



## YEARLY STATUS REPORT - 2021-2022

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>SRIKISHAN SARDA COLLEGE</b>
• Name of the Head of the institution	<b>AMALENDU BHATTACHARJEE</b>
• Designation	<b>Principal i/c</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03844222409</b>
• Mobile No:	<b>9531154182</b>
• Registered e-mail	<b>sscollege@sscollegehkd.ac.in</b>
• Alternate e-mail	<b>iqac@sscollegehkd.ac.in</b>
• Address	<b>College Road</b>
• City/Town	<b>Hailakandi</b>
• State/UT	<b>Assam</b>
• Pin Code	<b>788151</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	<b>Affiliated</b>
• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>

• Name of the Affiliating University	Assam University, Silchar				
• Name of the IQAC Coordinator	DEBADUTTA CHAKRAVARTY				
• Phone No.	03844222409				
• Alternate phone No.	03844222409				
• Mobile	9435379574				
• IQAC e-mail address	iqac@sscollegehkd.ac.in				
• Alternate e-mail address	sscollege@sscollegehkd.ac.in				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.sscollegehkd.ac.in/NAAC/AQAR/AQAR%202020-21.pdf">http://www.sscollegehkd.ac.in/NAAC/AQAR/AQAR%202020-21.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.sscollegehkd.ac.in/NAAC/Academic%20Calender/AC2021-22.pdf">http://www.sscollegehkd.ac.in/NAAC/Academic%20Calender/AC2021-22.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	78	2004	04/11/2004	04/11/2009
Cycle 2	A	3.12	2011	30/11/2011	29/11/2016
<b>6. Date of Establishment of IQAC</b>			31/03/2007		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	0	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>No</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
* Regular/ CAS promotion of teachers are done under Government guidelines.		
* Enhancing teaching-learning environment of the college		
* Strengthening the mechanism of Network system in the college campus for easy access of internet		
* Strengthening the Examination cell of the college by reshuffling of employees		
* Conducting online webinars		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		
Plan of Action	Achievements/Outcomes	
Finalising the seven criteria of AQARs from the session 2016-17 to 2020-'21	Finalized the seven criteria of AQARs from the session 2016-17 to 2020-'21	
Submission of AQARs from the session 2016-17 to 2020-'21	Successfully submitted the AQARs from the session 2016-17 to 2020-'21	
conducting National/International seminars/ workshop etc.	The college conducted two National level workshops and one regional workshop	

Equip library with more subject related books	The Central Library of the institution purchased books for the benefit of the students.
Construction and completion of New Library building works	The whole Central library is digitalised with all new construction.
Initiating the process of Physical and Academic Audits of the Departments by Internal and External Peer-team	Initiated the process of Physical and Academic Audits of the Departments by Internal and External Peer-team
To prepare the AQAR for the session 2021-22	Preparation of the AQAR for the session 2021-22 is in progress
To go for the Third Cycle of NAAC Reaccreditation	Intention of the IQAC is placed before the authority
To gear up the Sports facility with a finished play field	The college was waiting for the 2nd instalment of money allotted by the Government for the playfield and hope to finish the remodel of the Playfield within 2023. Apart from that the convenor of the Sports cell also took initiative to gear up Sports facilities.
To start functioning of the Staff Academy in a new room	The authority takes the issue seriously and resolves to start staff Academy activities in a dedicated room.
To give priority in Health service to the students and the community at-large	Initiatives have been taken for a Room for Health Cell and materials and instruments were purchased for extending better facility.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	18/08/2022

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

Year	Date of Submission
2021-22	16/02/2023

**15. Multidisciplinary / interdisciplinary**

Srikishan Sarda College, Hailakandi, provides multidisciplinary educational environment. The institution is very keen to achieve the standard of education set by the Government under National Educational Policy 2020.

1. The College received fund from DBT, Govt. of India for Star College and Bio-tech Hub projects. As a part of these projects several multidisciplinary activities took place in the college.
2. The college has an effective Research & Publication Cell under which 'Research Culture' among the faculty members is encouraged and several numbers of Webinars, Seminars etc took place where both the students and the teachers of the valley participated
3. It is the only trusted college within the district which cater Distance Education to the students and the employees for perusing UG & PG level of education under the reputed K. K. Handique State Open University.
4. The Central Library of the college provides the platform of multi-disciplinary learning for knowledge building.

However, in this journey of promoting multi-disciplinary approach, the college always gives chances attention for promoting sustainable environment, maintaining social commitment and enhancing community outsource performances

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

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

**17.Skill development:**

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

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

For appropriate integration of Indian knowledge system, the college has Sanskrit Sahitya & Sanskrit Language as an integral part of our course structure along with "Honourse Course". Not only that the college used to conduct knowledge tour programmes. But as per Disaster Management Role under COVID situation 2021-22, the departments were not allowed to arrange such programmes. However, for the spread of Indian knowledge system the few departments organized student centric seminars on issues related to Indian knowledge system. The department of philosophy is also an integral part of our course structure with Honourse Course and Value education is also provided for enhancing & enlightening Indian knowledge system among the students.

The authority also planning to start a language integrated course programme with all the language departments of the institution emphasising 'Indian Knowledge System'. Apart from these, the college also inaugurated a Yoga Centre in the institution giving stress to Indian Knowledge system & efforts have been made to promote local languages like Monipuri, Bengali & endangered languages.

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

1. The institution resolves to start different vocational educational certificate courses on the basis of skill gap analysis & mapping of local opportunities.

2. The college also resolves to restart the ICT based skill development courses & crash courses for better empowerment opportunities of the students.

3. The institution also given stress for starting IndustryCollege partnership for expanding 'employment opportunity'' & hands on training of the students.

5. Apart from these, the college also has given priority for starting courses like Mass Communication, Biotechnology, Bfarma etc.

for the benefit of the local students.

## 20.Distance education/online education:

This year i.e. is 2021-22 session, there were 4 students in degree Level . The name of the students:-

1. Prantajyoti Roy, Regn. No. 21002452
2. Afsana Begom Barbhuiya, Regn No. 21002454
3. Jahira Begom Laskar, Regn No. 21002455
4. Rehana Begom, Regn No. 21002457

## Extended Profile

### 1.Programme

1.1	417
Number of courses offered by the institution across all programs during the year	

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

### 2.Student

2.1	871
Number of students during the year	

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

2.2	333
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	213
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1		<b>41</b>
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2		<b>50</b>
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1		<b>19</b>
Total number of Classrooms and Seminar halls		
4.2		<b>4311778.00</b>
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		<b>60</b>
Total number of computers on campus for academic purposes		
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
<p>The curriculum of the institution is designed and framed by the affiliating university i.e., Assam University, Silchar. The institution meticulously follows the curriculum of the university.</p>		



In pursuing the curriculum of the university, the college is always conscious to materialize its own dream of fulfilling its 'Vision and Mission'. The college at the very beginning of the session prepares its central routine for all streams. After that, each department of the institution prepares their own Departmental Routine for smooth allotment of classes. Each department has its own action plan for every session.

The curriculum delivery is effectively done through lectures, group discussions and ICT presentation for making classes more interesting and interactive. Provisions are also made for Hands on trainings, field trips experimental learning etc. for enhancing teaching learning process.

Besides its academic credentials, S. S. College is the most trusted name in offering Distance Education for the unemployed and employed youth to carry out their academic career through the recognized unit of K K Handique State Open University.

Apart from this, the college tries to infuse the idea of raising consciousness among the student's community regarding various issues like environmental degradation, lack of ethical values and gender base inequalities.

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

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

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

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

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

**A. All of the above**

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

## 1.2 - Academic Flexibility

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

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

626

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

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

**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement**

**for year: (As per Data Template)**

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

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

Nil

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

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

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

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

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

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

The Gender issues are also discussed by the Dept. of Bengali, Philosophy and Political Science. Bengali under its Unit3

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

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

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

6

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

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

67

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

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

**C. Any 2 of the above**

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

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<b>Nil</b>

#### 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**

**1335**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

333

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

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

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

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

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1766	41

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

### 2.3 - Teaching- Learning Process

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

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

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

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

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

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

The faculty members of this esteemed institution, with the motion of time, adopted all these ICT enabled tools to explore the endless possibilities of improving education system. The college has provided Free-Laptops to the faculty members and the college campus has been made 'Free Wi-Fi Zone' (completely dedicated) with a view to providing best possible network service in every nook and corner of the institution. The college has ICT enabled tools like computers, android TV, fax & Printers, Digital Labs, Digital Library etc. The faculty members used all these and WhatsApp, Zoom, Google Meet etc. for creating a good network with the students for providing assistance as and when required.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

**2.3.3.1 - Number of mentors**

**41**

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>



<b>2.4 - Teacher Profile and Quality</b>	
<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
41	
<b>File Description</b>	<b>Documents</b>
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
<b>2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year</b>	
26	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
41	
<b>File Description</b>	<b>Documents</b>
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	

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

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

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

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

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

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

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

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

Hence forth, centrally the examination committee rectified the marksheet of the students and presented the same before the affiliating University for uploading in their web-page. The project

works are also done by the students with full assistance of the faculty members.

If there is any doubt of the students regarding the final semester examination marks, they have their privilege to apply the University for rectification. All throughout the process, the college maintains transparency and dignity of the institution.

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

## 2.6 - Student Performance and Learning Outcomes

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

The semester course is designed to delivered information regarding the respective subject of the students and here the students get immense information about the subject after completion of each semester.

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

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

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

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

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

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

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

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

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

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

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

2.6.3 - Pass percentage of Students during the year

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

214

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

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

<https://www.sscollegehkd.ac.in/NAAC/Criteria%20Document/2021-22/271.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

4

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

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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

8

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

To promote institution neighborhood community network and sensitizing students to social issues especially Covid-19, the college gives major emphasis on vaccination drive (Booster Doze). The college also provided rooms to the Health Team from August 2022 for community vaccination under the District Health Department, Government of Assam.

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

- A. Covid-19 awareness programme in Barnarpur Bagan on 10-01-2022
- B. One Day workshop: Joint Action Plan on Prevention of Drugs & Substance Abuse Among Children & Illicit Trafficking on 29-12-2021
- C. Flood Relief Campaign in the adopted village area on 02-07-2022 and 29-06-2022
- D. Azadi ka Amrit Mahotsav on 12-08-2022
- E. Students participated in the Arunodoy Survey Programme.
- F. Ambedkar Jayanti
- G. Bhasa Sahid Dibas
- H. International Women's Day
- I. International Yova Day

**J. Observation Yoga Day****K. Yoga Exhibition****L. Swachata Abhiyan**

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

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

0

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

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

15



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

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

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

2107

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

1

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

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

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	No File Uploaded

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

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

The college has its dedicated Two storied Central library which is in fact a Knowledge Hub of this locality and it is explored by both the teachers and the students and even by the research scholars of the affiliating university. It has its well-furnished reading room and computer lab for accessing e materials.

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

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

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

The college has its Cultural cell and Sports Cell under the IQAC. The college administration is very conscious of providing all sorts of assistance within its limits for the all-round development of the students.

Apart from that, the college gives extra effort for the teachers and students involvement in the Gymnasium of the college.

The College Yoga Centre has been running well from June 2022.

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

**4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**

15

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

15

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

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

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

2632518

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

## 4.2 - Library as a Learning Resource

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

Name of ILMS software - e-Granthalaya

Nature of automation (fully or partially) - Partially

Version - 4.0

Year of Automation - 2005

About The Central Library:

The Central library of the college is the pivot upon which the whole system of education is rested. The Central Library is partially automated through an Integrated Library Management Software (e-Granthalaya 4.0) which is web based and can be accessed remotely. The software was installed in the academic session 2020-2021 and data has been migrated from the previously installed library automation software i.e. ExaLib.

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

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

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**3.65877**

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

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

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

**43**

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

**4.3 - IT Infrastructure**

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

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

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

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

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

Along with broadband the college has Wi-Fi facility which can be accessed from any nock and corner of the institution

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

#### 4.3.2 - Number of Computers

75

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 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)

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

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

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

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

In this process the college maintains the transparency and the

sanctity of the institution.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year

116

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

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

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



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

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

D. 1 of the above

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

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

0

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

0

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

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

C. Any 2 of the above

**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	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

1

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

258

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

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

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

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

**5.3 - Student Participation and Activities**

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

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

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

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

For providing scope for administrative, Curricular and extra-curricular activities, scopes are created for the students to represent them in various bodies of the institution. The college encourages the students to take part in the process of democratic exercise and to develop the sense of their leadership. The selected/elected council encourages the students to take responsibility and to hold programmes like Fresher's welcome, social week, Milad and Swaraswati puja etc. Apart from these students take active part in all other events of the college like Voters Day Celebration, Rabindrajyanti, Republic Day celebration, Independence Day celebration etc. Even the President of the students' council represented students in the meeting of the Construction committee of the college.

However, due to severe pandemic condition from 2021-2022 there was no Students Council in any form. But the authority resolves to form a council in the next year for ensuring students participation in events of the college and in the administration of the college.

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

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

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

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

#### 5.4 - Alumni Engagement

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

The college has a strong Alumni Association but not registered under Society Registration Act. However, the Association provides all sorts of assistance for the development of the college in kind not in cash. The members of the Association used to contribute fans, water purifier, building approach roads of different departments etc. This year the college Alumni Association took positive step regarding reconstituting the Association and going for all-out effort to register the Association.

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

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

E. <1Lakhs

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

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

##### 6.1 - Institutional Vision and Leadership

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

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

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

The college has its IQAC. Under the initiative of the coordinator IQAC and the Principal, all the faculty members work hard for the all-round development of the institution through different cells of the IQAC. The IQAC has formed its Steering Committee as per the guidelines of the NAAC. Meetings are regularly held in the IQAC conference room and policy decisions are conveyed to the faculty members. The IQAC also takes the initiative for the CAS promotion of the teachers.

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

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

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

The college has also a Teachers' Council of which President is the

principal. Thus, the work of the college is decentralized. Through the session, the 17 committees of the IQAC worked together for the betterment of the institution. These committees are formed with the Teaching and Non-teaching members of the institution.

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

## 6.2 - Strategy Development and Deployment

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

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

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

But due to severe pandemic situation, this session (2021-22), authority was bound to stop all student centric activities including academic and as such, the Bio-tech Hub could not maintain its activities in a proper manner.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

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

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

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

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

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

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

A. All of the above



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

### 6.3 - Faculty Empowerment Strategies

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

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

- a) The annual increment of 03% is provided to the teaching non-teaching members of the college.
- b) Promotion and CAS benefits are provided to the teaching faculty.
- c) The Assistant professors and Associates professors are given benefits for Ph.D. as per rules.
- d) The salary components and other monitory benefits are provided to follow welfare measures as setup the Govt.
- e) Festival Advance is given to the non-teaching members.
- f) House rent and medical allowance are given to the employees as per rules of the govt.
- g) Loans from the Provided Funds is given to the newly employees as per rules.
- h) Both the teaching and non-teaching members can avail different type of Leaves as per rules. Special leave for women employees "Child care" is provided for education of their wards.
- i) The college has its own Thrift & Credit Co-operative Society from which the employees can take loan at ease as per rules set by the

society.

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

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

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

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

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

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

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

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

15

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

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

Performance appraisal is the prime condition of promotion of the teachers. It makes the employees more responsible to his/her assign duties and undoubtedly it inspires the teachers to taking research works to enhance the domain of his knowledge. The performance appraisal report of the teachers is sent by the principal to the DHE, Assam for promotion. The principal is the sole authority of

assessing the report. For non-teaching, the promotion is done on the basis of seniority and the DHE Guwahati promote the non-teaching members.

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

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

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

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

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

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

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

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

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

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

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

The fund mobilization has been interrupted so long due to severe covid-19 situation. Even in this year too, Except Students Fee Weaver Amount nothing as fund received by the institution from any out agency like DBT, UGC, RUSA etc.

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

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) looks after the excellence of the college in different way. By the end of the

session, the IQAC chalked out the plan of action for the next session.

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

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

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

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The main intention of the IQAC is to adopt such practices which will provide quality education of the students for achieving outcomes shown under the Vision & Mission of the institution

For that, the IQAC particularly depends on:-

1. Implementing of all the suggestions of the last peer team members.
2. Collecting feedback from the students, teachers, employees, parents & Alumni.
3. Based on the suggestion and information received the IQAC takes measures for forms in teaching learning, structure methodology etc.
  - In addition to assignments, Unit test, the IQAC suggests to

use innovative methodologies.

- The IQAC establish collaborations with other colleges and industries state open university in the institution.
- IQAC established smart classes with support from the authority in the institution.
- As per suggestions of the last peer team IQAC not only increased the number of computers & ICT tools but also established new computer laboratory.
- Teachers are encouraged to use ICT tools to prepare and deliver their lectures.
- The IQAC strengthened the research and publication cell with a dedicated room.

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

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

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

A. All of the above

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

**INSTITUTIONAL VALUES AND BEST PRACTICES****7.1 - Institutional Values and Social Responsibilities**

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

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

The special Women cell of the IQAC is very active (within and without the campus area) in fostering gender sensitivity and provided sufficient scope for the students to participate in various discussion and activities related to women issues:

- 1) Women and Labour
- 2) Laws and Rights of the Women
- 3) Public Health and Hygiene
- 4) Women Empowerment

The Women cell of the institution works simultaneously with the Anti-Rigging and Anti-sexual Harassment cell of the institution. The cell also arranged certificate courses, Training courses for empowering the women. The cell has four (04) Sewing Machine for Cutting and Tailoring Training of the students and community members for empowering the women.

After weeping all government restrictions regarding Covid-19 pandemic, and after coming out of that horrible situation once more the institution planned to start works related women empowerment.

In this session, the college participated

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil



7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
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File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

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

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

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

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	<b>B. Any 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<b>No File Uploaded</b>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3.Pedestrian Friendly pathways</b></li> <li><b>4.Ban on use of Plastic</b></li> <li><b>5.landscaping with trees and plants</b></li> </ol>	<b>C. Any 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<b>No File Uploaded</b>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b>	<b>E. None of the above</b>

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

<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</b></p>	<p>D. Any 1 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

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

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

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

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

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

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

<p><b>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</b></p>	<p><b>D. Any 1 of the above</b></p>
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File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

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

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**Commemorative Days Events Festivals**

Youth Day -12th January Flood Relief Camp -02-07-2022 Swarasati Puja - 05-02-2022

Bhasha Shahid Divas -19th May 2022 Flood Relief (Adopted Village) -29-06-2022 Milad Mehfil

International MotherTongue Day 21st Feb 2022 Covid Awareness

(Bornarpur Bagan) -10-01-2022

Rabindra Jayanti -25th Boishak 2022 Covid-19 Booster Dose Camp  
-Aug/Sept 2022

Gandhi Joyanti -30th January Azadi ka Amrit Mahotsav -12-08-2022

Communal Harmony Day -25th Nov 2021 Yoga Day - 25-06-2022

International Women's Day -8th March 2022 Plantation programme -  
08-08-2022

Cultural Programme on Patriotic Songs -12-08-2022

Freedom Ralley on 15-08-2022

Induction Programme for Freshers

From 27-08-2022 to 29-08-2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

**Best Practice I -**

1. Title of the Practice:- Community Out rich Drive

**Best Practice I I-**

2.Title of the Practice:- Go research

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

### 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

#### WOMEN EMPOWERMENT

- S.S. College, Hailakandi since its inception in accordance with its vision provide quality education to the young women.
- The mission of the institution is to enable the young women folk to become complete women with courage and self-respect.
- The college provides the safe space from the girl students. The common room Auditorium, Staff Academy etc. provide spaces for public discussion. The gender issues are discussed through course curricular and even beyond through gender sensitization programmes.
- The Women Cell of the IQAC observed 8th march every year as Women's' Day in the institute with a view to sensitize the women students about their rightsliberties. The Cell used to provide medical and legalaid to the women of the society.
- The college has Anti Ragging, Anti Sexual Harassment Cell to maintain the congenial atmospheres within the campus areas for the girl's students.
- The college also extended its support to the people of the adopted village in general and women in particular.

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

7.3.2 - Plan of action for the next academic year

1. Finalization of AQAR for the session 2022-23
2. To go for the 3rd Cycle of Reaccreditation
3. To upgrade the college sports complex
4. Introducing the system of online Students Satisfaction Survey for getting feedback from the students.

