respective departments for necessary action. The HOD of the respective department called upon a meeting to discuss the matter and after following due procedure the marks are sent to the affiliating university. If no complaint is received by the Redress cell within the stipulated time of 7 days, the answer scripts are disposed of.

Besides, the college has a Complain Box for the students which is used to address their complaints. The complain Box is open at a regular interval of time by the Grievance and Redress Committee and if any complaint is found then the college tries to deal and solve the raised complaint at its level best.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

Response: The college is affiliated to Dibrugarh University and hence follows the academic guideline of the affiliating university. In this current year as per the guideline of the affiliating University the institution is offering UG B.A. Course in Eleven subject as per (CBCS) i.e., Assamese, English (Non-Hons.), Economics, political science. Geography, History, Philosophy, Education and Sociology, Environmental, Multidisciplinary. Prior to the introduction of CBCS the college participated in workshops conducted in the affiliating university and other academic institutions to gather knowledge on the same which is latter on imparted to the admitted students by conducting counselling programme. A central counselling session is organized before the commencement of every semester class for the benefits of the newly admitted students where departmental class routine, course plan, course outcome is informed.

All the departments have their own departmental committee consisting of the teachers and the students and frequent meetings are organised to discussed about the class routine, course plan and course outcome.

Academic Calander of the affiliating university and institutional academic Calander is uploaded in the college website for general information to all.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Response: The college evaluates the performance of the students through various methods for measuring the level of attainment of programme and course outcome. Students learning levels are assessed through direct evaluation process. Student's progressions are evaluated 80% through university final examination and 20% through internal college assessment. The attainment of the students is evaluated internally through sessional examination, attendance, seminars, group discussions

etc. Besides field trips, research projects and other extended activities are conducted as per the academic calendar. External assessments is done by external experts for the practical examination appointed by the university. The institution collects feedbacks from Alumni to know their attainment level (employability in various fields). Another parameter to measure attainment of POS, PSO and CO is through progression of students towards higher studies in educational institutions.

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

2.6.3 - Pass percentage of Students during the year

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

108

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

2.7 - Student Satisfaction Survey

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

https://www.sarbodayacollege.in/images/Student_Satisfaction_Survey.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

No

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)	View File

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

No

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

3

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

3.2 - Research Publications and Awards

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

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

4

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

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

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

31

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

3.3 - Extension Activities

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

Response: The college is trying its level best to uplift the socio-economic and living standard of the inhabitants of its

adopted 'Randhonijan' village. As such during this current academic year the college under the IQAC, NSS and Women cell have carried out the following programmes:

1. A field study among the students to make project reports on various aspects related to Borbheti Namghar was organised by the Research, Innovations and Extension cell in collaboration with IQAC on 19.12.2022.

2. Celebration of International women Day in adopted village to bring awareness among the women regarding health, hygiene, family planning etc. More than 74 women, Gaon Burha, college staff and students participated.

3. Cleanliness Programme was conducted on Randhanijan village by our students under IQAC and NSS unit on 4th October 2023.

4. Medical Awareness Programme carried out by the students and faculties under IQAC, NSS and NCC units of the college at Sengaliati and Disoi Poriya village in collaboration with Jorhat District Malaria Control Borad on 4.11.2023 to create awareness among the inhabitants of the locality about Dengue.

5. A medical awareness programme on Menstrual Hygiene and treatment, use of Sanitary Napkin, Anaemia Screening was organised on 7th October 2023 under IQAC and Women cell in the collaboration with Solmora Physical Health Centre (PHE) Jorhat, Assam, among the students, faculty members and office staff of the college.

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

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

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

4

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

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

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

5

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

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

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

501

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

3.4 - Collaboration

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

11

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

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

4

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Response: The college has a campus area of 9.373 acre of land. It has twenty (20) properly ventilated classrooms well equipped with enough desk -bench and with proper electrical facilities and TLM. It has single phased electricity connection and a 30 K.V silent power generator. It has a computer laboratory with 20 numbers of computers and two digital classrooms with sufficient ICT tools.

The institution has provided sufficient laboratory facilities to both geography and education department. The institution has a central common library of a total floor area of 8937 square feet with sufficient infrastructure. The library has a seating capacity of 60 students at a time. Besides, it has a separate study room for the teaching and non-teaching staff. At present the library has a strength of 10,450 books, 4 periodical journals and 4 daily newspapers. In addition to it, all the departments have their own departmental libraries. Besides, the institution has provision of separate toilet facilities for both faculties and the students, pure and hygienic drinking water, Canteen facilities, pollution free campus, Anti ragging measures, sexual harassment free zone, and installed CCTV in all the major entrances of the college along with a complain box in the college campus.

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

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

Response:

The college has an Auditorium (length 24 mitres/78 feet ,8.882 inches and breadth 11.19 meters/36 feet, 8.551 inch) to conduct cultural activities. It has sufficient musical instruments to conduct various cultural activities.

During the current academic year, the students of the college participated in Assam Sanskritic Maha Sangram organised by the government of Assam (list enclosed). Besides, it has organised the following cultural programmes:

1. Freshmen Social program

2. Silpi Diwas.

3. Saraswati Puja

4. Mukoli and Zeng Bihu

5 Rabha Diwas

6. Birth Anniversary of Bharat Ratna Bhupen Hazarika,

The college has a well-maintained outdoor playground of length 95 meters and breadth 61 meters where all outdoor sports activities are organized. It has a volleyball and badminton court and other Indoor Games facilities.

During the current academic year selected students have participated in Khel Maharan organised by Govt. of Assam

The institution is working to provide a gymnasium. Though the college has a plan to start a Yoga centre, still it celebrates international yoga day on 21st June every year to inform the importance of yoga to the students.

File Description	Documents
Upload any additional information	View File
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.

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

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

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

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

7454617

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

4.2 - Library as a Learning Resource

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

Response:

The institution has a central library name as Bidhya Binod jibashwar Borah library and was established in the year 1985 with a total floor area of 8937 square feet. It has separate sections for textbooks, reference collection, newspaper section, reading areas, monitoring section and all the activities are monitored by a library Management Committee comprises of Assistant Librarian as Convenor and headed by the Principal and all HOD as its members. The library has a seating capacity of 60 students at a time. At present the library has a total collection of 10450 (ten thousand four hundred fifty) books, 4 periodical journals and 4 daily newspapers. The institution has ILMS as follows:

- **Name of ILMS software—Koha.**
- **Name of the automation(fully/partially)-Partially.**
- **Version-21.11.03.000.**
- **Year of Automation- March 2022**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-	D. Any 1 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

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

66014.00

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

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

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

5913

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institution has sufficient IT facilities which is used in

both teaching learning and in administrative matters. The institution has a well -equipped computer laboratory with sufficient ICT tools. Besides, it has 12number of computers ,6 numbers of printers and 2 number of xerox machines. The college has two well-furnished and well-equipped ICT enabled digital classrooms. The institution has been using software namely, EDPS (Software given by Affiliating university) for the examination matters, ERP (Admission Software) and KOHA(used in library). The college has installed a Biometric machine to monitor the attendance of entire staff and CCTV cameras in its all the important corridors. Besides the institution has its website www.sarbodayacollege85@gmail.com and for IQAC www.collegeiqacsarbodaya@gmail.com and WhatsApp group comprising of faculties and administrative staff where information regarding curricular, extra-curricular activities and administrative information. All the departments have their own WhatsApp group where in the Teachers and Students interacted continuously to share study materials and other information related to the curriculum. The college has a YouTube channel named YTC where informations related to academic and other activities are uploaded. Recently, an Airtel Tower is installed in the college campus to upgrade the network facility.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	[https://www.sarbodayacollege.in/images/ICT based_Classroom.pdf]()

4.3.2 - Number of Computers

18

File Description	Documents
Upload any additional information	[View File]()
Student – computer ratio	[View File]()

4.3.3 - Bandwidth of internet connection in the Institution	D. 10 - 5MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

2134441

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

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

Response: As an affiliating and government provincialized college the institution follows the guidelines of the affiliating university and the Higher Education Department, Govt of Assam.

The institution has a Governing Body as apex monitoring authority framed as per the guidelines of the Higher Education Department Govt. of Assam.

As the Head of the institution, the principal along with his office staff in collaboration with IQAC formulate, generate, maintain, and monitor all the administrative, financial, and academic matters.

The college has a student Union Body framed yearly through democratic and as per the guidelines of the Lingdo committee report. to ensure all students related activities.

The institution has a dynamic IQAC framed as per the latest UGC norms to guide, lead, supervise and monitor the whole internal qualities of the college in collaboration with seven (7) criterion and various cells.

Besides, the institution has various committees and cells related to various matters.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	https://www.sarbodayacollege.in/index.php/iqac

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

217

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

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

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

0

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

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	https://www.google.com/search?q=Soft+skill%2C+language%2C+ICT+skill
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

Nil

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

337

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

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

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

10

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

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

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

1

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

5.3 - Student Participation and Activities

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

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

1

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

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)

Response: - The college has a Student Union Body formed yearly through democratic and as per the guidelines of the Lingdo committee report. The student union body comprises of the President, Vice President, General Secretary, Assistant General Secretary, Games Secretary, Social welfare Secretary, Cultural Secretary, Magazine Secretary, Girls common room Secretary, Boys common room Secretary, Debating Secretary, Festival Secretary. The college has a constitution, and all the activities of Student Union are carried out through it. The college union body plays a vital and integral role to manage administrative and co-curricular activities of the college. Student Union assists the institution in implementing stern measures to make a ragging, mobile, sexual harassment, pollution, drugs, and tobacco free campus. The Union also plays a significant role to conduct the functions enlisted in the academic calendar of the affiliating university and festivals of national importance. The union also plays a pivotal role in various functions organized by the college. Besides, the students' representatives render their assistance and help in the decision-making process of the college through various cells such as in IQAC, NSS, Anti ragging cell, Grievance and Redress cell, Protection of sexual Harassment cell, Yuva Tourism Club, Women cell, Medical unit etc.

File Description	Documents
Paste link for additional information	https://www.sarbodayacollege.in/images/Students_represent_of_various_committee.pdf
Upload any additional information	**No File Uploaded**

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

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

29

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)	View File

5.4 - Alumni Engagement

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

Response: The alumni association of the college was established in the year 2019 but it is not yet registered under the society registration Act 1860. The term of the college Alumni Body is of two years which will be completed in December 2023. The Alumni remains in constant touch with the college and keeps themselves updated with college activities. During this current year it has constructed the college by lane entrance gate and in the month of April 2023, it has conducted Bihu Dance competition where girls' students from the local educational institution participated. This year a faculty member from the department of Sociology and six non-teaching staff who are Alumni have donated books to the college library. Moreover, this current year the Alumni participated in the plantation Drive Amrit Briksha Andolan on 17th September 2023, participated in various extended activities undertaken by IQAC, NSS and NCC such as Cleanliness program at adopted village (Randhonijan village) in September 2023, programme on Menstrual Hygiene and use of Sanitary Napkin, Anaemia Screening, and awareness treatment menstrual organised on 7th October 2023 and programme on Dengue eradication programme organised on 4th November 2023 in collaboration with Jorhat district Malaria Control Board.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	[View File](#)

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

Response: Statement of Vision: Sarbodaya college, a premier education institution was established initially in the rural locality with the vision of imparting higher education to the needy and underprivileged students.

Statement of Mission: 1. To promote quality education helpful to the students and thereby transforming community lives into a global standard.

Nature of Governance: -

The nature of the Governance of the college is based on decentralised, co-operative, and participatory.

Perspective Plan:

1. Curricular.

a. Framed NEP-2020 (FYUGP) task force for its proper implementation.

b. Introduced skill-based courses along VAC course.

c. Organised career counselling programme, workshops, seminar, group discussion, lectures, field trips.

d. Introduced SWAYAM online courses.

d. Conducted faculty exchange programme.

e. Follows system of Mentor/Mentees.

d. Continuous internal evaluation of the students.

Extra-Curricular:

1. Celebrated days of state, national, international importance.
2. Encourage the students to participate in various sports and cultural events in the college.
3. Planned to set up a Gymnasium, Yoga centre and Indoor stadium.

Extended Activities:

1. Taking classes in adopted schools.
2. Organised medical awareness camps, cleanliness programmes and plantation drive. Teachers Participation—

Faculty members participate in all extended activities and events related to curricular and co- curricular.

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

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

Response: Response: The college has a multilayered governance system. The nature of the Governance of the college is based on decentralised, co-operative, and participatory.

To assess, monitor and to uplift the institutional academic, administrative, infrastructure and other co- curricular activities the college has following committees.

1. Governing Body at the apex with Principal as ex-officio secretary Vice- Principal, two teacher and one UDA as members. 2. IQAC. 3. NSS.

4. NCC. Two faculty members as in- charge for Both boys and Girls.

5. Student Union Body:

6. RTI Cell. 6. Prospectus Committee.

7. Admission Committee

8. Routine Committee. 8. Examination Committee.

9. Library Committee.

10. Teaching and Non- Teaching Staff Committee.

11. NEP 2020 Task Force. 12 Disciplinary Committee: 13. Digital Cell:

14. Women Cell: 15. Purchase Committee: 16. Protection of Sexual Harassment Committee

17.ST/ SC Committee: 18. OBC Committee: 19. Minority Cell: 20. Anti-Ragging Cell: Principal as chairperson, I/C Pulibor police station, Local print media representative, two guardian representative, Student Union and three faculty members. 21. Canteen Committee:

22. Students Grievance and Redress Committee

23. Career Counselling Committee 24. Alumni Committee. 25. Medical and Emergency Cell:

26. Environment cell:

27. Yuva Tourism Club:

File Description	Documents
Paste link for additional information	https://www.sarbodayacollege.in/index.php/iqac
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Institutional Strategic Plan for Implementation of NEP-2020

(FYUGP)

To ensure effective implementation of NEP-2020 (FYUGP) and steps to be taken by the college in a phase-wise manner up to next 15 years.

1. Formed a Task Force, NEP 2020(FYUGP) for IDP .

2. The task force and faculty members have attended workshop, FDP,Webinar on NEP- 2020 (FYUGP).

3. Organised awareness programme on NEP 2020 among the local people by postering, mentioning admission procedure and on courses.

4. To fulfill the requirements of ABC, the college has registered the students of first semester.

5. Introduced three new vocational courses of 3 credits.

6. Submitted proposal to RUSA for financial support to introduce 5 more skill-based courses.

7. Signed MoUs with Assam Electronics Development Corporation Ltd. (Amtron) and Teamlease Edtech ltd, for IT education, District Fishery Department for fish culture, Monisha Bakery for entrepreneurship,

Bharatiya Itihaah Sangkolon Samiti, Asom, Jorhat, zilla samiti, Lachit Maidam Sanrokhon samiti, Borbheti satra, Deuri sahitya Sabha to promote and preserve Indian languages, Royal Global University, Guwahati, Assam .

8. Approximately 300 new study materials related to various courses of NEP 2020 are added in the central library.

9. Introduced SWAYAM online study platform.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	https://www.sarbodayacollege.in/index.php/iqac
Upload any additional information	No File Uploaded

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

Response: The college has a multilayered governance system. The nature of the Governance of the college is based on decentralised, co-operative, and participatory.

To assess, monitor and to uplift the institutional academic, administrative, infrastructure and other co- curricular activities the college has following committees.

1. Governing Body at the apex with Principal as ex-officio secretary Vice- Principal, two teacher and one UDA as members. 2. IQAC. 3. NSS.

4. NCC. Two faculty members as in- charge for Both boys and Girls.

5. Student Union Body:

6. RTI Cell. 6. Prospectus Committee.

7. Admission Committee

8. Routine Committee. 8. Examination Committee.

9. Library Committee.

10. Teaching and Non- Teaching Staff Committee.

11. NEP 2020 Task Force. 12 Disciplinary Committee: 13. Digital Cell:

14. Women Cell: 15. Purchase Committee: 16. Protection of Sexual Harassment Committee

17.ST/ SC Committee: 18. OBC Committee: 19. Minority Cell: 20. Anti-Ragging Cell: Principal as chairperson, I/C Pulibor police station, Local print media representative, two guardian representative, Student Union and three faculty members. 21. Canteen Committee:

22. Students Grievance and Redress Committee

23. Career Counselling Committee 24. Alumni Committee. 25. Medical and Emergency Cell:

26. Environment cell:

27. Yuva Tourism Club:

File Description	Documents
Paste link for additional information	https://www.sarbodayacollege.in
Link to Organogram of the Institution webpage	https://www.google.com/search?q=Intitutional+organogramg
Upload any additional information	**No File Uploaded**

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

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

6.3 - Faculty Empowerment Strategies

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

Response: The college has taken various welfare measures for its teaching and non-teaching staff: 1. A mutual fund under the supervision of Provincialized Teacher Unit to assist its members.

2. An Employee Unit to provide financial assistance to the members of the teaching and non-teaching staff.

3. A medical unit run by a committee to render emergency medical support.

4. The college authority grants leave to its employees to safeguard his/her own rights when needed as per the service rules framed by the Government of Assam. 5. Set up a women cell for various female related issues.

6. Set up Protection of Sexual Harassment cell to meet issues related to it. 7. Women representatives are enlisted in every committee

8. Medical camp and workshops are conducted on female health and hygiene and other female related issues.

9. Installed an Incinerator machine to destroy the used sanitary pads.

10. Hygiene toilet facilities for both male and female faculty and office staff members.

11 Installed two Fire Extinguisher to meet emergency.

12. Installed CCTV in all important corridors to monitor the activities of the visitors.

13. Pure drinking water facilities.

14. Facility of ramp for specially abled.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

5

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

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

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

1

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

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

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

15	

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

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

Response:

The college follows two performance appraisal system one is as per the UGC guideline for the faculty members and other is institutional own system under IQAC for both teaching and non-teaching staff.

The institution has a formal legitimate committee framed by the IQAC for appraisal of its teaching and non-teaching staff.

Objective of Appraisal: To encourage work culture.

Committee:

President: Principal of the college.

Convenor: Convenor of Criterion 6 IQAC.

Members: 1. Coordinator IQAC.

2. Secretary Teaching and non-Teaching Staff.

3. Senior UDA from office staff.

Guidelines for Appraisal-

**   1. One will be from faculty members and the other will be from**

office staff UDA/LDA / from Grade iv.

2. The activities of designated personals holding chairs (Principal, Vice Principal, Coordinator IQAC) will not come under consideration.
3. The committee shall be solely responsible for judging and select the best employee.
4. The committee will democratically select the talent after holding meeting keeping in view/taken into consideration based on the report received from various fields.
5. The best employee will be warmly felicitated in the freshmen social function.
6. Judgement will be based on 200 marks for faculty members and 175 marks for office staff.

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

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

Resonse:

The college regularly conducts both internal and external audit. The Governing Body of the college appoints two faculty members as internal auditor to prepare a report on various financial transaction every year. The prepared report is forwarded to the Governing Body for consideration and approval. The college has provision to settle audit objections but till date no discrepancy is found by the internal auditors. The external audit is done by Chartered Accountant during the last financial year. The external audit is done on heads like Infrastructure, General fund, Library fund, Games and Sports fund, Festival fund, Cultural and Magazine fund and expenditure on Remuneration of faculty members yet to be provincialized by the Government of Assam. As per guideline of Assam Govtt. Finance Deparment he institution has done Govt.

Audit regularly. The college has maintained cash book, ledger book, stock book, remuneration statement of non- provincialized employees of the institution.The veriuos deparments and cells have mantains and conduct regular audit as per insttittutional financial guidelines.

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

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)

1

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

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

Response: The College has a comprehensive resource mobilization policy.

The college generated revenue during this current year in the following grounds.

1. Agriculture- Approximately Rs 6,000 during this year from agriculture.
2. Government Aid- Received an amount of Rs... as part payment for the construction of Administrative Building.
3. S.B.I, Kataki pukhuri Branch Jorhat from CSR Fund: 2 nos of Desktops and 50 nos of Chairs.
4. Aid well-wisher: Received an amount of Rs..6.30lakhss from late Punaram Borpatra(Ex- Governing Body president) family

> for renovation of the college Auditorium.
> 5. Aid from Indus Tower (Airtel): Receive an amount of Rs 5300 per month as rent for providing land for its installation.
> 6. Library: Received 50 number of books as donation from benevolent.
> 7. Alumni Gate: The Alumni of the college has constructed a concretized gate at the entrance of the college.
> 8. Aid for Museum (Assamese Department); Different communities have donated the following traditional antic items-

> 1. Muthiya 2 Nos (Big and Small).
> 2. Hukka 1 No.
> 3. Doon (used to measure paddy in ancient period).
> 4. Muga Suria (Assamese male Traditional Attire).
> 5. Kinkhup Jura (Assamese female Traditional Attire).
> 6. Kahoni (used for weaving traditional dress).

> 1. Vermicompost: Received an amount of Rs 1150.
> 2. Miscellaneous; Received an amount of Rs 1200 from Xerox and Scrap.

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

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

Response:

Two practices institutionalised because of IQAC initiatives:

> 1. (i) Deployment of Faculty members to the Adopted School for taking classess as Resources Teachers of following departments-

To Malow Khat H. S. School, Malow Pather, Jorhat, Assam.

A. English.

1. Sociology.
2. Education.
3. Assamese.

E.Political Science.

To Namdeuri H. S. School, P.O Namdeuri, Jorhat, English.

1. Sociology.
2. Assamese.

To Sarbodaya Senior Secondary School, P.O Malow Pather, Jorhat,

A. Political Science.

B.Philosophy.

C.History.

D.Sociology.

To fulfill the objectives of the Vision and Mission of the college, the IQAC has taken the initiative to sign MoUs with the following organizations.

1. To impart IT education - MoU with Assam Electronics Development Corporation Ltd. (Amtron) and Teamlease Edtech ltd.
2. To train the students in Aqua culture- MoU with District Fishery Department, Govt. of Assam, Jorhat.
3. To create entrepreneur- MoU with Monisha Bakery,
4. Bharotiya Itihaah Sangkolon Samiti Jorhat, Assam.
5. Lachit Maidam Sanrokhon samiti, Jorhat, Assam.
6. Borbheti satra, Malow Pather, Jorhat, Assam.
7. Sabha. Jorhat, Assam

h. Farm 2 Food Foundation, Jorhat, Assam.

i. Royal Global University, Guwahati, Assam.

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

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

Response:

The IQAC has reviewed the existing teaching learning process and has decided to bring certain reforms to it by introducing some new teaching learning methodology to it such as-

(i)Faculty exchange with other college-: As per the MoU –

A.Department of Assamese- Assamese department of Bahona college and Jorhat College.

B.Department of History_ History Department of Bahona College and Nabin Bordoloi college.

C.Department of Political Science: Political Science Department of Bahona college.

D.Department of Philosophy: Philosophy department of Jorhat college.

E Department of Sociology: Sociology department of Jorhat Kendriya Mahavidyalaya and Jorhat college

Outcome—

1. **Faculties of Philosophy Department took class at Jorhat College.**
2. **Faculties of Assamese Department, Bahona college, Jorhat took classess.**
3. **Faculties of philosophy department of D.C.B college, Jorhat took classess.**

iv. Faculties of Sociology department of Chinamora college, Jorhat took classess.

(ii)Interdepartmental faculty Exchange

1. **Department of History with the department of Philosophy.**
2. **Department of Political Science with the department of Philosophy.**

1. **Department of Assamese with the department of English.**
2. **Art Film Screening program has organised to impart knowledge on rich Assamese cultural, traditional, and social heritage etc. through audio visual medium.**

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	**C. Any 2 of the above**

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Response: The college takes the following measures for promotion of gender equity:

   1. In the institution 3 Nos. of women faculty are holding the chair of HOD.

2. women faculty members are appointed in IQAC as convenors in the Criterion 2. 3.6, 7, women faculty selected as teaching staff representative, Governing Body ,IQAC Executive Body, Prospectus committee, Examination committee, Convenors (protection of Sexual Harassment ,Minority and Anti Ragging Cell.) ,supervisor in Sanskritic Maha Sangram organised by the Govt. of Assam.

   1. The institution has NCC courses for both boys and girls.
   2. Women cell organises different programmes for women empowerment and gender sensitisation:

   1. Medical awareness programme on Menstrual Hygiene ,Celebration of women day,

Gender responsive teaching methodologies are adopted in classroom interaction to create a gender friendly environment. Sociology, Education, Historuy,,Assamese and Political science Department taught papers related to gender equity.Besides having Weaving for the girls' students, the college has introduced Beautician (Rupcharcha) course.

Facilities for women in campus:

   1. The college has concrete boundary wall and installed CCTV.
   2. Separate common rooms and toilet facilities for both boys and girl's, faculty members and office staff.
   3. Distributes sanitary pads among the girls' students.

Installed an Incinerator machine

File Description	Documents
Annual gender sensitization action plan	Sarbodaya college Gender Sensitization Action Plan Gender Sensitization Action Plan Diversity, Inclusiveness, Equality and Justice are values that are integral to the vision of Sarbodaya college of providing a global platform for nurturing talent and inculcating human values. Providing a Gender Equal Environment and scope for Women Empowerment the Institution has a robust Policy, dynamic and non-tolerance towards any form of Gender Discrimination. To achieve the desired goal the institution has trying is level best to bringing a positive change supports equity amongst genders through forming committees such as Women cell, Protection of sexual harassment cell, Redressal of Grievances cell and installing Complaint box and CCTV . The Annual Gender Sensitization Action Plan is as follows: To Promote awareness amongst Faculty Members, Staff and Students on issues like Health, Education, Gender Equality through Workshops, Seminars, Medical camps, Debates and Quizzes and Celebration of International women Day inside and outside the college campus .
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	https://www.sarbodayacollege.in/images/Protection_of_sexsuel_harsement_with_photos_1.pdf

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	D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	No File Uploaded

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

1. **Response:**

1. **For degradable and non-degradable waste:**

   1. **Degradable waste:** The institution has a pond located at remote unused corner to dispose all degradable waste of the college. Besides, degradable wastes are also used in vermicomposting.
   2. **Non-degradable waste:** The institution has installed enough dustbin in various necessary places to throw solid waste which is later destroyed either by burning outside in non-habitant area.

   1. **Liquid waste:** To manage the liquid waste multi layered septic tanks and inter linked drains are well linked with various sources of liquid wastes available in the college campus.
   2. **Bio-medical:** Installed an Incinerator machine to destroy the used sanitary pads.
   3. **E waste:** The institution follows the environmentally friendly manner procedures to dispose the e-wastes in the college.
   4. **Waste recycling system:** All half rotted degradable wastes are collected from the decompose pond and utilised in production of vermicompost, later used as fertilizer in institutional plants and the departmental gardens.
   5. The institution has only Arts stream so there are no possibilities of having hazardous chemicals and radioactive waste.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.sarbodayacollege.in/images/Waste_Management.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus | **C. Any 2 of the above**

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

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the | **A. Any 4 or all of the above**

following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

C. Any 2 of the above

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

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

Response: The institutional efforts-

(i) Celebration of various cultural activities of communities-
For students' Freshmen social, College Week etc.

ii. celebration of National and Regional importance days

iii. Declaration of restricted holiday in the occasion of Ali Aai
Ligang, and in Deuri Bihu.

iv. Celebrated Bihu festival.

v.participation of students in Sanskritic Maha Sangram, Govt. of
Assam.

vi. Participation of girl student in Bihu Dance Guinness Book of
World Record, Govt. of Assam.

vii. Added more traditional and cultural items to the existing
Museum.

viii. Field trips with the students such as-

1. Assamese department to Majuli, Assam on Satra and Mrit
   Shilpa.
2. Sociology department to Historic Lachit Barphukan Maidam,
   Holongapar Jorhat, Assam.
3. Geography Department to Doyang Hydro Electric Project,
   Nagaland.
4. Education department to historic Sibsagar.
5. Sociology Department on Impact of Christianity amaong the
   Mising Community at Desoiporiya Village, Jorhat.
6. History department to historic Sibsagar.

viii. Following MoUs have been signed with

1. Bharotiya Itihaah Sangkolon Samiti Jorhat.

b. Lachit Maidam Sanrokhon samiti, Jorhat.

c. Borbheti satra, Malow Pather, Jorhat.

d. Deuri sahitya Sabha.

e. Mising Agam Kebang .(Mising Sahitya Sabha).

f. Royal Global University, Guwahati, Assam.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Response: Celebration and organised some major events of national and international importance-

1. **The Republic Day, Independence Day, Rastriya Ekta Divas, 400 Birth Anniversary of Lachit Borphukan. National Sports Day, Students Day, World Philosophy Day, Mera Bill Mera Adhikar programme, World Environment Day, International Women Day Celebration. International Yoga Day.**
2. **The Student Union Body is formed every year as per the guidelines of Lindo committee.**
3. **NCC for both Boys and Girls: (Enrolled total 76 boys and 22 girls.)**
4. **NSS course: (Enrolled 57 Nos. of volunteers including faculty and office staff).**
5. **Department like political science teaches papers on Indian Constitution and Government, Public Administration and Political Process in India.**
6. **VAC courses has been introduced.**
7. **The institution has cells such as protection Sexual Harassment, Anti Ragging, Women cell, Environment cell, Yuba Tourism Club, OBC, ST/SC, Minority cell.**
8. **Extended Activities such as:**

1. **Taking classess in the adopted schools,**
2. **Organising Cleanliness programme at Adopted and nearby villages and in the college campus.**
3. **Medical awareness programme on Menstrual Hygiene and use of Sanitary Napkin, Anaemia Screening, eradication of Dengue .**
4. **Plantation drive under Amrit Brikshya Andolan and Assam Chief Minister Institutional Plantation Programme.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

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

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

Response:

a. World Philosophy Day on 17.11.2022: Organized special lecture programme on the topic 'Philosophy, Science and Technology.

b. 400 Birth Anniversary of Mahabir Lachit Borpukon on 19th November 2022:

c. Silpi Divas on 17. 01.2023.

d. The Republic Day on 26th January 2023.

e. International Women Day on 06. 03. 2023.

g. World Environment Day on 5th June 2023: Organised plantation programme inside and outside the college.

h. International Yoga Day on 21st June 2023: Students, faculties, office staff, NCC, NSS and Women cell have participated in Yoga program.

i. Rabha Divas on 19th and 20th Jun 2023: Organised special lecture programme on his lifetime contribution to the Nation and Assamese culture.

j. Students Day on 31.06.2023 in memory of Bodofa Upendra Nath Brahma:

k. National Library Day on 9.08.2023:

l. Independence Day: Celebrated from 10th to 15th August 2023 by organising campaign on the slogan "MERI MAATI MERA DESH"

m. National Sports Day on 29th August 2023

n. Teachers Day on 05.09.2023

o. Swachh Bharat Abhiyan on 01.10.2023:.

p. Gandhi Jayanti from 2nd to 4th october 2023

q. Rastriya Ekta Divas on 31.10.2023 in memory of Sardar Vallabhbhai Patel:

r. National Dengue Divas on 04.11.2023:

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

7.2 - Best Practices

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

Response:

A.1. Grantha Barta Anusthan. (Text Discussion).

2. To improve critical and analytical thinking skills among the students.

3. Challenges faced:

a. To persuade

b. Book selection

c. Presentation.

4. Uniqueness in the context of higher education:

a. Enhancement of own explanation,

b. Transform web site-based learning to reading books.

c. Acquaint with research-based paper/book.

d. Multilingual books published.

5. For the purpose organiser appointed judges to review the performance of the participants and finally felicitated the best student reader

6.

a. Time Management.

b. Book selection.

c. Digital Presentation.

B. 1. International Women Day Celebration in Adopted Village.

2. To sensitize the rural women regarding gender, socio economic, self-employment generation, importance of higher education and hygiene related issues.

3. Challenging issues:

To make the women aware about the importance of International Women Day.

4. Uniqueness in the context of Higher Education.

a. To spread the concept of higher education, self-employment.

5. Evidence of Success-

a. Participation of women was satisfactory.

b. Visited college to know about the process of their child enrolment and courses offered.

6. Problems Encountered and Resources Required:

a. Hesitation of women to participate.

b. The means of communication to the village is deplorable.

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File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

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

Plantation for Better Environment

The college as per the Govt. letter no.DHE/PA/Misc/3/2022/44-A dated 07/07/2022 has formed an environment cell consisting of Chairman, Convenor and Members and is trying its level best to conserve, protect and make pollution free green campus. The college in addition to the celebration of Chief Minister Institutional Plantation Programme and Amrit Briksha Andolan has also undertaken its own initiative to plant trees within the campus and also in its adopted village and schools. It has also organized an online conference on "Beat Plastic Pollution" to create awareness on the ill effects of using plastic. It has a well maintained waste management system and has installed dustbins for both dry and wet waste materials. The dry wastes are used in vermicompost while the wet wastes are destroyed in a safe remote corner of the college. For identification of trees both local and scientific names are displayed on the trees. Moreover, the cell is looking forward to make medicinal and a botanical garden.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Future action for next academic year

The institution has the following plans—

1. To implement NEP 2020 (FYUGP) successfully.
2. To introduce more skill-based courses for greater benefit of the students.
3. To bring into force more MoUs .
4. To introduce more Courses offered under PMKVY
5. To make a community hub Centre to preserve and promote endangered languages, culture, and customs.
6. To introduce fish farming as the college has a suitable fish farming scope.
7. To introduce more courses through online portal.
8. To construct a girls hostel for the benefit of the girls students.
9. To organize more awareness PROGRAMMES on social, health and hygiene issues.
10. To carry out more faculty and student exchange programmed in the adopted schools and colleges.
11. To conduct a UGC Sponsored National Seminar and Workshops.
12. To organise programmes on campus selection of the students for jobs.
13. To conduct more career counselling PROGRAMMES for the benefit of the students.
14. To construct indoor stadium and gymnasium for both students and faculties.
15. To strengthen communicative and soft skills.