



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SARAIGHAT COLLEGE
• Name of the Head of the institution	DR MANI SARMAH	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	09435310553	
• Mobile No:	07002210321	
• Registered e-mail	principalsaraighatcollege@gmail.com	
• Alternate e-mail	manisarmah1971@gmail.com	
• Address	CHANGSARI, DIST KAMRUP	
• City/Town	CHANGSARI	
• State/UT	ASSAM	
• Pin Code	781101	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Rural	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	GAUHATI UNIVERSITY				
• Name of the IQAC Coordinator	NAVAJYOTI PATOWARY				
• Phone No.	9706390350				
• Alternate phone No.	9101578385				
• Mobile	9706390350				
• IQAC e-mail address	saraighatcollege.iqac@gmail.com				
• Alternate e-mail address	principalsaraighatcollege@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://saraighatcollege.ac.in/upload/aqar/Annual%20Quality%20Assurance%20Report%20(AQAR)%202019-2020.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://saraighatcollege.ac.in/upload/acalendar/ACADEMIC%20CALENDAR%202020-2021.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	60.75	2005	28/02/2005	27/02/2010
Cycle 2	B	2.43	2015	15/11/2015	14/11/2020
6. Date of Establishment of IQAC			26/06/2010		
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 1	Fees Reimbursement under BPL Scheme	State Govt	2020	4070398	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
Conducted Webinar in collaboration with ICT Academy on " New Education Policy and its impact on Higher Education, 12th August, 2020.	
Conducted Webinar on " Assamese autobiographical - biographical literature & role of Digital Media, 7th August, 2020	
Conducted National Webinar on " North-East India Tourism & Aspect of Sustainable Tourism post Covid-19, 26th September, 2020	
Virtual power seminar on " Future of Financial Technology " , 4th December, 2020	
Submitted AQAR of 2019-2020 to NAAC	
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				
Decision to conduct online classes/Internal exams to support students during pandemic	Classes were taken via online/digital technology. Internal exams were also conducted online				
Decision to conduct webinars on various academic topics	Webinars for students and faculties were conducted				
Decision to organize Students Orientation Program after reopening of regular classes	Orientation Program organized by IQAC				
Decision to open a new Girl Students Rest Room and provide Sanitary Napkin vending machine	A new Rest Room for girl students with washrooms and vending machine facility inaugurated				
Decision to employ one gardener to maintain the garden	Gardener employed on contractual basis				
Decision to employ one physical trainer for Gym	Physical trainer employed on contractual basis				
Decision to procure additional sports items for students and open the indoor hall for badminton	Sports items were procured and indoor hall opened for students				
Decision to conduct one week long training program for TET aspirants	Training conducted by Career counselling and Guidance cell and some aspirants successfully cleared TET				
13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name</td><td>Date of meeting(s)</td></tr> <tr> <td>GOVERNING BODY</td><td>15/03/2022</td></tr> </table>		Name	Date of meeting(s)	GOVERNING BODY	15/03/2022
Name	Date of meeting(s)				
GOVERNING BODY	15/03/2022				
14. Whether institutional data submitted to AISHE					

Year	Date of Submission
2020-2021	22/03/2022

Extended Profile

1.Programme

1.1	278
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1113
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	106
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	175
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	31
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	31
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	33
Total number of Classrooms and Seminar halls	
4.2	5780413
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	46
Total number of computers on campus for academic purposes	

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

At the beginning of every academic year. a routine is prepared by the Routine Committee of Saraighat College and classrooms are allotted to all the subjects. Departments conduct selection tests for the honours students prior to the commencement of the regular classes. Orientation programs for the students of Honours and the Regular courses are also conducted at the beginning of the academic session. The Honours classes are allotted in the permanent Honours-classrooms attached with respective departments and the General/Regular classes are allotted in the General classrooms among various subjects according to class routine.

The Academic committee formed with all the HODs discusses the curriculum delivery mechanism in its meetings. Further every HODs discuss the matter of distribution of syllabi components at

departmental level and allots individual components to the teachers at the beginning of every academic session.

Every department is directed to maintain a Daily Class Diary which is an authentic record of all classes taken by the faculty members. The departments maintain separate attendance registers for every paper/courses. Practical classes are being held as per allotted schedule in the class routine.

Departmental meetings are convened at regular intervals to assess the syllabus completion status by the individual faculty members as well as for planning other academic activities like holding of students' seminars, group discussions, field works, home assignments, class tests etc.

The internal assessment marks of the students are displayed in the notice boards and the answer scripts are produced to the students. Those who fair poorly in the internal assessments are given a second chance to appear for improvement.

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)

Sraighat College executes all the academic activities in adherence to the Academic Calender of the Gauhati University. These activities include- admission procedure, commencement of the semester classes for both the honours and the general classes along with seminar presentation, dissertation, field trip etc.

The prospectus of Saraighat College gives a vivid picture about the all encompassing activities in relation to the plans, program, internal examination, field trips, group discussion and the seminars and provides the newly arrived students an academic roadmap for a specific year.

All the HODs of Saraighat College determines the dates of internal-examination, submission and presentations of the seminars related to every semester. The Academic committee of Saraighat College, in presence of its principal, time to time assesses the progress of the

students and gives directives to the mentors whenever such requirement arises. Whenever the Mentors feel necessary, invites the parents of the mentees to discuss the academic progression of the students.

Due to unavoidable effects of the pandemic, in the academic year 2020-21, however, the authority of the Saraighat College had to change its ways of deliverance of syllabi to the students to some extent following the SOPs of the government of Assam and the Gauhati University. All such notifications had been forwarded to the students time to time using electronic modes of various kind.

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

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

Academic council/BoS of Affiliating University

Setting of question papers for UG/PG programs

Design and Development of Curriculum for Add on/ certificate/ Diploma Courses

Assessment /evaluation process of the affiliating University

B. Any 3 of the above

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

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

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

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

0

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

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

0

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

00

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

The curriculum of the institution, designed by the parent university

, has effectively integrated crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability etc for the holistic development of the students. In order to inculcate professional ethics, human values, gender sensitivity and environmental awareness among the students, various programmes are organised where they are given roles and responsibilities to perform.

For example, every year the student bodies of Saraighat College celebrates various functions like Saraswati Puja, Milad-E-Mehfil, Freshers Social, Annual College week, Bodo Cultural Meet etc, which give them scope to learn these ethics and values. Moreover, the institution also celebrates various important days of national and international significance like Republic Day, Independence Day, Teachers Day, International Womens Day, World Environment Day, Bishnu Rabha Divas, etc. where maximum students participation is ensured. The NSS unit and NCC wing also takes part in various functions like cleanliness drives, campaigns and awareness camps, free health checkup camps etc.

These issues are also incorporated in various courses offered by the institution. Following are some of the courses that includes these issues:

1. English honours (5th Semester): Women's writings

2. Economics Honours (5th Semester): Economics of Health and education

(6th Semester): Environmental economics

3. Travel and Tourism Management (B.Voc) 5th semester: 1) Maintain Standard of etiquette and Hospitable Conduct

2) Follow Gender and Age sensitive Service practice

4. Political science 5th Semester Honours: 1) Human Rights

2) Youth and the Nation Building

5. Philosophy 6th Semester Honours: 1) Mahatma Gandhi's concept of God and Religion

2) Sankardeva's Vaishnavism in Assam

6. History 3rd Semester (Skill enhancement Course): 1) Historical

Tourism in North East India**2) Oral Culture and Oral History****7. Semester II (Compulsory for the students of both the Honours and General courses): Environmental studies**

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**20**

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)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships**71**

File Description	Documents
Any additional information	No File Uploaded
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)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://docs.google.com/forms/d/1dtkaFFEoM2XJXUwQ3CWFFsPWb9Baj2G0Y6avAmrtdoU/edit#responses , https://docs.google.com/forms/d/1IItiUf9TqxcS_1skRvdpCxftUC416ZdeiFnkltdMN3Y/edit#responses , https://docs.google.com/forms/d/1Lq_NGXTy25bopU66BX90af7dpGRkAxNOYe6xpZeC77Y/edit#responses , https://docs.google.com/forms/d/1G7qZYkHgXLwX-yz96ERfFEw3S-B4jReFlUt6YTncz0o/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

1113

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

106

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

The College has a dedicated mechanism of assessing the learning levels of students. Through it, the institution makes an endeavour to categorise and pick out advanced learners and slow learners. Class tests are conducted at a periodic interval after completion of targeted units in the syllabus along with the conduct of internal assessment in the form of sessional examinations apart from the main external exams. Moreover, departmental symposiums and presentations are organized frequently with a view to analyse and assess the academic comprehension of the students regarding the concepts together with their skills of presentation and expression in public platforms.

Parents-Teachers Meet are organized by all the departments at a regular interval to discuss the strengths, weakness, prospects and probabilities of the students and their engagement with the academic

and co-curricular activities in the college. With regard to assessing advanced learners and slow learners our strategy of identification are performances of students in the following -

- Classroom Participation and Interaction
- Class Test and Assignments
- Group Discussions
- Evaluation of performance in Internal and External Examination

Advanced learners are provided with extra study materials along with information regarding access to various e-resources of academic significance.

For the slow learners, the college has incorporated in the general routine remedial classes after regular class hours wherein faculties attend to their needs and shortcomings with extra attention coupled with patience, love and care. Faculties personally curate special study materials that can be easily understood by these group of learners along with providing them proper guidance and counseling to motivate them to improve their performance in the college.

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
1113	31

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

As part of experiential and participative learning , the institution undertakes the following methods-

- **Project Work and Field Visit-** All departments as part of their curriculum conducts field visit programmes and project works for students to get first-hand experience of social realities and happenings and correlate the observations with the theoretical contents of the syllabus. Such assignments also acts as a major tool for experiential learning and increases the exposure of the students with regard to knowledge accumulation.
- **Seminar Presentations-** The Departments organize in-house departmental seminars for the students wherein students are given specific topics to write seminar papers and give presentations upon. These presentations helps students get new perspectives on various topics of concern, it encourages their confidence levels about giving public presentations, helps them in self-study and increase their academic engagement.
- **Group Discussions-** Students are divided into groups and assigned some topics as part of their syllabus. They are given the opportunity to provide their insights about the given topics, work as a team in offering solutions to various issues of academic and social concern and develop a spirit of cooperation and active participation.
- **Participation in various extension, co-curricular and college activities both within and outside the campus.** Students take the lead in organizing various events like Saraswati Puja, Milad-e-Mehfil, Freshmen Social, Farewell Functions. Teachers Day, Environment Day etc.
- **NCC and NSS units enables the learners to actively engage in various youth and nation building programmes.**
- **Publications of Departmental Wall Magazines are reflective of the creative talents and teamwork of students.**

Time-to-Time organization of cleanliness drive under Swachh Bharat Abhiyan Programme portrays the active student-teachers' cooperation and participation.

File Description	Documents
Upload any additional information	No File Uploaded
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

Keeping in view the need of imparting teaching in blended mode, the

teachers together with delivering direct classroom lectures also take the help of several ICT enabled tools to make the teaching learning process visually and virtually more appealing and vibrant. Different ICT tools utilized by the faculties of the college are:

- **Digital Classroom:-** Although the college does not have adequate digital classrooms yet the faculties utilize the existing one to conduct classes and give powerpoint presentations
- All faculties use internet facilities for a better learning experience
- The department of Geography use digital tools for practical classes
- During the Covid Pandemic and the ensuing lockdowns, the faculties used various digital modes to impart education like Youtube, Zoom, Google Meet, Google Classroom and Whatsapp groups. The teachers took digital classes, provided study materials and recorded audios and videos to students. Tests and Assignments were also conducted digitally.
- Computer Labs, Language Labs and the Desktops in the Library with Wi-Fi are utilized by the faculties and students to gain access to various e-learning resources.
- **Seminar Hall-** The Seminar Hall is equipped with a digital projector and a whiteboard along with Microphones and Sound System to organize various programmes like Lectures, Public Talks, Audio-Visual Presentations for the benefit of both teachers and students.

File Description	Documents
Upload any additional information	View File
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

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

16

File Description	Documents
Any additional information	View File
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

31

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.

As a measure of transparency of internal assessment procedure, the Principal convenes the meeting of the College Academic Council and the Examination Cell to decide upon the mode of conducting internal and external examinations for every academic session. (The college conducts quarterly sessional examinations and periodic class tests.) Upon consultation and recommendations received from the two bodies, the Principal notifies the formation of Examination Committees for both Internal and External Examinations.

The assigned Committees follows the guidelines provided for conduct of examinations by its affiliating University like-

- Preparation and Publication of Exam Schedule and regulations in College Notice Board (internal)
- Instructing the Departments to set Question Papers(internal) according to the prescribed pattern of the affiliating University within a stipulated time as notified by the Committee
- Scheduling and allocation of Invigilation Duty
- Conduct of Examination
- Timely evaluation and Declaration and Display of Results.

Upon declaration of results, students are briefed about their performance as well as their weaknesses by showing them the answer scripts of internal examinations and guided about various means of improvement.

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 takes a meticulous and cautious approach in handling and disposal of grievances of internal examination like

- Conduct of Internal Re-examination for students failing to appear in the examinations in the scheduled time with authentic reason combined with the furnishing of valid proof of the same.
- Evaluated Answer Scripts of Internal Exams are shown to the students to apprise them about their performance, answer writing styles, their errors and shortcomings with a view to enable them to improve their records in the future examinations.
- If any student expresses dissatisfaction over the results and voices their concern to the Exam Committee, the Committee informs the concerned Heads of the Departments to address the matter and solve the issue.
- The HODs instruct the other faculties of their departments to personally address the dissatisfied students and remove their doubts and queries if any.
- Any misconduct on the part of the students during examination, are strictly recorded and necessary punitive and corrective measures are taken by the Convener of the Exam Committee upon discussion and deliberation with its members and the concerned invigilator.
- Grievances of the invigilators and other teachers as well as the parents are also recorded and addressed with genuine concern by the Committee.
- The Convener of the Committee provides up to date information about the entire proceeding of the examinations to the Principal along with the problems, grievances and untoward incidents occurring in the exam.
- The Committee seeks regular suggestion and guidance from the Principal about any matter relating to the conduct of the examination as well as the subsequent evaluation.

File Description	Documents
Any additional information	No File Uploaded
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.

As Saraighat College offers undergraduate courses in Language -Literature and Social Sciences in 12 disciplines under Gauhati University the College at the start of each academic session conducts a Faculty Guided Orientation Programme for students with a view to inform and educate them about the nature of the Programme and the courses contained in them. At the very outset of the Programme, the students are informed about the benefit and prerequisite of a graduate programme in Higher Education and the various academic and employment prospects arising out of it. Next, the modalities and functioning of the newly introduced CBCS programme is explained to them in detail. Thirdly, the Semester System and Examination Pattern in the undergraduate programme are discussed.

The orientation programme is made interactive in nature with active involvement of the students in the process along with a Question and Answer session.

After the general orientation, departmental orientation programmes are held wherein the faculties of the concerned departments deliver a lecture to the Honours and Regular students about the course content with detailed presentation of the units of all the courses and the required reading lists. The teachers provide the hard copies of the syllabi for all the semesters to the concerned students. They also communicate to the students the specific course outcomes of the concerned Department as prepared and published by Gauhati University for undergraduate programmes in different disciplines.

Moreover, our faculties remain in constant touch with their affiliating University departments to avail any information regarding change and upgradation of respective programmes and courses along with the course outcomes.

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.

Regarding the method of measuring the level of attainment of POs and COs the institution undertakes the following mechanisms-

- Performance of the students in the classroom is observed through their level of engagement in classroom activities like their ability to answer questions posed by the teachers regarding any specific topic contained in the Courses.
- Participation of students in group discussions and departmental seminars
- Assignments, Class-Tests, Project and Field Works are also good indicators. Teachers analyse how well the students incorporate their understanding of the Programmes and Outcomes in writing answers. Their critical thinking and innovative method of proposing solutions to various issues are also recorded.
- After the declaration of the results of End Semester Examinations conducted by Gauhati University, the Principal convenes a joint review meeting of the IQAC and Academic Council of the College to take stock of the performance of the students in relation to performances in previous academic sessions. The Principal then notifies the departments about the proceedings and suggestions of the meeting and instructs the HoDs to take necessary actions to further improve the quality of results.
- Analysing the records of placement and progression to higher education of the students in various governmental, non-governmental and entrepreneurial ventures is reflective of the success and realization of the POs, PSOs and COs.
- A feedback mechanism is in place to record and review the interactions with parents about their observations about the programmes and courses and also the difficulties faced by their wards in any course.

Departmental Teaching Diaries are maintained to evaluate the timely completion of the courses by the faculties which ensures the efficacy of the teaching-learning programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://saraighatcollege.ac.in/program_outcome.php

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**

175

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	http://saraighatcollege.ac.in/upload/annual-reports/G.U.%20Annual%20Report%202020-21.pdf

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://docs.google.com/forms/d/1jv-5w_mHb7I8gTNIXBhFVY3HgjeTw-JSw6DPkddUWIs/edit#responses

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	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

8

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

6

File Description	Documents
Any additional information	View File
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

Saraighat college from its very inception has been trying to create a meaningful and integrated atmosphere of education that covers not only the institutional campus but also the vicinity of the college. Through outreach and extension activities the college authority on various occasions tries to involve faculties and students with the inhabitants of its neighborhood to understand and contribute in resolving some crucial problems of the latter. Main objectives of such activities are of two directional viz., extension of helping hand towards the community and attaining field oriented experiences through participation.

During the academic year of 2020-2021, however, due to prevalence of pandemic situation the College authority could succeed in intermingling its students and faculties with the population of its neighbourhood only to a limited extent. Whatever may be the frequency of these programs, the impact was found extremely profound upon the students or participants.

During the program days of 'Village Visit' to Katamur-Gaon, held on 03/06/2020 and 04/06/2020 the under the lead role of the NSS unit of Saraighat College students and faculties tried to understand the problems faced by the villagers due to Covid-19 lockdown and other restrictions. As most of the inhabitants of the 69 households of this village are under economically challenged category, therefore, the team of participants of the college distributed packets of food items as a measure of assistance to the community.

On 14/12/2020 conducting a cleanliness drive in consonance to the spirit of 'Swachhwa Bharat Mission' students of Saraighat College participated themselves in the campus of the nearby Rail-station. Positive impact of the outreach and extension programs on the minds of the students may be seen through this sort of activity.

On November 29th, 2021 faculties and students of Saraighat College conducted a daylong workshop in the Nij Sindurighupa Lower Primary School to promote the value of environment-consciousnesses. Drawing and essay-writing competition among the students, sapling-plantation and procession with slogans of a green planet was part of this program.

On 2nd December, 2021 combining the cadres from NCC and NSS of Saraighat College a similar program of cleanliness drive had been conducted outside the college campus to mark the observance of National Pollution Control Day.

It has been found that the impact of these programs on the minds of the students/participants is very profound. In the coming days more such programs will be conducted by our college that would ensure participation of the students and thereby allow them to experience firsthand experiences from the field.

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

8

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	View File

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

6

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
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

140

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

4

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Although the college has significant number of classrooms, laboratories and computer equipments to accommodate the academic requirements of the students yet the quantity of infrastructure is still short of the requisite demands. There are all total 07 halls to cater to the regular courses and 26 classrooms for Honours course. The Departments of Anthropology, Geography have their individual laboratories with basic instruments and facilities like different stone tools of Paleolithic period, cultural artifacts, landmapping tool etc. The Department of Education also has a laboratory for Psychology practicals. It consists of equipments like Memory Drums, Punch Board, Mirror Drawing etc.

There are 04 numbers of SMARTClassrooms and total 33 classrooms with Hi-speed Wi-Fi facility. In addition to it, the college has 46 number of Desktops with Internet facilities for academic purpose out of which 13 belongs to the Language Lab. The funds received from UGC and RUSA are being directed towards expanding our academic infrastructures, the result of which are construction of a new academic building at the backyard of the college as well as extension and functioning of B.Voc wing in the top floor of the existing New Academic Building.

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.

Facilities provided by the institution for cultural activities, sports, games (indoor,outdoor), gymnasium, yoga et.al are as follows-

- Seminar Hall- The hall covering an area of 60feet length and 26 feet width is utilized for various cultural competitions and programmes like singing, dancing, acting etc along with regular academic programmes like lectures, seminars, presentations etc. The hall is also used for conducting yoga sessions.
- Musical Instruments like Tabla, Harmonium, Drums etc are

provided by the institution for conducting various social and cultural programmes.

- Open Stage is used for different functions like organizing of College Week, Freshmen and Farewell programmes.
- Multi-Gym facility is made available for physical well being of incumbent college fraternity with state of the art modern gymming equipments like Multi-Gym Station, Treadmill etc. The gym is located at the ground floor of the old academic building in a room measuring an area of 30 feet length and 20 feet width
- There is availability of Open Space for Volleyball, Kabbadi, Tug-of-War, Musical Chair for both girls and boys
- The college has an Indoor Stadium with Modern Badminton Court occupying an area of 65 feet length and 40 feet width .

Table Tennis Board, Chess, Carrom and Ludo boards are available in the Boys and Girls Common Rooms.

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.

33

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

33

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	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)

5780413

File Description	Documents
Upload any additional information	View File
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)**

The Saraighat College Library is an ideal knowledge hub with all required modern facilities. The library is well located in the first floor of a proposed 3 storied building and has been maintaining a cool reading environment with well furnished reading room. The library has above 15000 text and reference books. It has also different types of dictionary, encyclopaedia, annual books and guide books for different types of competitive exams. Since 2011 the library uses the SOUL software version 2.0 for the automation of the library. The integrated Library Management system (ILMS) consist such types of modules Accessioning, Cataloguing, Classification, circulation, OPAC, Administration are used in our library automation . The users use the OPAC to search and also known about the status of the books (whether it is issued or returned). The library has different section like reference, periodical, circulation and reprography service for satisfaction of the users. It avails e-resources from the membership under N-LIST programme of INFILBNET consortia. The N-LIST provides access to 6000+ E-journals and more than 31+ lakhs E-books. The "D space" software is also in operation for digitalizing the library holdings such as exam question papers, Institutional repository and others. The library offers various services to its users like orientation programme students, Wi-fi access, book bank facilities for B.P.L. students, comfortable table-chair for physically disabled students near by stack room, Newspaper clipping etc. The library committee has decided to give best reader award to create reading habit and encouraging among the students. The whole library has under CCTV surveillance.

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

File Description	Documents
Upload any additional information	View File
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)

212200

File Description	Documents
Any additional information	View File
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

49

File Description	Documents
Any additional information	No File Uploaded
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

Saraighat College strives to provide state-of-the-art technologies and to update its ICT facilities to ensure efficient functioning. With increasing demand of IT facilities, the internet access demand in campuses, institutions are keenly stepping forward to update ICT facilities and to setup secured-stable Wi-Fi network. Well-equipped Computer Lab with branded PC's in independent and LAN mode is adequately supported by 08 MBPS wi-Fi lease line from BSNL. System and application software are licensed. All The departments are connected with LAN.

The Office Management System, Accounting System, Feedback System, Digital Library, Online Admission System with Payment Gateway (Billdesk) are updated at regular interval by S.S Technologies, through 'Saraighat College' system. The college website is monitored and updated from time to time. The Interactive Classrooms, Video Conferencing, Digital Class Rooms are updated. Apart from more than 30 Desktop Computers the students use Laptops for their online assessment. The facilities are well connected with intercom devices. Conference cum Seminar Halls is also ICT enabled with Projectors and internet connectivity. The computers of office are connected to Printer through LAN. The scanners and multipurpose photocopy machines are serviced. Surveillance of CCTV.

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

4.3.2 - Number of Computers

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

5780413

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

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

Saraighat College maintains its infrastructure or the physical and academic support facilities through a comprehensive mechanism. For the maintenance of all the facilities, the college authority annually constitutes a budget committee and then entrusts the task of maintenance of its facilities upon different personnel and committees.

For the maintenance of the affairs related to the library, a library committee has been entrusted with duties and responsibilities. It is reconstituted every year and the principal of the college performs the duty of chairman in it. This committee decides and adopts all the policies in relation to different programs of the college library like the preparation of its annual budget, buying and cataloging of new books, framing of rules and regulation etc. Librarian of the college performs her duty as the member secretary of this committee. All the Heads of the Departments (HOD) of Saraighat College are members of this committee.

The Head of the Department (HOD) of each concerned subject maintains all the equipment, materials assigned to the department and the class rooms. In addition to that he or she has to maintain a stock registrar and it is inspected by the principal or the staff appointed by the latter. The Department of Anthropology, Geography and Education maintains the respective laboratories with a system of proper record keeping.

For the overall maintenance of all the existing facilities, in addition to the above described policies and methods an integrated approach is being applied by the college authority.

A committee responsible for gardening and beautification throughout the year works for the development of overall aesthetic ambiances inside all the corners of the college campus. A well trained gardener is appointed under the guidance of this committee to improve the condition of beautification inside the college campus. He looks after all the activities from planting of saplings to maintenance of gardens and disposal of garbage.

Under the RUSA monitored system planning of multi dimensional development programs are designed from time to time. A Project Management Unit-PMU conducts such detailed work. The Construction Committee of Saraighat College periodically inspects physical conditions of all the buildings of Saraighat College and accordingly give its recommendation to the Governing Body about new construction and repairing. This committee is annually reconstituted and an honorary technical expert is appointed as adviser of this body.

Outsourcing has been done for all the activities related to the

maintenance of regular electrical failures, malfunctioning of equipment like the fans, generator, wiring, refilling of the ACs and water pump. A local electrician has been contracted for such frequent services on a monthly basis. Likewise, works related to carpentry for repairing furniture of the classroom and the establishment system of outsourcing is also introduced.

All the computers, equipment and software used in the college establishment is annually managed by the S.S. Technology, a third party company. This company looks after Wi-Fi connections, IT-infrastructure and resolves issues related to the domain of software and data management. The college authority annually renews agreement with the said company after proper verification of its services.

File Description	Documents
Upload any additional information	View File
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

1113

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

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

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

0

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
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

57

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

57

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 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

C. Any 2 of the above

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	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

9

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

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**

40

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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**

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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

0

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

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

Saraighat college has an active student council (The Saraighat College Students' Union) which is elected annually. The composition of the Saraighat College Students' Union is as follows: 1. President - 1 2. Vice President - 1 3. General Secretary - 1 4. Assistant General Secretary - 1 5. Magazine Secretary - 1 6. Cultural Secretary - 1 7. Major Games Secretary - 1 8. Minor Games Secretary - 1 9. Gymnastics Secretary - 1 10. Debating Secretary - 1 11. Girls Common Room Secretary - 1 11. Boys Common Room Secretary - 1

Activity of Student Council:

1. Saraighat College Students' Union holds the Annual college week under supervision of faculties in which literary sports and cultural events have been organised for development of student's quality in the specific areas.

2. Saraighat College Students' Union holds Fresher's social and publish college Magazine Annually.

3. Maintaining discipline among the students.

4. Organizes Games and Sports and cultural Competitions.

5. Provide financial assistance to poor and distressed students.

6. Support IQAC and RUSA monitoring committee and Grievance Redressal Cell in decision making.

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

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

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

0

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

5.4 - Alumni Engagement

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

As of date, there is no registered Alumni Association of the institution. But it is worth mentioning that most of the academic departments of the college have Alumni cells and alumni are invited to participate in various departmental activities like Freshers social, Alumni Meet, Farewell ceremony, Teacher's Day, and other departmental events. The departments of the college maintain a close relationship with the alumni through social networking modes. The Alumni are involved in activities like regular informal interaction with the Principal and staff members regarding the overall development of the college. The college is planning to form a registered Alumni Association very soon and generate fund for academic and infrastructural development of the college.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Democratic Participation and Social Welfare are the two guiding principles on which is based the governance of this institution. Our vision and mission are primarily focused at bringing Higher Education closer to people who otherwise are limited by various socio-economic hardships to avail this opportunity (See the College website for Vision and Mission). The college caters majorly to the marginalized students who belong to the BPL category and who shows poor performance in secondary education. These students are given the chance to get admitted into the college and efforts are put in by both the academic and administrative staff to cater to their aspirations and turning their weaknesses into strength.

The college takes adequate measures to combine academics with practical and experiential learning in order to provide the students an avenue to build their personality and blossom their creativity. Through various extension activities undertaken by different cells and committees along with departmental ventures, students are given exposure to go beyond the classroom and experience the socio-economic and political experiences unfolding in the society. Teachers take individual as well as collective initiative to engage students in performing and participating in various gender sensitization programmes, community development programmes, academic deliberations to encourage a sense of participation, responsibility and belongingness not just towards the institute but with the larger society in view. Moreover, apart from classroom teaching, the

faculties take added initiatives to improve the quality of teaching-learning by giving extra and targeted guidance to both the advanced and the slow learners to develop their potentialities holistically. Blended methods, counseling, excursion, exchange programmes are a few of the initiatives undertaken in this regard.

The governance mechanism is built on the foundation of democratic socialism i.e. the Governing Body (apex structure of the college), Principal (the Executive Head) and various organizations like Teaching Unit, Non-Teaching Unit, IQAC, Students' Union etc are constituted with active participation of the stakeholders with a motto to work towards the welfare of the institute at large. The organizations and committees as Decision makers work on the principle of All for One and One for All. All decisions are taken after adequate deliberations, voting or consensus. Grievances accruing from any quarter of the college are met with urgent and effective response.

Limitations of the college and its fraternity are openly discussed and deliberated at different organizational levels in the college and a sense of transparency is encouraged and ensured. The Principal as the Executive Head of the College also acts as a Responsible Representative and a medium between the affiliating University and Department of Higher Education, Government of Assam with the College Community. The Principal reports about the achievements and grievances of the institute to concerned higher authorities and seeks necessary solutions and incentives for the benefit of the college.

File Description	Documents
Paste link for additional information	http://saraighatcollege.ac.in/vision.php , http://saraighatcollege.ac.in/mission.php
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.

Saraighat College has a participative and a decentralized model of functioning. The Governing Body headed by the President is at the helm of the administrative and academic affairs of the college. The Principal is the secretary of the Governing Body and the institutional head of the college. The Principal constitutes different cells to look into the varied issues relating to the

smooth conduct and development of the institute. The IQAC headed by a Coordinator supervises the quality and progress of each cell . Decisions taken at each stratum of the institution is based on consultation and observant deliberations. There is a continuous process of engagement in place that is carried out through timely convention of meetings of various cells with their members, meetings of the Teachers' Unit, Governing Body meetings, IQAC meetings as well as a general teaching and non-teaching staff meetings. In these meetings, various issues and problems relating to the current functioning of the college as well as a vision for the future are discussed and contemplated upon. The Governing Body being the apex body takes the final call regarding various developmental issues concerning the college. The teachers' unit as well as the non-teaching staff through their representatives presents the needs and grievances concerning the college before the GB. The GB takes decisions based on the consensus of two-third majority of the members of the body present.

One of the prime example of the decentralized mode of working in the institute is visible in the Conduct of Students' Union Election in the College. Through a decentralized administrative mechanism the Union Election is held annually. There is active and direct participation of the entire college fraternity in the process. With the consent and approval of the GB, the Principal begins the election process by publishing a general notification regarding it. The Principal then in consultation with the GB President, IQAC Coordinator, Teachers' Unit, Non-Teaching Unit and representatives of the existing Students' Union forms the Election Committee .The committee consists of the following members-

1. Advisors-2 (GB President &Principal)

1. Returning Officer-!(Associate Professor)

3. Presiding Officer-I(Associate Professor)

4. Polling Officers-12(Associate and Assistant Professors)

5. NSSunit-6

6.AdministrativeRepresentative-2

7.Representatives of Current Students Union-2

The committee convenes its general meeting and decides upon the dates of conducting the election. Accordingly the following process

is executed-Issue, Submission and Verification of Nomination Papers, Publication of List of Contesting Candidates, holding of elections and declaration of results.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan:

The mission of the college is to strive for academic and co-curricular excellence. In pursuance of this mission, the strategic plan of the institution is to incorporate both Quantitative and qualitative expansion of infrastructural and support facilities. The strategic plan and programmes of the College are taken under the aegis of the Governing Body and the Stakeholders which discusses and designs a roadmap for proper implementation of the plans upon consultation and adoption of a feedback mechanism of its constituents. One of the priorities of the college is to accommodate the increasing number of students into adequate classrooms. In view of this need and demands raised by the students for the same, the construction committee of the college proposed the Governing Body to increase the number of classrooms. Accordingly, the body through adoption of resolutions approached the Block Development Officer, Bezera, Kamrup to provide financial grants. The BDO consented upon the need and subsequently sanctioned a sum of Rs.16.89 lakhs under Multi-Sectoral Development of Minorities scheme. As part of strategic planning and deployment, the college has implemented the task of expansion of physical infrastructure for academic support from the fund received. In this regard, the college has successfully constructed one new unit on the top floor of the existing Administrative building for Classrooms and Departmental Usage. To execute the plan, the Governing Body of the college convened a meeting of the Construction Committee and authorized the Principal to initiate the process of construction and speedy execution with the help of the committee. The Committee was empowered to utilize local and outside skills and resources for the construction purpose. The process of construction was carried out through continuous monitoring and evaluation of the Committee. Finally, the new unit

has come into existence and is now ready for utilization.

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.

The academic and administrative structure of the college is built according to the organogram depicted in the attached file. This organogram is reflective of the complete structure of the college executive ecosystem which is formulated in accordance with the UGC guided and Government of Assam mandated service rules, policies and administrative procedures for provincialized institutions of Higher Education. The college is an affiliated institution of Gauhati University offering courses at Undergraduate level in Humanities and Social sciences (Arts stream). It also offers Higher Secondary Courses under Assam Higher Secondary Education Council. As per the organogram, Department of Higher Education (DHE), Govt. of Assam headed by the Director of Higher Education is the apex body looking into the sector of Higher Education. In addition, the affiliating university is also in charge of the academic and governance of the institution. The college follows the directives of both these bodies.

The Governing Body-the principal organ within the college is formed according to the guidelines of the DHE. Two faculties of Gauhati University are also nominated as Vice-Chancellor's nominee to the GB. The GB consists of a President, Principal as Secretary, 2VC nominees, 2 Teachers Representatives, 2 Non-Teaching Office representatives, 2 representatives from the locality and the Librarian of the college. The Principal is the academic and administrative head of the institution and functions according to the guidance of the GB&DHE. Next to Principal is the IQAC (Internal Quality Assurance Cell) responsible for over all quality assurance and enhancement of the college. The functioning of the college is broadly divided under Academic Administration and General Administration. In the academic section, the IQAC forms the Academic Council which is further divided broadly into two categories-I. Teaching Departments-headed by a Departmental Head and faculties as

its members and the Central Library headed by a Librarian and assisted by the library staff. 2. Various cells and committees headed by Conveners with faculties as their members. Under General Administration, the administrative office is headed by the Principal and assisted by the office staff (Senior Assistant-Junior Assistants Grade IV). Along with it there is a well knitted support services which undertakes various quality improvement and assurance facilities. The sub-heads of this service are NCC, NSS, Grievance Redressal and Anti-Ragging Cell; Skill Enhancement Cell and Career Counseling and Psychological Guidance Cell. All the support services are administered with active student-teacher participation. The Students Union is the elected and representative body of the student community which looks into as well as works for the welfare of the students of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://saraighatcollege.ac.in/organogram.php
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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The College Administration undertakes certain effective welfare

measures for the employees (Teaching and Non-Teaching Staff). Following are some welfare provisions that are currently in practice and enforces from time to time as per necessity or requirement .

1. Different Leaves are sanctioned to permanent teachers -

i). Study Leave for Ph.D , Research scholar, FIP (Faculty Improvement Programme), FDP(Faculty Development Programme).

ii). Maternity Leave for Ladies Staff.

iii). Child Care Leave for Ladies.

iv). Medical Leave for all staff.

v). Duty Leave for all teachers in respect of participation in Academic courses , examination works, Government matters.

2. Different Facilities

I). Day Care facilities for all staff

ii). Group Insurance and Provident Fund facilities to all permanent staff

iii). Sports and Yoga facilities for employees at free of cost

iv). Gymnasiums facility for all employees at free of cost

v). Emergency First- Aid facility to all employees

v). Provisional Pay Revision to Contractual teachers

3. Other facilities

i) Financial Assistance for Medical treatment or for urgent needs

ii). College Canteen facility for teachers by keeping separate arrangement.

iii). Provisions of safe drinking water facility

iv). Parking campus for vehicles of employees

v). Facility of Air Conditioned Conference Hall

vi). Central Library facility to all faculty members for borrowing books

vii). Provision of Institutional e-mail IDs to all faculty members and administrative personnel's for Official Communications

viii). Provision of teachers Common Room with attached wash room

ix). TA/DA for teacher in charge who accompany the students in Excursion or Educational Field Tour

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

0

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

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

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

0

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

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

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

10

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)	View File

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

The institution has a regular performance appraisal mechanism at place. With regard to academic performance, the activities and progress of teachers are monitored through API in case of teachers seeking promotion, their academic performance is also recorded through their publications in referred journals, UGC Care List, Scopus, Web of Science, participation and presentations in various

state and national and international seminars, workshops. In addition to it, teachers' performance in the classroom is appraised through a feedback mechanism where in feedback forms are provided to the students to record their opinions about the teachers' and the teaching environment through multiple choice questions in both online and offline mode. The students provide their response regarding the presence and punctuality of the teachers in the classroom and the department, their level of course completion, their problem solving capacity etc. Teachers' engagement in FDP, Orientation, Refresher Courses etc and their involvement in examination, extension and other activities relating to the college are also monitored by the administration. A Grievance Redressal Cell is in function for speedy redressal of the grievances of teachers', staff and students. With regard to attendance, the attendance of the teachers as well as of the non-teaching staff are recorded through bio-metric system and maintenance of physical attendance register. Leave grants of Teaching and Non-Teaching Staff are maintained. The Principal regularly interacts with the office staff and reviews their performance in dispensing their assigned duties. The internal audit also proves to be another method of assessment and appraisal of the financial status and regularity of the institution which brings all the employees of the college under observation and acute scrutinization.

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

6.4 - Financial Management and Resource Mobilization

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

The college conducts both internal and external audits for financial transparency and optimum accountability. The internal audit is conducted by a Chartered Accountant appointed by the Governing Body of the College. The accountant looks into the various financial transactions conducted by the college regarding physical infrastructure as well as academic support. Documents like vouchers, utilization statements, cash receipts, Ledger and cashbooks are scrutinized. After the completion of the audit, the audit report is placed before the Governing Body of the college for its approval and necessary actions.

The external audit is an independent verification of financial transactions of the college conducted by the officials of Directorate of Audit (Local Fund) Govt. of Assam. The college has to apply for the external audit and await its approval by the concerned authority.

The auditors of both internal and external audits verifies the transactions of the college under different heads-Admission fees, Examination Fees, Scholarships, Grants and aids received from different sources like UGC, RUSA and other Govt. and Non-Govt. agencies etc. Any objections related to auditing are reviewed in meetings of the Governing Body and necessary actions are taken for their mitigation and redressal.

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)

0

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

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

Saraighat College being a provincialised degree college under the Govt. Of Assam, it receives various grants under different financial schemes both of the State Government as well as of UGC and schemes like RUSA. However, the institution is working towards increasing its pool of funds through a dedicated approach to resource mobilization and effective and optimal utilization of its existing

resources like:-

- It allows its venue to be used for conducting various state and national level competitive examinations. Through this, the college collects some amount of remuneration as centre fees.
- It also conducts undergraduate and post graduate classes and examinations for Krishna Kanta Handique State Open University under Govt. of Assam. And likewise a significant amount is collected as centre fees from the university.
- The college is offering a State Government sponsored undergraduate vocational degree/ diploma course in Travel and Tourism Management from which admission and examination fees regenerated.
- Moreover, its in house canteen generates income.
- The multi-gym situated in the campus collects nominal membership fees from the students which also is a means of resource generation and is mobilized towards the upkeep of the gym.
- The scraps generated in the college are sold from time to time and this contributes to the College Fund.

The Teachers' Unit collects monthly fees from its faculties to organize various teacher centric programmes along with observance of certain occasions.

- A students' welfare fund is created to meet the needs of students in cases of emergency like accidents, illness etc along with helping the needy.
- Funds received by the college on various heads are saved in different Savings Bank Accounts of Public Sector Banks respectively. Interests accrued from the savings deposit are in turn utilized to further various developmental activities related to the college.
- Funds received as admission and exam fees from the students are deposited in the College development head and are utilized to give salaries to contractual workers employed in the college ranging from Contractual Lecturers, Computer Operator, Office helper to Sanitation Worker, Gardener, Security Guard etc.
- Funds from the College development head is used in the cleanliness and maintenance of the campus, undertaking various extension activities etc.

The NCC and NSS units of the college utilize their funds received from the official government source for providing uniforms to the

cadets and volunteers and organizing various programmes both within the college and outside.

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

6.5 - Internal Quality Assurance System

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

The IQAC continuously undertakes the task of monitoring and suggesting quality improvements with regard to the development of the academic atmosphere of the college. It looks into the matters of classroom teaching-both online and offline along with the process of conduction of periodic assessment of the teaching learning process and its result an tout comes in the form of student performance and satisfaction.

The practices institutionalized in the college as a result of IQAC's initiatives are as follows:

- Regular Assessment of Faculty Performance and Appraisal with regard to Career Advancement Scheme (CAS) promotion.
- Conduct of Orientation Programmes for Students at the time of Admission regarding various programmes and courses offered by the College along with acquainting them with the concept and relevance of attaining higher education.
- Engages the Career Counselling and Guidance Cell to conduct counseling sessions to familiarize the students with the multitude of employment opportunities present in various sectors of the state and nation.
- Timely assessment and review of the various works undertaken by different cells and committees of the college are undertaken and follow up actions are suggested.
- Faculties were encouraged to undertake online mode of teaching during the Covid Pandemic and also incorporate blended mode of learning in the classrooms for the benefit of the students.
- Various workshops and seminars are conducted by the IQAC for the

benefit of teaching-non- teaching staff and students.

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

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

As recommended by the peer team of NAAC in the 2nd Cycle of Assessment and Accreditation to make the teaching-learning process more participatory; the IQAC has initiated the process of recording student feedback regarding various dimensions relating to the teaching learning process. These are namely, observations regarding the performance of the teachers in the classroom along with the over all academic atmosphere of the college, the active engagement of the students in the teaching-learning and extra-curricular activities etc. This periodic assessment benefits the college to learn about the strength and weakness of the teachers, their quality of participation in academic and co-curricular activities as well as their punctuality and dedication to their occupation.

The feedback of the students are collected in a form containing objective type questions related to the course content, syllabus coverage, participation of teachers in the classroom and their approach in solving problems related to the academic and other aspects of students' lives.

The IQAC further convenes regular meetings with the Academic Council and Heads of different departments to review the continuous

•evaluation process, attainment of the learning outcomes and any problems arising in meeting the set targets along with other departmental extension activities related to the holistic development of the students. It also directs the cells and committees to conduct regular student friendly activities with active engagement of the students as well as organize programmes relating to developing awareness regarding issues of gender, employability, community development, personality development etc.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://saraighatcollege.ac.in/annual_reports.php
Upload e-copies of the accreditations and certifications	View File
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

- **2020-2021 : - (i) celebration of IWD (ii) Students Union Election**
- **From the students election results,we can infer that 50% of the post holders are girls; thus, girls & boys share posts equally in the students union of Saraighat College.**
- **Co-Curricular Activities could not be held due to Covid**

protocols. Classes were being taken in both offline and online mode. Students trickled in very cautiously at first when the College first opened on September 21st, 2021 post covid lockdown.

- On the 8th of March, 2021, 40 students and 15 teachers gathered together to celebrate the International Women's Day in the Seminar Hall where the invited Guest was Rubee Baruah Das, a journalist. She spoke on the theme declared by UN for IWD 2021: "Choose to Challenge." The Principal-in Charge, R.N.Goswami presided over the meeting where the Teacher - Representatives of GB were also present - Dr. B. Patgiri & Dr. A. Deka.
- FACILITIES FOR WOMEN ON CAMPUS :**
- There are separate common rooms for boys & girls.
 - Separate toilet facilities with 24 hours running water are made available for all boys & girls.
 - Drinking water facilities have been made available at convenient spots for both boys & girls.
 - A vending machine for dispensing sanitary napkins has been procured to facilitate girl students.
 - The library has a large Reading Hall to accommodate both girls & boys with adequate chairs and tables.
 - Girls are provided with equal opportunities to express themselves in the fields of reading, writing, and other forms of creativity. An annual College Magazine is published where girls & boys showcase their talents. Similarly, there are Cultural & Sports Cells to hone their talents.
 - The presence of a large number of female teachers motivate the girls and boosts their self-confidence. They feel secure and enjoy the freedom to express themselves in any way they choose to.
 - There is a Saraighat College Women's Studies Cell (SCWSC founded on 14/05/2004) whose mission is to : -
1. fight against all forms of gender discrimination
 2. create awareness on women's issues
 3. emphasise women's literacy
 4. understanding problems of girl students
- There's an Internal Committee complaints cell in the form of a Committee for Prevention, Prohibition, & Redressal of grievances against sexual harassment, although no such

incidents have been reported till date. Accordingly, the male teachers, though few in number, are well sensitised and contribute to solving any issues that arise among students as well as teachers. The committee has been in charge for the period Nov. 2019 to 2022 (3yrs)

- The IQAC Women Cell members are: Kakoli Bora & Dr. Sangita Barman along with Farida S. Haque as the Convenor.
- 2020 Committee of Saraighat College Women Cell: - (2019 committee continues due to covid lockdown); VP: Dr. Debjani Das; Asstt. Secretary: Dr. Bhanu Hazarika;
- Executive Member: Dr. Sangita Barman.
- 2021 SCWC Committee: VP: Dr. Debjani Das ; Asstt. Secretary: Dr. Bhanu Hazarika; Executive Member: Dr. Sangita Barman. [The old committee gets another chance to work as they remain deprived earlier].
- SCWC has remained active because of its affiliation with ACTA Women Cell as Farida Haque has been selected since 2016 as Executive member of central committee women cell of Assam College Teachers Association. Another active member is Pratima Mahanta who was the former Zonal Convenor. Accordingly, they attended the following meetings where various issues of College Academic environment are discussed threadbare and solutions sought to be resolved.
- Zonal Executive on 12/11/2021 at ACTA Ofc. Guwahati.
- Zonal Meeting on 20/11/2021 at Goreshwar College, Bodoland.
- Zonal Executive: new committee given charge on 07/12/2021 at D.K.College, Mirza.
- Annual Conference of ACTA held at Nowgong Girls College from December 11th -14th, 2021
- GENDER EQUITY & SENSITISATION IN CURRICULAR ACTIVITIES

Gender component has been introduced in the syllabi of different Course Programmes offered in CBCS Undergraduate classes. The Faculty Members are well acquainted with Gender Studies and Women Development especially after attending Refresher Courses in the University Staff Administrative Colleges or HRD Institutes. Accordingly, students get the opportunity to re-orient themselves to gender concepts and development. The following has been collected by SCWSC from the different syllabi of disciplines such as, English, Political Science, etc. to illustrate the fact that students

have been introduced to gender sensitisation topics in their curriculum.

B.A. HONOURS ENGLISH Discipline Specific Core (Compulsory):
Semester V:

Paper 12: ENG-HC-5026 Women's Writing. Generic Elective:
Semester II: ENG-HG-2016 Contemporary India: Women & Empowerment

As part of the curricular activity, students are required to make presentations -

(1). The role of Writer in society, be they male or female, does it make any difference?

If so, how and why?

(2). Ideas of love and marriage prevalent in society since the 14th/15th centuries.

SEMESTER IV: DSC (compulsory):

- **Paper 10: ENG-HC-4036 British literature: 19th century: -**

students learn about the remarkable literary development in those times from Jane Austen to Christina Rossetti, while analysing the 19th century novel - themes of marriage & sexuality, the writer and society, faith & doubt, etc.

SEMESTER V: DSC (compulsory) Paper 11: ENG-HC-5016 British literature: 20th century: students study literary modernism and also, the women's movement in the early 20thc.

B. A. HONOURS POLITICAL SCIENCE DSC (compulsory): POL-HC-1016 Understanding Political Theory: Unit I: Students are introduced to Feminist approaches to Political theories.

POL-HC-3036 International Relations: Unit II: students are required to understand feminist perspectives of political theories.

POL-HC-4026 Public Policy & Administration in India. Unit III: Gender Budgeting.

UNIT V: Social Welfare Administration.

POL-HC-5016 Classical Political Philosophy: Unit I: Text & Interpretation: (ii) Feminist Perspective.

POL-HC-6016 Modern Political Philosophy: Unit II: Romantics (b) Mary Wollstonecraft (8 lectures). Presentation theme: Women & Paternalism.

POL-HC-6026 Indian Political Thought. Unit II: Rammohan Roy (4 lect.)Unit iii: Pandita Ramabai (Gender) 4 lect.

Paper: Ability Enhancement (Skill based)

POL-SE-4014 Panchayati Raj in Practice. Unit III: Problems & Needs of Disadvantaged Groups & their Participation (16 lect.) (a)Women.

POL-HG-4016 International Relations Unit I d. Feminist Perspectives (J. A. Tickner)

POL-HG-4026: Understanding Ambedkar Unit III: Women's Question (9 lect.) a. Rise & fall of Hindu Women (b) Hindu Code Bill.

B. A. Political Sc. Regular : POL-RC-1016: Unit II: Concepts: Democracy, Rights, Gender, Citizenship & Civil Society.

File Description	Documents
Annual gender sensitization action plan	1. Counselling of Girl Students. 2. Taking up Gender Sensitisation programmes for each class once a month. 3. Visit nearby schools, especially, Girls Schools. 4. Organise Seminar/workshops on Mental Health & Hygiene.
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	a) Safety & Security: CCTV Cameras have been installed in many spots inside classrooms, corridors and campus as a whole. Security Guards are on duty during working hours. b) Counselling : The Faculty Members try to understand the problems of both boys & girls. The Women Cell welcomes girls specially, to discuss any kind of problems that may be hampering their learning and growth. c) Common Rooms: Available for both boys and girls separately. Teachers are in charge of them - ably aided by elected members of the Students Union - specifically for those posts. Drinking water facilities are available there, along with adequate tables, chairs & gaming facilities.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The College facilitates several techniques for the management of degradable and non-degradable waste. There are different types of

wastes disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college:

Solid Waste Management: College has a place on its campus where the solid wastes materials are disposed. The primary focus is to reduce and reuse the waste. The college management has also advised to refuse anything which is not needed. The college has two different pits to separate the different waste like degradable waste and non degradable waste. Vermicompost pit constructed in the college is operational where the biodegradable wastes are collected. Every day the waste is collected in bins and disposed to a place where it can be converted into manure. In additions to this wastes are collected in different dust bins have been placed at different side of the college. This ensures that solid waste segregated at the source. Mr Shashadhar Nath owner of M/S Parijat Nursery, use to conduct training programmes from time to time giving knowledge on methodology of disposing the waste. It was stressed that we should avoid plastic items to the best possible capacity. These are some of the suitable techniques applied for disposing of solid waste management. The garbage generated is preferably treated at the site of generation.

In addition to this the college has Sanitary Napkin Incinerator in the bathrooms of the college girls common room. It plays a significant role in the minimizing of solid waste.

The college (especially NSS Unit) has organized Swach Bharat Mission. The programme Officer and other teacher member of NSS Unit from different aspects of delivered their talks about the proper procedure of waste. Moreover, the NSS volunteers have also demonstrated the proper procedure of disposing the waste in an adopted village named Katamur village situated at Sila, Moreover, the college is also looking for the possible substitutes to presume the waste to the best possible extent.

Solid waste management

- Relevant documents like money receipt of college approved.
- Geotagged photographs of the facilities.(Vermicompost, solid waste pits, Sanitary Napkin Incinerator machine) .

Liquid waste management: The waste water is carried out through the drainage system .The drainage system for managing liquid waste is effectively operating.

Biomedical Waste Management: There is no biomedical waste management

system in the college.

E-waste Management: There is no e-waste management system in the college.

Waste recycling system: There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

Hazardous chemicals and radioactive waste management: There is no Hazardous chemicals and radioactive waste management system in the college.

Waste recycling system

Geotagged photographs of the facilities.(Rain water harvesting system)

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://saraighatcollege.ac.in/gallery.php
Any other relevant information	View File

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

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

D. Any 1 of the above

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

D. Any 1 of the above

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

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

From its very inception, Saraighat College has relentlessly been trying to provide its students an inclusive atmosphere that speaks in favour of socio-communal harmony, and promotes cultural, linguistic and socio-economic diversities.

As part and parcel of the efforts to create an all inclusive atmosphere as mentioned above the college authority stresses through its ethical guidelines that every teaching, non-teaching employees and the students of Saraighat College shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex language, social status, age or physical/mental disability. At the commencement of each session freshers have been oriented with this ethical guideline.

Therefore, from its admission policy to celebration of different programs inside the college campus Saraighat College is always guided to achieve the aim of communal harmony. So our college celebrates programs like Milad-e-Mehfil, Saraswati Puja, Women's Day, Ethnic Cultural Meet etc.

On different occasions, the college authorities and its various departments have organised awareness programs in relation to gender issues, socio-cultural diversities and environment among students and in the adopted villages. Training Programs of folk songs and dance along with essay competition have been also conducted as part of this concerted attempt.

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	No File Uploaded

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

To sensitize the students and employees of the Institution to the constitutional obligations: Values, rights, duties and responsibilities of citizens, our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in blood donation camps, study tours for them, that make them understand the importance of protecting the cultural heritage of the country.

The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up plantation drives to provide a clean and green environment for all. Swachha Bharat Abhiyan has also been an important initiative taken by the college where we have organized an awareness camp for the students.

Our students across all UG courses study constitutional obligations. Every year Republic Day is celebrated on 26th January highlighting the importance of Indian constitution. Independence Day is also celebrated each year to highlight the struggle of freedom and the importance of Indian Constitution.

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

7.1.10 - The Institution has a prescribed code C. Any 2 of the above

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

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

Saraighat College is one of the leading colleges situated on the North bank of river Brahmaputra. Our college celebrates National and International days enthusiastically every year. All staff members and students gathering the college to celebrate these days celebration of cultural and constitutional festivals and celebration has become a vital activity . Throughout the session different days are celebrated by students with guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation. The academic calendar has incorporated all important events which shows the enthusiasm of the institution in celebrating many national as well as international days, events and festivals. Republic day is celebrated every year on 26th January in the college with great pride. It is a day to remember when India's constitution came into force on 26th January 1950. Independence Day is also celebrated on 15th August in the college with great enthusiasm.

Besides these two national days, a number of other national and international days are also celebrated in our institution so that students get knowledge about the great personalities in our political, social history such as Mahatma Gandhi, Netaji Subhas

Chandra Bose etc. International Women's Day is also celebrated in our college on 8th March every year. The day is celebrated under the supervision of Women Cell of the college. International Yoga Day is also celebrated on 21st June every year in the college. The day aims to raise awareness of many benefits of practicing Yoga. Teachers day is also celebrated on 5th September every year to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. This day is celebrated to promote the values and principles of a true leader. Students offer gifts to the teachers and at last they thank teachers by expressing their gratitude.

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	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.

Best Practice: 1

Title: Moulding the Marginalised: For a Better Future

Context: Though the College is located at the periphery of North East India's only metro city Guwahati, the population pattern of the greater Changsari area is primarily rural. The college receives a significant quantity of students from agricultural and allied backgrounds with poor socio- economic conditions. This status of marginalization is a prima facie cause for the college to admit the under performers and down trodden students into the institution. To enable the marginalized to avail the opportunity to receive higher education and create a better tomorrow, the college has adopted numerous pro- student practices.

Objectives:

- To include the last standing individual into the realm of Higher Education
- To secure the holistic development of the learners
- To provide financial assistance to poor students
- Focus on Health and Hygiene

Practice:

In consonance with our college motto "Nothing is holier than knowledge" the college seeks to bring Higher Education to the doorsteps of the economically meager sections of the nearby population. In this regard, the following steps are undertaken so far:

1. Free Admission to BPL Category- Facility of free admission is provided to the students in this category by Government of Assam whose parents annual income is less than 2 lakhsrupees
1. Government funded scholarship for ST/SC and OBC category students
2. Ishan Uday Scholarship is also provided to the economically backward students coming from north eastern region of India.
3. Minority Scholarship (Govt. funded)
4. Student Aid Fund(College Aided) Certain financial assistance is provided to needy students in their times of crisis from this fund. A sum of Rs.10 is collected from each student at the time of admission for generation and maintenance of this fund.
5. Book Bank facility: BPL students can avail and apply the facility of receiving free textbooks for one academic session from the College Central Library. A maximum of five booksare allowed to be taken by the concerned student.
6. W alk to Library: At the beginning of every academic session students are taken to the College library by the faculties of every departments to orient them about the library and thereby inculcate the habit of reading booksamong the learners.
7. Admission to low performers: As the students of the college comes mostly from the underprivileged section of the society, many with low academic grades in secondary and senior

secondary sections, the college admits these low performers by keeping a low cut off admission marks at entry level.

8. Free Health Check- Up: The College organizes regular health checkup programme for the learners with the help of NSS unit of the college.

Impact of the Practice:

Due to numerous facilities and opportunities provided to the students, they are able to improve their academic record. The college boasts of good performance and results with excellent pass percentage. With an improved result, a significant number of students are able to get admitted into post graduate institutions in regular mode. Moreover, allowing students with low academic result to pursue under graduation in the institute, the college has been able to maintain a high enrollment ratio. In addition, the initiatives of book bank and walk to library have succeeded in increasing the student library interface. Students are encouraged to

utilize the library to their best of capacity in order to initiate the habit of self learning instead of spoon feeding or rote learning.

Obstacles:

In the process of implementing the practice of promoting welfare of the marginalized students, the college faces certain obstacles such as

1. Insufficient resource: The college endeavours to cater to the needs of all the needy students however due to insufficient fund position, the college is being unable to do so.
2. Lower Student Participation in the Programmes: There is low student participation in programmes addressed or undertaken for their welfare as many live in remote areas and

communicating to and from the college becomes a hardship for them.

Resources Required:

- The college proposes to apply for the increase in government as well as corporate funding to take up numerous benevolent programmes for students
- The college is short of adequate teaching and non-teaching staff to cater to student centric programmes with utmost focus
- The college is considering to increase the number of free health checkup for students as well as to increase the number of participants in such programmes.

Best Practice 2:

Title: Yoga and Meditation

Context: Yoga involves movement, meditation and breathing techniques to promote mental and physical wellbeing of a person. It is a belief that the mind gets disciplined through meditation and the body is aligned and strengthened through Yoga. The practice of yoga and meditation is also considered as a pathway to an individual's spiritual awakening.

Keeping with the spirit of Yoga and Meditation, Saraighat College introduced this programme as a best and healthy practice amidst the students since 2019. In today's contemporary world, young minds are disturbed by anxiety and stress due to highly competitive environment and excessive dependence on virtual world along with financial hardships, eating disorders etc. It is in this context

introducing Yoga and Meditation as Physical and Psychological Detox Mechanisms becomes paramount and the college hence keeping the best interest and welfare of the students in mind is duty bound to carry forward this practice.

Objectives: The practice has been promulgated with the following objectives namely:

- To promote the idea of physical and mental well being of the learners
- To increase memory and retention capacity amongst learners
- To encourage young minds to adopt healthy habits and stay away from unhealthy addictions like excessive mobile usage and substance abuse.

Practice:

Yoga and Meditation classes are being conducted on a weekly basis in the college premises from 3rd September 2019 onward except on Sundays and Public Holidays. A certified Yoga teacher is engaged to impart training to the students. This programme began with 58 students who have received training in basic Yoga and Meditation techniques. International Yoga Day is observed at the college with participation of the college staff as well as students from other neighbouring educational institutions like S.B.M.S College, Suwalkuchi; North Gauhati College, Amingaon; Faculty Higher Secondary School, North Guwahati etc.

Impact of the Practice:

The practice of training students in Yoga and Meditation has helped the students to value their physical and mental well being. An awareness has been seen amongst students to make health their top priority. Yoga helps keep the students fit and healthy. Along with it the practice has also enabled them to shift focus from virtual world i.e. excessive use of mobile phones which distracts the students from academic engagement to other frivolous concerns unto the real world.

Obstacles faced:

- **Financial Hardship:** There is no regular head for resource generation especially finance to pursue and promote this practice on a continuous basis
- **Low participation:** Participation of students in this programme is not satisfactory owing to the non- inclusion of this practice as a specific programme under the existing curriculum
- **The corona pandemic and the ensuing global lockdown hampered the effective and continuous progression and conduct of this practice amongst the students.**

Resources Required:

For the continuation and popularization of this practice a permanent Yoga and Meditation centre needs to be established in the college. In addition to it, the practice needs to be introduced as a compulsory programme in the curriculum

to increase students' participation in it.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Since its inception in 1981, the college is dedicated towards building a healthy student centric environment especially to the marginalized section. As an institution of higher education, the college tries to keep the best interest of the last standing individual and endeavors to provide them a proper platform to avail the benefits of higher education. In this context, as majority of the feeders of the college comes from vernacular schools, as a part of learner centric approach, the college imparts teaching-learning in vernacular medium i.e. Assamese language even to the Honors students. Although there is paucity of available study materials in vernacular medium yet the faculties compensates this constraint with their personal engagement and dedication. It may be regarded as a distinctive feature of this institution that it accommodates a significant number of students without considering their dismal academic record at the entry level. With this category of underperformers admitted, the college pursues to convert them into good performers in different aspects i.e. both academic and co-curricular. At present, in the session 2020-2021, the college has admitted 1113 students. Out of it, 49 belong to ST , 70 belongs to SC, 302 are OBC and 692 belongs to Unreserved Category.

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

At the beginning of every academic year, a routine is prepared by the Routine Committee of Saraighat College and classrooms are allotted to all the subjects. Departments conduct selection tests for the honours students prior to the commencement of the regular classes. Orientation programs for the students of Honours and the Regular courses are also conducted at the beginning of the academic session. The Honours classes are allotted in the permanent Honours-classrooms attached with respective departments and the General/Regular classes are allotted in the General classrooms among various subjects according to class routine.

The Academic committee formed with all the HODs discusses the curriculum delivery mechanism in its meetings. Further every HODs discuss the matter of distribution of syllabi components at departmental level and allots individual components to the teachers at the beginning of every academic session.

Every department is directed to maintain a Daily Class Diary which is an authentic record of all classes taken by the faculty members. The departments maintain separate attendance registers for every paper/courses. Practical classes are being held as per allotted schedule in the class routine.

Departmental meetings are convened at regular intervals to assess the syllabus completion status by the individual faculty members as well as for planning other academic activities like holding of students' seminars, group discussions, field works, home assignments, class tests etc.

The internal assessment marks of the students are displayed in the notice boards and the answer scripts are produced to the students. Those who fair poorly in the internal assessments are given a second chance to appear for improvement.

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)

Sraighat College executes all the academic activities in adherence to the Academic Calendar of the Gauhati University. These activities include- admission procedure, commencement of the semester classes for both the honours and the general classes along with seminar presentation, dissertation, field trip etc.

The prospectus of Saraighat College gives a vivid picture about the all encompassing activities in relation to the plans, program, internal examination, field trips, group discussion and the seminars and provides the newly arrived students an academic roadmap for a specific year.

All the HODs of Saraighat College determines the dates of internal-examination, submission and presentations of the seminars related to every semester. The Academic committee of Saraighat College, in presence of its principal, time to time assesses the progress of the students and gives directives to the mentors whenever such requirement arises. Whenever the Mentors feel necessary, invites the parents of the mentees to discuss the academic progression of the students.

Due to unavoidable effects of the pandemic, in the academic year 2020-21, however, the authority of the Saraighat College had to change its ways of deliverance of syllabi to the students to some extent following the SOPs of the government of Assam and the Gauhati University. All such notifications had been forwarded to the students time to time using electronic modes of various kind.

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

1.1.3 - Teachers of the Institution participate

B. Any 3 of the above

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

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

12

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

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

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

0

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

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

0

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

00

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

The curriculum of the institution, designed by the parent university , has effectively integrated crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability etc for the holistic development of the students. In order to inculcate professional ethics, human values, gender sensitivity and environmental awareness among the students, various programmes are organised where they are given roles and responsibilities to perform.

For example, every year the student bodies of Saraighat College celebrates various functions like Saraswati Puja, Milad-E-Mehfil, Freshers Social, Annual College week, Bodo Cultural Meet etc, which give them scope to learn these ethics and values. Moreover, the institution also celebrates various important days of national and international significance like Republic Day, Independence Day, Teachers Day, International Womens Day, World

Environment Day , Bishnu Rabha Divas, etc. where maximum students participation is ensured. The NSS unit and NCC wing also takes part in various functions like cleanliness drives, campaigns and awareness camps, free health checkup camps etc.

These issues are also incorporated in various courses offered by the institution. Following are some of the courses that includes these issues:

1. English honours (5th Semester): Women's writings

2. Economics Honours (5th Semester): Economics of Health and education

(6th Semester): Environmental economics

3. Travel and Tourism Management (B.Voc) 5th semester: 1) Maintain Standard of etiquette and Hospitable Conduct

2) Follow Gender and Age sensitive Service practice

4. Political science 5th Semester Honours: 1) Human Rights

2) Youth and the Nation Building

5. Philosophy 6th Semester Honours: 1) Mahatma Gandhi's concept of God and Religion

2) Sankardeva's Vaishnavism in Assam

6. History 3rd Semester (Skill enhancement Course): 1) Historical Tourism in North East India

2) Oral Culture and Oral History

7. Semester II (Compulsory for the students of both the Honours and General courses): Environmental studies

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

20

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)	No File Uploaded

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

71

File Description	Documents
Any additional information	No File Uploaded
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								
<table border="1"> <thead> <tr> <th data-bbox="102 358 537 421">File Description</th><th data-bbox="547 358 1436 421">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="102 421 537 524">URL for stakeholder feedback report</td><td data-bbox="547 421 1436 524">View File</td></tr> <tr> <td data-bbox="102 524 537 743">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td><td data-bbox="547 524 1436 743">No File Uploaded</td></tr> <tr> <td data-bbox="102 743 537 846">Any additional information(Upload)</td><td data-bbox="547 743 1436 846">No File Uploaded</td></tr> </tbody> </table>	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)	No File Uploaded	Any additional information(Upload)	No File Uploaded	
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)	No File Uploaded								
Any additional information(Upload)	No File Uploaded								
1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken								
<table border="1"> <thead> <tr> <th data-bbox="102 985 537 1048">File Description</th><th data-bbox="547 985 1436 1048">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="102 1048 537 1151">Upload any additional information</td><td data-bbox="547 1048 1436 1151">No File Uploaded</td></tr> <tr> <td data-bbox="102 1151 537 1583">URL for feedback report</td><td data-bbox="547 1151 1436 1583"> https://docs.google.com/forms/d/1dtkaFFeOm2XJXUwQ3CWFFsPWb9Baj2G0Y6avAmrtdoU/edit#responses, https://docs.google.com/forms/d/1IItiUf9TqxcS_1skRvdpCxFtUC416ZdeiFnk1tDMN3Y/edit#responses, https://docs.google.com/forms/d/1Lq_NGXTy25bopU66BX90af7dpGRkAxNQYe6xpZeC77Y/edit#responses, https://docs.google.com/forms/d/1G7qZYkHgXLwX-yz96ERfFEw3S-B4jReF1Ut6YTncz0o/edit#responses </td></tr> </tbody> </table>	File Description	Documents	Upload any additional information	No File Uploaded	URL for feedback report	https://docs.google.com/forms/d/1dtkaFFeOm2XJXUwQ3CWFFsPWb9Baj2G0Y6avAmrtdoU/edit#responses , https://docs.google.com/forms/d/1IItiUf9TqxcS_1skRvdpCxFtUC416ZdeiFnk1tDMN3Y/edit#responses , https://docs.google.com/forms/d/1Lq_NGXTy25bopU66BX90af7dpGRkAxNQYe6xpZeC77Y/edit#responses , https://docs.google.com/forms/d/1G7qZYkHgXLwX-yz96ERfFEw3S-B4jReF1Ut6YTncz0o/edit#responses			
File Description	Documents								
Upload any additional information	No File Uploaded								
URL for feedback report	https://docs.google.com/forms/d/1dtkaFFeOm2XJXUwQ3CWFFsPWb9Baj2G0Y6avAmrtdoU/edit#responses , https://docs.google.com/forms/d/1IItiUf9TqxcS_1skRvdpCxFtUC416ZdeiFnk1tDMN3Y/edit#responses , https://docs.google.com/forms/d/1Lq_NGXTy25bopU66BX90af7dpGRkAxNQYe6xpZeC77Y/edit#responses , https://docs.google.com/forms/d/1G7qZYkHgXLwX-yz96ERfFEw3S-B4jReF1Ut6YTncz0o/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									
1113									

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

106

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

The College has a dedicated mechanism of assessing the learning levels of students. Through it, the institution makes an endeavour to categorise and pick out advanced learners and slow learners. Class tests are conducted at a periodic interval after completion of targeted units in the syllabus along with the conduct of internal assessment in the form of sessional examinations apart from the main external exams. Moreover, departmental symposiums and presentations are organized frequently with a view to analyse and assess the academic comprehension of the students regarding the concepts together with their skills of presentation and expression in public platforms.

Parents-Teachers Meet are organized by all the departments at a regular interval to discuss the strengths, weakness, prospects and probabilities of the students and their engagement with the academic and co-curricular activities in the college. With regard to assessing advanced learners and slow learners our strategy of identification are performances of students in the following -

- Classroom Participation and Interaction
- Class Test and Assignments

- Group Discussions
- Evaluation of performance in Internal and External Examination

Advanced learners are provided with extra study materials along with information regarding access to various e-resources of academic significance.

For the slow learners, the college has incorporated in the general routine remedial classes after regular class hours wherein faculties attend to their needs and shortcomings with extra attention coupled with patience, love and care. Faculties personally curate special study materials that can be easily understood by these group of learners along with providing them proper guidance and counseling to motivate them to improve their performance in the college.

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
1113	31

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

As part of experiential and participative learning , the institution undertakes the following methods-

- Project Work and Field Visit- All departments as part of their curriculum conducts field visit programmes and project works for students to get first-hand experience of social realities and happenings and correlate the

observations with the theoretical contents of the syllabus. Such assignments also acts as a major tool for experiential learning and increases the exposure of the students with regard to knowledge accumulation.

- Seminar Presentations- The Departments organize in-house departmental seminars for the students wherein students are given specific topics to write seminar papers and give presentations upon. These presentations helps students get new perspectives on various topics of concern, it encourages their confidence levels about giving public presentations, helps them in self-study and increase their academic engagement.
- Group Discussions- Students are divided into groups and assigned some topics as part of their syllabus. They are given the opportunity to provide their insights about the given topics, work as a team in offering solutions to various issues of academic and social concern and develop a spirit of cooperation and active participation.
- Participation in various extension, co-curricular and college activities both within and outside the campus. Students take the lead in organizing various events like Saraswati Puja, Milad-e-Mehfil, Freshmen Social, Farewell Functions. Teachers Day, Environment Day etc.
- NCC and NSS units enables the learners to actively engage in various youth and nation building programmes.
- Publications of Departmental Wall Magazines are reflective of the creative talents and teamwork of students.

Time-to-Time organization of cleanliness drive under Swachh Bharat Abhiyan Programme portrays the active student-teachers' cooperation and participation.

File Description	Documents
Upload any additional information	No File Uploaded
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

Keeping in view the need of imparting teaching in blended mode, the teachers together with delivering direct classroom lectures also take the help of several ICT enabled tools to make the teaching learning process visually and virtually more appealing

and vibrant. Different ICT tools utilized by the faculties of the college are:

- **Digital Classroom:-** Although the college does not have adequate digital classrooms yet the faculties utilize the existing one to conduct classes and give powerpoint presentations
- All faculties use internet facilities for a better learning experience
- The department of Geography use digital tools for practical classes
- During the Covid Pandemic and the ensuing lockdowns, the faculties used various digital modes to impart education like Youtube, Zoom, Google Meet, Google Classroom and Whatsapp groups. The teachers took digital classes, provided study materials and recorded audios and videos to students. Tests and Assignments were also conducted digitally.
- Computer Labs, Language Labs and the Desktops in the Library with Wi-Fi are utilized by the faculties and students to gain access to various e-learning resources.
- Seminar Hall- The Seminar Hall is equipped with a digital projector and a whiteboard along with Microphones and Sound System to organize various programmes like Lectures, Public Talks, Audio-Visual Presentations for the benefit of both teachers and students.

File Description	Documents
Upload any additional information	View File
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

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

16

File Description	Documents
Any additional information	View File
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

31

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.

As a measure of transparency of internal assessment procedure, the Principal convenes the meeting of the College Academic Council and the Examination Cell to decide upon the mode of conducting internal and external examinations for every academic session. (The college conducts quarterly sessional examinations and periodic class tests.) Upon consultation and recommendations received from the two bodies, the Principal notifies the formation of Examination Committees for both Internal and External Examinations.

The assigned Committees follows the guidelines provided for conduct of examinations by its affiliating University like-

- Preparation and Publication of Exam Schedule and regulations in College Notice Board (internal)
- Instructing the Departments to set Question Papers(internal) according to the prescribed pattern of the affiliating University within a stipulated time as notified by the Committee
- Scheduling and allocation of Invigilation Duty
- Conduct of Examination
- Timely evaluation and Declaration and Display of Results.

Upon declaration of results, students are briefed about their performance as well as their weaknesses by showing them the answer scripts of internal examinations and guided about various means of improvement.

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 takes a meticulous and cautious approach in handling and disposal of grievances of internal examination like

- Conduct of Internal Re-examination for students failing to appear in the examinations in the scheduled time with authentic reason combined with the furnishing of valid proof of the same.
- Evaluated Answer Scripts of Internal Exams are shown to the students to apprise them about their performance, answer writing styles, their errors and shortcomings with a view to enable them to improve their records in the future examinations.
- If any student expresses dissatisfaction over the results and voices their concern to the Exam Committee, the Committee informs the concerned Heads of the Departments to address the matter and solve the issue.
- The HODs instruct the other faculties of their departments to personally address the dissatisfied students and remove their doubts and queries if any.
- Any misconduct on the part of the students during examination, are strictly recorded and necessary punitive and corrective measures are taken by the Convener of the Exam Committee upon discussion and deliberation with its members and the concerned invigilator.
- Grievances of the invigilators and other teachers as well as the parents are also recorded and addressed with genuine concern by the Committee.
- The Convener of the Committee provides up to date information about the entire proceeding of the examinations to the Principal along with the problems, grievances and untoward incidents occurring in the exam.
- The Committee seeks regular suggestion and guidance from the Principal about any matter relating to the conduct of the examination as well as the subsequent evaluation.

File Description	Documents
Any additional information	No File Uploaded
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.

As Saraighat College offers undergraduate courses in Language -Literature and Social Sciences in 12 disciplines under Gauhati University the College at the start of each academic session conducts a Faculty Guided Orientation Programme for students with a view to inform and educate them about the nature of the Programme and the courses contained in them. At the very outset of the Programme, the students are informed about the benefit and prerequisite of a graduate programme in Higher Education and the various academic and employment prospects arising out of it. Next, the modalities and functioning of the newly introduced CBCS programme is explained to them in detail. Thirdly, the Semester System and Examination Pattern in the undergraduate programme are discussed.

The orientation programme is made interactive in nature with active involvement of the students in the process along with a Question and Answer session.

After the general orientation, departmental orientation programmes are held wherein the faculties of the concerned departments deliver a lecture to the Honours and Regular students about the course content with detailed presentation of the units of all the courses and the required reading lists. The teachers provide the hard copies of the syllabi for all the semesters to the concerned students. They also communicate to the students the specific course outcomes of the concerned Department as prepared and published by Gauhati University for undergraduate programmes in different disciplines.

Moreover, our faculties remain in constant touch with their affiliating University departments to avail any information regarding change and upgradation of respective programmes and courses along with the course outcomes.

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.

Regarding the method of measuring the level of attainment of POs and COs the institution undertakes the following mechanisms-

- Performance of the students in the classroom is observed through their level of engagement in classroom activities like their ability to answer questions posed by the teachers regarding any specific topic contained in the Courses.
- Participation of students in group discussions and departmental seminars
- Assignments, Class-Tests, Project and Field Works are also good indicators. Teachers analyse how well the students incorporate their understanding of the Programmes and Outcomes in writing answers. Their critical thinking and innovative method of proposing solutions to various issues are also recorded.
- After the declaration of the results of End Semester Examinations conducted by Gauhati University, the Principal convenes a joint review meeting of the IQAC and Academic Council of the College to take stock of the performance of the students in relation to performances in previous academic sessions. The Principal then notifies the departments about the proceedings and suggestions of the meeting and instructs the HoDs to take necessary actions to further improve the quality of results.
- Analysing the records of placement and progression to higher education of the students in various governmental, non-governmental and entrepreneurial ventures is reflective of the success and realization of the POs, PSOs and COs.
- A feedback mechanism is in place to record and review the interactions with parents about their observations about the programmes and courses and also the difficulties faced by their wards in any course.

Departmental Teaching Diaries are maintained to evaluate the timely completion of the courses by the faculties which ensures the efficacy of the teaching-learning programme.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://saraighatcollege.ac.in/program_outcome.php

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

175

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	http://saraighatcollege.ac.in/upload/annual_reports/G.U.%20Annual%20Report%202020-21.pdf

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://docs.google.com/forms/d/1jv-5w_mHb7I8gTNIXBhFVY3HgjeTw-JSw6DPkddUWIs/edit#responses

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	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**

8

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**

6

File Description	Documents
Any additional information	View File
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**

Saraighat college from its very inception has been trying to create a meaningful and integrated atmosphere of education that covers not only the institutional campus but also the vicinity of the college. Through outreach and extension activities the college authority on various occasions tries to involve faculties and students with the inhabitants of its neighborhood to understand and contribute in resolving some crucial problems of the latter. Main objectives of such activities are of two directional viz., extension of helping hand towards the community and attaining field oriented experiences through participation.

During the academic year of 2020-2021, however, due to prevalence of pandemic situation the College authority could succeed in intermingling its students and faculties with the population of its neighbourhood only to a limited extent. Whatever may be the frequency of these programs, the impact was found extremely profound upon the students or participants.

During the program days of 'Village Visit' to Katamur-Gaon, held on 03/06/2020 and 04/06/2020 the under the lead role of the NSS unit of Saraighat College students and faculties tried to understand the problems faced by the villagers due to Covid-19 lockdown and other restrictions. As most of the inhabitants of the 69 households of this village are under economically challenged category, therefore, the team of participants of the college distributed packets of food items as a measure of assistance to the community.

On 14/12/2020 conducting a cleanliness drive in consonance to the spirit of 'Swachhwa Bharat Mission' students of Saraighat College participated themselves in the campus of the nearby Rail-station. Positive impact of the outreach and extension programs on the minds of the students may be seen through this sort of activity.

On November 29th, 2021 faculties and students of Saraighat College conducted a daylong workshop in the Nij Sindurighupa Lower Primary School to promote the value of environment-consciousnesses. Drawing and essay-writing competition among the students, sapling-plantation and procession with slogans of a green planet was part of this program.

On 2nd December, 2021 combining the cadres from NCC and NSS of Saraighat College a similar program of cleanliness drive had been conducted outside the college campus to mark the observance of National Pollution Control Day.

It has been found that the impact of these programs on the minds of the students/participants is very profound. In the coming days more such programs will be conducted by our college that would ensure participation of the students and thereby allow them to experience firsthand experiences from the field.

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

8

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	View File

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

6

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	View File
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

140

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

4

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Although the college has significant number of classrooms, laboratories and computer equipments to accommodate the academic requirements of the students yet the quantity of infrastructure is still short of the requisite demands. There are all total 07 halls to cater to the regular courses and 26 classrooms for Honours course. The Departments of Anthropology, Geography have their individual laboratories with basic instruments and facilities like different stone tools of Paleolithic period, cultural artifacts, landmapping tool etc. The Department of Education also has a laboratory for Psychology practicals. It consists of equipments like Memory Drums, Punch Board, Mirror Drawing etc.

There are 04 numbers of SMARTClassrooms and total 33 classrooms with Hi-speed Wi-Fi facility. In addition to it, the college has 46 number of Desktops with Internet facilities for academic purpose out of which 13 belongs to the Language Lab. The funds received from UGC and RUSA are being directed towards expanding our academic infrastructures, the result of which are construction of a new academic building at the backyard of the college as well as extension and functioning of B.Voc wing in the top floor of the existing New Academic Building.

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.

Facilities provided by the institution for cultural activities, sports, games (indoor,outdoor), gymnasium, yoga et.al are as follows-

- Seminar Hall- The hall covering an area of 60feet length and 26 feet width is utilized for various cultural competitions and programmes like singing, dancing, acting etc along with regular academic programmes like lectures, seminars, presentations etc. The hall is also used for conducting yoga sessions.
- Musical Instruments like Tabla, Harmonium, Drums etc are provided by the institution for conducting various social and cultural programmes.
- Open Stage is used for different functions like organizing of College Week, Freshmen and Farewell programmes.
- Multi-Gym facility is made available for physical well being of incumbent college fraternity with state of the art modern gymming equipments like Multi-Gym Station, Treadmill etc. The gym is located at the ground floor of the old academic building in a room measuring an area of 30 feet length and 20 feet width
- There is availability of Open Space for Volleyball, Kabbadi, Tug-of-War, Musical Chair for both girls and boys
- The college has an Indoor Stadium with Modern Badminton Court occupying an area of 65 feet length and 40 feet width .

Table Tennis Board, Chess, Carrom and Ludo boards are available in the Boys and Girls Common Rooms.

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.

33

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

33

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	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)

5780413

File Description	Documents
Upload any additional information	View File
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)

The Saraighat College Library is an ideal knowledge hub with all required modern facilities. The library is well located in the first floor of a proposed 3 storied building and has been maintaining a cool reading environment with well furnished reading room. The library has above 15000 text and reference books. It has also different types of dictionary, encyclopaedia, annual books and guide books for different types of competitive exams. Since 2011 the library uses the SOUL software version 2.0 for the automation of the library. The integrated Library Management system (ILMS) consist such types of modules Accessioning, Cataloguing, Classification, circulation, OPAC, Administration are used in our library automation . The users use

the OPAC to search and also known about the status of the books (whether it is issued or returned). The library has different section like reference, periodical, circulation and reprography service for satisfaction of the users. It avails e-resources from the membership under N-LIST programme of INFILBNET consortia. The N-LIST provides access to 6000+ E-journals and more than 31+ lakhs E-books. The "D space" software is also in operation for digitalizing the library holdings such as exam question papers, Institutional repository and others. The library offers various services to its users like orientation programme students, Wi-fi access, book bank facilities for B.P.L. students, comfortable table-chair for physically disabled students near by stack room, Newspaper clipping etc. The library committee has decided to give best reader award to create reading habit and encouraging among the students. The whole library has under CCTV surveillance.

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
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)

212200

File Description	Documents
Any additional information	View File
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

49

File Description	Documents
Any additional information	No File Uploaded
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

Saraighat College strives to provide state-of-the-art technologies and to update its ICT facilities to ensure efficient functioning. With increasing demand of IT facilities, the internet access demand in campuses, institutions are keenly stepping forward to update ICT facilities and to setup secured-stable Wi-Fi network. Well-equipped Computer Lab with branded PC's in independent and LAN mode is adequately supported by 08 MBPS wi-Fi lease line from BSNL. System and application software are licensed. All The departments are connected with LAN.

The Office Management System, Accounting System, Feedback System, Digital Library, Online Admission System with Payment Gateway (Billdesk) are updated at regular interval by S.S Technologies, through '???? College' system. The college website is monitored and updated from time to time. The Interactive Classrooms, Video Conferencing, Digital Class Rooms are updated. Apart from more than 30 Desktop Computers the students use Laptops for their online assessment. The facilities are well connected with intercom devices. Conference cum Seminar Halls is also ICT enabled with Projectors and internet connectivity. The computers of office are connected to Printer through LAN. The scanners and

multipurpose photocopy machines are serviced. Surveillance of CCTV.

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

4.3.2 - Number of Computers

62

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

5780413

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

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

Saraighat College maintains its infrastructure or the physical and academic support facilities through a comprehensive mechanism. For the maintenance of all the facilities, the college authority annually constitutes a budget committee and then entrusts the task of maintenance of its facilities upon different personnel and committees.

For the maintenance of the affairs related to the library, a library committee has been entrusted with duties and responsibilities. It is reconstituted every year and the principal of the college performs the duty of chairman in it. This committee decides and adopts all the policies in relation to different programs of the college library like the preparation of its annual budget, buying and cataloging of new books, framing of rules and regulation etc. Librarian of the college performs her duty as the member secretary of this committee. All the Heads of the Departments (HOD) of Saraighat College are members of this committee.

The Head of the Department (HOD) of each concerned subject maintains all the equipment, materials assigned to the department and the class rooms. In addition to that he or she has to maintain a stock registrar and it is inspected by the principal or the staff appointed by the latter. The Department of Anthropology, Geography and Education maintains the respective laboratories with a system of proper record keeping.

For the overall maintenance of all the existing facilities, in addition to the above described policies and methods an integrated approach is being applied by the college authority.

A committee responsible for gardening and beautification throughout the year works for the development of overall aesthetic ambiances inside all the corners of the college campus. A well trained gardener is appointed under the guidance of this committee to improve the condition of beautification inside the college campus. He looks after all the activities from planting of saplings to maintenance of gardens and disposal of garbage.

Under the RUSA monitored system planning of multi dimensional development programs are designed from time to time. A Project Management Unit-PMU conducts such detailed work. The Construction Committee of Saraighat College periodically inspects physical conditions of all the buildings of Saraighat College and accordingly give its recommendation to the Governing Body about new construction and repairing. This committee is annually reconstituted and an honorary technical expert is appointed as adviser of this body.

Outsourcing has been done for all the activities related to the maintenance of regular electrical failures, malfunctioning of equipment like the fans, generator, wiring, refilling of the ACs and water pump. A local electrician has been contracted for such frequent services on a monthly basis. Likewise, works related to carpentry for repairing furniture of the classroom and the establishment system of outsourcing is also introduced.

All the computers, equipment and software used in the college establishment is annually managed by the S.S. Technology, a third party company. This company looks after Wi-Fi connections, IT-infrastructure and resolves issues related to the domain of software and data management. The college authority annually renews agreement with the said company after proper verification of its services.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support**5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1113

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

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

0

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
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

57

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

57

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

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	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

9

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

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

40

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	View File
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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

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

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

Saraighat college has an active student council (The Saraighat College Students' Union) which is elected annually. The composition of the Saraighat College Students' Union is as follows: 1. President - 1 2. Vice President - 1 3. General Secretary - 1 4. Assistant General Secretary - 1 5. Magazine Secretary - 1 6. Cultural Secretary - 1 7. Major Games Secretary - 1 8. Minor Games Secretary - 1 9. Gymnastics Secretary - 1 10. Debating Secretary - 1 11. Girls Common Room Secretary - 1 11. Boys Common Room Secretary - 1

Activity of Student Council:

1. Saraighat College Students' Union holds the Annual college week under supervision of faculties in which literary sports and cultural events have been organised for development of student's quality in the specific areas.

2. Saraighat College Students' Union holds Fresher's social and publish college Magazine Annually.

3. Maintaining discipline among the students.

4. Organizes Games and Sports and cultural Competitions.

5. Provide financial assistance to poor and distressed students.

6. Support IQAC and RUSA monitoring committee and Grievance Redressal Cell in decision making.

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

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

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

0

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

5.4 - Alumni Engagement

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

As of date, there is no registered Alumni Association of the institution. But it is worth mentioning that most of the academic departments of the college have Alumni cells and alumni are invited to participate in various departmental activities like Freshers social, Alumni Meet, Farewell ceremony, Teacher's Day, and other departmental events. The departments of the college maintain a close relationship with the alumni through social networking modes. The Alumni are involved in activities like regular informal interaction with the Principal and staff members regarding the overall development of the college. The college is planning to form a registered Alumni Association very soon and generate fund for academic and infrastructural development of the college.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Democratic Participation and Social Welfare are the two guiding principles on which is based the governance of this institution. Our vision and mission are primarily focused at bringing Higher Education closer to people who otherwise are limited by various socio-economic hardships to avail this opportunity (See the College website for Vision and Mission). The college caters majorly to the marginalized students who belong to the BPL

category and who shows poor performance in secondary education. These students are given the chance to get admitted into the college and efforts are put in by both the academic and administrative staff to cater to their aspirations and turning their weaknesses into strength.

The college takes adequate measures to combine academics with practical and experiential learning in order to provide the students an avenue to build their personality and blossom their creativity. Through various extension activities undertaken by different cells and committees along with departmental ventures, students are given exposure to go beyond the classroom and experience the socio-economic and political experiences unfolding in the society. Teachers take individual as well as collective initiative to engage students in performing and participating in various gender sensitization programmes, community development programmes, academic deliberations to encourage a sense of participation, responsibility and belongingness not just towards the institute but with the larger society in view. Moreover, apart from classroom teaching, the faculties take added initiatives to improve the quality of teaching-learning by giving extra and targeted guidance to both the advanced and the slow learners to develop their potentialities holistically. Blended methods, counseling, excursion, exchange programmes are a few of the initiatives undertaken in this regard.

The governance mechanism is built on the foundation of democratic socialism i.e. the Governing Body(apex structure of the college), Principal(the Executive Head) and various organizations like Teaching Unit, Non-Teaching Unit, IQAC, Students' Union etc are constituted with active participation of the stakeholders with a motto to work towards the welfare of the institute at large. The organizations and committees as Decision makers work on the principle of All for One and One for All. All decisions are taken after adequate deliberations, voting or consensus. Grievances accruing from any quarter of the college are met with urgent and effective response.

Limitations of the college and its fraternity are openly discussed and deliberated at different organizational levels in the college and a sense of transparency is encouraged and ensured. The Principal as the Executive Head of the College also acts as a Responsible Representative and a medium between the affiliating University and Department of Higher Education, Government of Assam with the College Community. The Principal reports about the achievements and grievances of the institute to

concerned higher authorities and seeks necessary solutions and incentives for the benefit of the college.

File Description	Documents
Paste link for additional information	http://saraighatcollege.ac.in/vision.php , http://saraighatcollege.ac.in/mission.php
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.

Saraighat College has a participative and a decentralized model of functioning. The Governing Body headed by the President is at the helm of the administrative and academic affairs of the college. The Principal is the secretary of the Governing Body and the institutional head of the college. The Principal constitutes different cells to look into the varied issues relating to the smooth conduct and development of the institute. The IQAC headed by a Coordinator supervises the quality and progress of each cell. Decisions taken at each stratum of the institution is based on consultation and observant deliberations. There is a continuous process of engagement in place that is carried out through timely convention of meetings of various cells with their members, meetings of the Teachers' Unit, Governing Body meetings, IQAC meetings as well as a general teaching and non-teaching staff meetings. In these meetings, various issues and problems relating to the current functioning of the college as well as a vision for the future are discussed and contemplated upon. The Governing Body being the apex body takes the final call regarding various developmental issues concerning the college. The teachers' unit as well as the non-teaching staff through their representatives presents the needs and grievances concerning the college before the GB. The GB takes decisions based on the consensus of two-third majority of the members of the body present.

One of the prime example of the decentralized mode of working in the institute is visible in the Conduct of Students' Union Election in the College. Through a decentralized administrative mechanism the Union Election is held annually. There is active and direct participation of the entire college fraternity in the process. With the consent and approval of the GB, the Principal begins the election process by publishing a general notification regarding it. The Principal then in consultation with the GB

President, IQAC Coordinator, Teachers' Unit, Non-Teaching Unit and representatives of the existing Students' Union forms the Election Committee .The committee consists of the following members-

1. Advisors-2 (GB President &Principal)

1. Returning Officer-!(Associate Professor)

3. Presiding Officer-I(Associate Professor)

4. Polling Officers-12(Associate and Assistant Professors)

5. NSSunit-6

6.AdministrativeRepresentative-2

7.Representatives of Current Students Union-2

The committee convenes its general meeting and decides upon the dates of conducting the election. Accordingly the following process is executed-Issue, Submission and Verification of Nomination Papers, Publication of List of Contesting Candidates, holding of elections and declaration of results.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan:

The mission of the college is to strive for academic and co-curricular excellence. In pursuance of this mission, the strategic plan of the institution is to incorporate both Quantitative and qualitative expansion of infrastructural and support facilities. The strategic plan and programmes of the College are taken under the aegis of the Governing Body and the Stakeholders which discusses and designs a roadmap for proper implementation of the plans upon consultation and adoption of a

feedback mechanism of its constituents. One of the priorities of the college is to accommodate the increasing number of students into adequate classrooms. In view of this need and demands raised by the students for the same, the construction committee of the college proposed the Governing Body to increase the number of classrooms. Accordingly, the body through adoption of resolutions approached the Block Development Officer, Bezera, Kamrup to provide financial grants. The BDO consented upon the need and subsequently sanctioned a sum of Rs.16.89 lakhs under Multi-Sectoral Development of Minorities scheme. As part of strategic planning and deployment, the college has implemented the task of expansion of physical infrastructure for academic support from the fund received. In this regard, the college has successfully constructed one new unit on the top floor of the existing Administrative building for Classrooms and Departmental Usage. To execute the plan, the Governing Body of the college convened a meeting of the Construction Committee and authorized the Principal to initiate the process of construction and speedy execution with the help of the committee. The Committee was empowered to utilize local and outside skills and resources for the construction purpose. The process of construction was carried out through continuous monitoring and evaluation of the Committee. Finally, the new unit has come into existence and is now ready for utilization.

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.

The academic and administrative structure of the college is built according to the organogram depicted in the attached file. This organogram is reflective of the complete structure of the college executive ecosystem which is formulated in accordance with the UGC guided and Government of Assam mandated service rules, policies and administrative procedures for provincialized institutions of Higher Education. The college is an affiliated institution of Gauhati University offering courses at Undergraduate level in Humanities and Social sciences (Arts

stream). It also offers Higher Secondary Courses under Assam Higher Secondary Education Council. As per the organogram, Department of Higher Education (DHE), Govt. of Assam headed by the Director of Higher Education is the apex body looking into the sector of Higher Education. In addition, the affiliating university is also incharge of the academic and governance of the institution. The college follows the directives of both these bodies.

The Governing Body-the principal organ within the college is formed according to the guidelines of the DHE. Two faculties of Gauhati University are also nominated as Vice-Chancellor's nominee to the GB. The GB consists of a President, Principal as Secretary, 2VC nominees, 2 Teachers Representatives, 2 Non-Teaching Office representatives, 2 representatives from the locality and the Librarian of the college. The Principal is the academic and administrative head of the institution and functions according to the guidance of the GB&DHE. Next to Principal is the IQAC (Internal Quality Assurance Cell) responsible for over all quality assurance and enhancement of the college. The functioning of the college is broadly divided under Academic Administration and General Administration. In the academic section, the IQAC forms the Academic Council which is further divided broadly into two categories-I. Teaching Departments-headed by a Departmental Head and faculties as its members and the Central Library headed by a Librarian and assisted by the library staff. 2. Various cells and committees headed by Conveners with faculties as their members. Under General Administration, the administrative office is headed by the Principal and assisted by the office staff (Senior Assistant-Junior Assistants Grade V). Along with it there is a well knitted support services which undertakes various quality improvement and assurance facilities. The sub-heads of this service are NCC, NSS, Grievance Redressal and Anti-Ragging Cell; Skill Enhancement Cell and Career Counseling and Psychological Guidance Cell. All the support services are administered with active student-teacher participation. The Students Union is the elected and representative body of the student community which looks into as well as works for the welfare of the students of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://saraighatcollege.ac.in/organogram.php
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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The College Administration undertakes certain effective welfare measures for the employees (Teaching and Non-Teaching Staff). Following are some welfare provisions that are currently in practice and enforces from time to time as per necessity or requirement .

1. Different Leaves are sanctioned to permanent teachers -

i). Study Leave for Ph.D , Research scholar, FIP (Faculty Improvement Programme), FDP(Faculty Development Programme).

ii). Maternity Leave for Ladies Staff.

iii). Child Care Leave for Ladies.

iv). Medical Leave for all staff.

v). Duty Leave for all teachers in respect of participation in Academic courses , examination works, Government matters.

2. Different Facilities

I). Day Care facilities for all staff

ii). Group Insurance and Provident Fund facilities to all permanent staff

iii). Sports and Yoga facilities for employees at free of cost

iv). Gymnasiums facility for all employees at free of cost

v). Emergency First- Aid facility to all employees

v). Provisional Pay Revision to Contractual teachers

3. Other facilities

i) Financial Assistance for Medical treatment or for urgent needs

ii). College Canteen facility for teachers by keeping separate arrangement.

iii). Provisions of safe drinking water facility

iv). Parking campus for vehicles of employees

v). Facility of Air Conditioned Conference Hall

vi). Central Library facility to all faculty members for borrowing books

vii). Provision of Institutional e-mail IDs to all faculty members and administrative personnel's for Official Communications

viii). Provision of teachers Common Room with attached wash room

ix). TA/DA for teacher in charge who accompany the students in Excursion or Educational Field Tour

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

0

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

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

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

0

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

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

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

10

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)	View File

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

The institution has a regular performance appraisal mechanism at place. With regard to academic performance, the activities and progress of teachers are monitored through API in case of teachers seeking promotion, their academic performance is also

recorded through their publications in referred journals, UGC Care List, Scopus, Web of Science, participation and presentations in various state and national and international seminars, workshops. In addition to it, teachers' performance in the classroom is appraised through a feedback mechanism where in feedback forms are provided to the students to record their opinions about the teachers' and the teaching environment through multiple choice questions in both online and offline mode. The students provide their response regarding the presence and punctuality of the teachers in the classroom and the department, their level of course completion, their problem solving capacity etc. Teachers' engagement in FDP, Orientation, Refresher Courses etc and their involvement in examination, extension and other activities relating to the college are also monitored by the administration. A Grievance Redressal Cell is in function for speedy redressal of the grievances of teachers', staff and students. With regard to attendance, the attendance of the teachers as well as of the non-teaching staff are recorded through bio-metric system and maintenance of physical attendance register. Leave grants of Teaching and Non-Teaching Staff are maintained. The Principal regularly interacts with the office staff and reviews their performance in dispensing their assigned duties. The internal audit also proves to be another method of assessment and appraisal of the financial status and regularity of the institution which brings all the employees of the college under observation and acute scrutinization.

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

6.4 - Financial Management and Resource Mobilization

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

The college conducts both internal and external audits for financial transparency and optimum accountability. The internal audit is conducted by a Chartered Accountant appointed by the Governing Body of the College. The accountant looks into the various financial transactions conducted by the college regarding physical infrastructure as well as academic support. Documents like vouchers, utilization statements, cash receipts, Ledger and

cashbooks are scrutinized. After the completion of the audit, the audit report is placed before the Governing Body of the college for its approval and necessary actions.

The external audit is an independent verification of financial transactions of the college conducted by the officials of Directorate of Audit (Local Fund) Govt. of Assam. The college has to apply for the external audit and await its approval by the concerned authority.

The auditors of both internal and external audits verifies the transactions of the college under different heads-Admission fees, Examination Fees, Scholarships, Grants and aids received from different sources like UGC, RUSA and other Govt. and Non-Govt. agencies etc. Any objections related to auditing are reviewed in meetings of the Governing Body and necessary actions are taken for their mitigation and redressal.

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)

0

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

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

Saraighat College being a provincialised degree college under the Govt. Of Assam, it receives various grants under different

financial schemes both of the State Government as well as of UGC and schemes like RUSA. However, the institution is working towards increasing its pool of funds through a dedicated approach to resource mobilization and effective and optimal utilization of its existing resources like:-

- It allows its venue to be used for conducting various state and national level competitive examinations. Through this, the college collects some amount of remuneration as centre fees.
- It also conducts undergraduate and post graduate classes and examinations for Krishna Kanta Handique State Open University under Govt. of Assam. And likewise a significant amount is collected as centre fees from the university.
- The college is offering a State Government sponsored undergraduate vocational degree/ diploma course in Travel and Tourism Management from which admission and examination fees regenerated.
- Moreover, its in house canteen generates income.
- The multi-gym situated in the campus collects nominal membership fees from the students which also is a means of resource generation and is mobilized towards the upkeep of the gym.
- The scraps generated in the college are sold from time to time and this contributes to the College Fund.

The Teachers' Unit collects monthly fees from its faculties to organize various teacher centric programmes along with observance of certain occasions.

- A students' welfare fund is created to meet the needs of students in cases of emergency like accidents, illness etc along with helping the needy.
- Funds received by the college under various heads are saved in different Savings Bank Accounts of Public Sector Banks respectively. Interests accrued from the savings deposit are in turn utilized to further various developmental activities related to the college.
- Funds received as admission and exam fees from the students are deposited in the College development head and are utilized to give salaries to contractual workers employed in the college ranging from Contractual Lecturers, Computer Operator, Office helper to Sanitation Worker, Gardener, Security Guard etc.
- Funds from the College development head is used in the

cleanliness and maintenance of the campus, undertaking various extension activities etc.

The NCC and NSS units of the college utilize their funds received from the official government source for providing uniforms to the cadets and volunteers and organizing various programmes both within the college and outside.

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

6.5 - Internal Quality Assurance System

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

The IQAC continuously undertakes the task of monitoring and suggesting quality improvements with regard to the development of the academic atmosphere of the college. It looks into the matters of classroom teaching-both online and offline along with the process of conduction of periodic assessment of the teaching learning process and its result and it comes in the form of student performance and satisfaction.

The practices institutionalized in the college as a result of IQAC's initiatives are as follows:

- Regular Assessment of Faculty Performance and Appraisal with regard to Career Advancement Scheme (CAS) promotion.
- Conduct of Orientation Programmes for Students at the time of Admission regarding various programmes and courses offered by the College along with acquainting them with the concept and relevance of attaining higher education.
- Engages the Career Counselling and Guidance Cell to conduct counseling sessions to familiarize the students with the multitude of employment opportunities present in various sectors of the state and nation.
- Timely assessment and review of the various works undertaken by different cells and committees of the college are undertaken and follow up actions are suggested.
- Faculties were encouraged to undertake online mode of teaching during the Covid Pandemic and also incorporate blended mode of learning in the classrooms for the benefit

of the students.

- Various workshops and seminars are conducted by the IQAC for the

benefit of teaching-non- teaching staff and students.

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

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

As recommended by the peer team of NAAC in the 2nd Cycle of Assessment and Accreditation to make the teaching-learning process more participatory; the IQAC has initiated the process of recording student feedback regarding various dimensions relating to the teaching learning process. These are namely, observations regarding the performance of the teachers in the classroom along with the over all academic atmosphere of the college, the active engagement of the students in the teaching-learning and extra-curricular activities etc. This periodic assessment benefits the college to learn about the strength and weakness of the teachers, their quality of participation in academic and co-curricular activities as well as their punctuality and dedication to their occupation.

The feedback of the students are collected in a form containing objective type questions related to the course content, syllabus coverage, participation of teachers in the classroom and their approach in solving problems related to the academic and other aspects of students' lives.

The IQAC further convenes regular meetings with the Academic Council and Heads of different departments to review the continuous

•evaluation process, attainment of the learning outcomes and any problems arising in meeting the set targets along with other

departmental extension activities related to the holistic development of the students. It also directs the cells and committees to conduct regular student friendly activities with active engagement of the students as well as organize programmes relating to developing awareness regarding issues of gender, employability, community development, personality development etc.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://saraighatcollege.ac.in/annual_reports.php
Upload e-copies of the accreditations and certifications	View File
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

- 2020-2021 : - (i) celebration of IWD (ii) Students Union Election
 - From the students election results, we can infer that 50% of the post holders are girls; thus, girls & boys share posts equally in the students union of Saraighat College.
 - Co-Curricular Activities could not be held due to Covid protocols. Classes were being taken in both offline and online mode. Students trickled in very cautiously at first when the College first opened on September 21st, 2021 post covid lockdown.
 - On the 8th of March, 2021, 40 students and 15 teachers gathered together to celebrate the International Women's Day in the Seminar Hall where the invited Guest was Rubee Baruah Das, a journalist. She spoke on the theme declared by UN for IWD 2021: "Choose to Challenge." The Principal-in-Charge, R.N.Goswami presided over the meeting where the Teacher - Representatives of GB were also present - Dr. B. Patgiri & Dr. A. Deka.
- FACILITIES FOR WOMEN ON CAMPUS :**
- There are separate common rooms for boys & girls.
 - Separate toilet facilities with 24 hours running water are made available for all boys & girls.
 - Drinking water facilities have been made available at convenient spots for both boys & girls.
 - A vending machine for dispensing sanitary napkins has been procured to facilitate girl students.
 - The library has a large Reading Hall to accommodate both girls & boys with adequate chairs and tables.
 - Girls are provided with equal opportunities to express themselves in the fields of reading, writing, and other forms of creativity. An annual College Magazine is published where girls & boys showcase their talents. Similarly, there are Cultural & Sports Cells to hone their talents.
 - The presence of a large number of female teachers motivate the girls and boosts their self-confidence. They feel secure and enjoy the freedom to express themselves in any way they choose to.
 - There is a Saraighat College Women's Studies Cell (SCWSC founded on 14/05/2004) whose mission is to : -
1. fight against all forms of gender discrimination
 2. create awareness on women's issues

3. emphasise women's literacy

4. understanding problems of girl students

- There's an Internal Committee complaints cell in the form of a Committee for Prevention, Prohibition, & Redressal of grievances against sexual harassment, although no such incidents have been reported till date. Accordingly, the male teachers, though few in number, are well sensitised and contribute to solving any issues that arise among students as well as teachers. The committee has been in charge for the period Nov. 2019 to 2022 (3yrs)
- The IQAC Women Cell members are: Kakoli Bora & Dr. Sangita Barman along with Farida S. Haque as the Convenor.
- 2020 Committee of Saraighat College Women Cell: - (2019 committee continues due to covid lockdown); VP: Dr. Debjani Das; Asstt. Secretary: Dr. Bhanu Hazarika;
- Executive Member: Dr. Sangita Barman.
- 2021 SCWC Committee: VP: Dr. Debjani Das ; Asstt. Secretary: Dr. Bhanu Hazarika; Executive Member: Dr. Sangita Barman. [The old committee gets another chance to work as they remain deprived earlier].
- SCWC has remained active because of its affiliation with ACTA Women Cell as Farida Haque has been selected since 2016 as Executive member of central committee women cell of Assam College Teachers Association. Another active member is Pratima Mahanta who was the former Zonal Convenor. Accordingly, they attended the following meetings where various issues of College Academic environment are discussed threadbare and solutions sought to be resolved.
- Zonal Executive on 12/11/2021 at ACTA Ofc. Guwahati.
- Zonal Meeting on 20/11/2021 at Goreshwar College, Bodoland.
- Zonal Executive: new committee given charge on 07/12/2021 at D.K.College, Mirza.
- Annual Conference of ACTA held at Nowgong Girls College from December 11th -14th, 2021
- GENDER EQUITY & SENSITISATION IN CURRICULAR ACTIVITIES

Gender component has been introduced in the syllabi of different Course Programmes offered in CBCS Undergraduate

classes. The Faculty Members are well acquainted with Gender Studies and Women Development especially after attending Refresher Courses in the University Staff Administrative Colleges or HRD Institutes. Accordingly, students get the opportunity to re-orient themselves to gender concepts and development. The following has been collected by SCWSC from the different syllabi of disciplines such as, English, Political Science, etc. to illustrate the fact that students have been introduced to gender sensitisation topics in their curriculum.

B.A. HONOURS ENGLISH Discipline Specific Core (Compulsory): Semester V:

Paper 12: ENG-HC-5026 Women's Writing. Generic Elective: Semester II: ENG-HG-2016 Contemporary India: Women & Empowerment

As part of the curricular activity, students are required to make presentations -

(1). The role of Writer in society, be they male or female, does it make any difference?

If so, how and why?

(2). Ideas of love and marriage prevalent in society since the 14th/15th centuries.

SEMESTER IV: DSC (compulsory):

- Paper 10: ENG-HC-4036 British literature: 19th century: - students learn about the remarkable literary development in those times from Jane Austen to Christina Rossetti, while analysing the 19th century novel - themes of marriage & sexuality, the writer and society, faith & doubt, etc.

SEMESTER V: DSC (compulsory) Paper 11: ENG-HC-5016 British literature: 20th century: students study literary modernism and also, the women's movement in the early 20thc.

B. A. HONOURS POLITICAL SCIENCE DSC (compulsory): POL-HC-1016 Understanding Political Theory: Unit I: Students are introduced to Feminist approaches to Political theories.

POL-HC-3036 International Relations: Unit II: students are required to understand feminist perspectives of political theories.

POL-HC-4026 Public Policy & Administration in India. Unit III: Gender Budgeting.

UNIT V: Social Welfare Administration.

POL-HC-5016 Classical Political Philosophy: Unit I: Text & Interpretation: (ii) Feminist Perspective.

POL-HC-6016 Modern Political Philosophy: Unit II: Romantics (b) Mary Wollstonecraft (8 lectures). Presentation theme: Women & Paternalism.

POL-HC-6026 Indian Political Thought. Unit II: Rammohan Roy (4 lect.)Unit iii: Pandita Ramabai (Gender) 4 lect.

Paper: Ability Enhancement (Skill based)

POL-SE-4014 Panchayati Raj in Practice. Unit III: Problems & Needs of Disadvantaged Groups & their Participation (16 lect.) (a)Women.

POL-HG-4016 International Relations Unit I d. Feminist Perspectives (J. A. Tickner)

POL-HG-4026: Understanding Ambedkar Unit III: Women's Question (9 lect.) a. Rise & fall of Hindu Women (b) Hindu Code Bill.

B. A. Political Sc. Regular : POL-RC-1016: Unit II: Concepts: Democracy, Rights, Gender, Citizenship & Civil Society.

File Description	Documents
Annual gender sensitization action plan	1. Counselling of Girl Students. 2. Taking up Gender Sensitisation programmes for each class once a month. 3. Visit nearby schools, especially, Girls Schools. 4. Organise Seminar/workshops on Mental Health & Hygiene.
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	a) Safety & Security: CCTV Cameras have been installed in many spots inside classrooms, corridors and campus as a whole. Security Guards are on duty during working hours. b) Counselling : The Faculty Members try to understand the problems of both boys & girls. The Women Cell welcomes girls specially, to discuss any kind of problems that may be hampering their learning and growth. c) Common Rooms: Available for both boys and girls separately. Teachers are in charge of them - ably aided by elected members of the Students Union - specifically for those posts. Drinking water facilities are available there, along with adequate tables, chairs & gaming facilities.

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The College facilitates several techniques for the management of

degradable and non-degradable waste. There are different types of wastes disposed in the college for which there is a proper system functioning. The following wastes are being disposed by the college:

Solid Waste Management: College has a place on its campus where the solid wastes materials are disposed. The primary focus is to reduce and reuse the waste. The college management has also advised to refuse anything which is not needed. The college has two different pits to separate the different waste like degradable waste and non degradable waste. Vermicompost pit constructed in the college is operational where the biodegradable wastes are collected. Every day the waste is collected in bins and disposed to a place where it can be converted into manure. In additions to this wastes are collected in different dust bins have been placed at different side of the college. This ensures that solid waste segregated at the source. Mr Shashadhar Nath owner of M/S Parijat Nursery, use to conduct training programmes from time to time giving knowledge on methodology of disposing the waste. It was stressed that we should avoid plastic items to the best possible capacity. These are some of the suitable techniques applied for disposing of solid waste management. The garbage generated is preferably treated at the site of generation.

In addition to this the college has Sanitary Napkin Incinerator in the bathrooms of the college girls common room. It plays a significant role in the minimizing of solid waste.

The college (especially NSS Unit) has organized Swach Bharat Mission. The programme Officer and other teacher member of NSS Unit from different aspects of delivered their talks about the proper procedure of waste. Moreover, the NSS volunteers have also demonstrated the proper procedure of disposing the waste in an adopted village named Katamur village situated at Sila, Moreover, the college is also looking for the possible substitutes to presume the waste to the best possible extent.

Solid waste management

- Relevant documents like money receipt of college approved.
- Geotagged photographs of the facilities.(Vermicompost, solid waste pits, Sanitary Napkin Incinerator machine) .

Liquid waste management: The waste water is carried out through the drainage system .The drainage system for managing liquid

waste is effectively operating.

Biomedical Waste Management: There is no biomedical waste management system in the college.

E-waste Management: There is no e-waste management system in the college.

Waste recycling system: There is no system of Waste recycling in the college. However, there is rain water harvesting system in the college.

Hazardous chemicals and radioactive waste management: There is no Hazardous chemicals and radioactive waste management system in the college.

Waste recycling system

Geotagged photographs of the facilities.(Rain water harvesting system)

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://saraighatcollege.ac.in/gallery.php
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution 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	C. Any 2 of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Geo tagged photos / videos of the facilities</td><td>View File</td></tr> <tr> <td>Any other relevant documents</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	No File Uploaded					
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 following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above										
<table border="1"> <thead> <tr> <th>File Description</th><th>Documents</th></tr> </thead> <tbody> <tr> <td>Reports on environment and energy audits submitted by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certification by the auditing agency</td><td>No File Uploaded</td></tr> <tr> <td>Certificates of the awards received</td><td>No File Uploaded</td></tr> <tr> <td>Any other relevant information</td><td>No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment	D. Any 1 of the above										

**5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading**

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

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

From its very inception, Saraighat College has relentlessly been trying to provide its students an inclusive atmosphere that speaks in favour of socio-communal harmony, and promotes cultural, linguistic and socio-economic diversities.

As part and parcel of the efforts to create an all inclusive atmosphere as mentioned above the college authority stresses through its ethical guidelines that every teaching, non-teaching employees and the students of Saraighat College shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex language, social status, age or physical/mental disability. At the commencement of each session freshers have been oriented with this ethical guideline.

Therefore, from its admission policy to celebration of different programs inside the college campus Saraighat College is always guided to achieve the aim of communal harmony. So our college celebrates programs like Milad-e-Mehfil, Saraswati Puja, Women's Day, Ethnic Cultural Meet etc.

On different occasions, the college authorities and its various departments have organised awareness programs in relation to gender issues, socio-cultural diversities and environment among students and in the adopted villages. Training Programs of folk songs and dance along with essay competition have been also conducted as part of this concerted attempt.

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	No File Uploaded

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

To sensitize the students and employees of the Institution to the constitutional obligations: Values, rights, duties and responsibilities of citizens, our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in blood donation camps, study tours for them, that make them understand the importance of protecting the cultural heritage of the country.

The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up plantation drives to provide a clean and green environment for all. Swachha Bharat Abhiyan has also been an important initiative taken by the college where we have organized an awareness camp for the students.

Our students across all UG courses study constitutional obligations. Every year Republic Day is celebrated on 26th January highlighting the importance of Indian constitution. Independence Day is also celebrated each year to highlight the struggle of freedom and the importance of Indian Constitution.

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

<p>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.</p>	<p>C. Any 2 of the above</p>
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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

Saraighat College is one of the leading colleges situated on the North bank of river Brahmaputra. Our college celebrates National and International days enthusiastically every year. All staff members and students gathering the college to celebrate these days celebration of cultural and constitutional festivals and celebration has become a vital activity. Throughout the session different days are celebrated by students with guidance of teachers which help them to know about different cultures and to cognitively imagine India as a nation. The academic calendar has incorporated all important events which shows the enthusiasm of the institution in celebrating many national as well as international days, events and festivals. Republic day is celebrated every year on 26th January in the college with great pride. It is a day to remember when India's constitution came into force on 26th January 1950. Independence Day is also celebrated on 15th August in the college with great enthusiasm.

Besides these two national days, a number of other national and

international days are also celebrated in our institution so that students get knowledge about the great personalities in our political, social history such as Mahatma Gandhi, Netaji Subhas Chandra Bose etc. International Women's Day is also celebrated in our college on 8th March every year. The day is celebrated under the supervision of Women Cell of the college. International Yoga Day is also celebrated on 21st June every year in the college. The day aims to raise awareness of many benefits of practicing Yoga. Teachers day is also celebrated on 5th September every year to celebrate the birth anniversary of Dr. Sarvepalli Radhakrishnan. This day is celebrated to promote the values and principles of a true leader. Students offer gifts to the teachers and at last they thank teachers by expressing their gratitude.

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	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.

Best Practice: 1

Title: Moulding the Marginalised: For a Better Future

Context: Though the College is located at the periphery of North East India's only metro city Guwahati, the population pattern of the greater Changsari area is primarily rural. The college receives a significant quantity of students from agricultural and allied backgrounds with poor socio- economic conditions. This status of marginalization is a prima facie cause for the college to admit the under performers and down trodden students into the institution. To enable the marginalized to avail the opportunity to receive higher education and create a better tomorrow, the

college has adopted numerous pro- student practices.

Objectives:

- To include the last standing individual into the realm of Higher Education
- To secure the holistic development of the learners
- To provide financial assistance to poor students
- Focus on Health and Hygiene

Practice:

In consonance with our college motto "Nothing is holier than knowledge" the college seeks to bring Higher Education to the doorsteps of the economically meager sections of the nearby population. In this regard, the following steps are undertaken so far:

1. Free Admission to BPL Category- Facility of free admission is provided to the students in this category by Government of Assam whose parents annual income is less than 2 lakhsrupees
1. Government funded scholarship for ST/SC and OBC category students
2. Ishan Uday Scholarship is also provided to the economically backward students coming from north eastern region of India.
3. Minority Scholarship (Govt. funded)
4. Student Aid Fund(College Aided) Certain financial assistance is provided to needy students in their times of crisis from this fund. A sum of Rs.10 is collected from each student at the time of admission for generation and maintenance of this fund.
5. Book Bank facility: BPL students can avail and apply the facility of receiving free textbooks for one academic session from the College Central Library. A maximum of five booksare allowed to be taken by the concerned student.
6. W alk to Library: At the beginning of every academic

session students are taken to the College library by the faculties of every departments to orient them about the library and thereby inculcate the habit of reading books among the learners.

7. Admission to low performers: As the students of the college comes mostly from the underprivileged section of the society, many with low academic grades in secondary and senior secondary sections, the college admits these low performers by keeping a low cut off admission marks at entry level.
8. Free Health Check- Up: The College organizes regular health checkup programme for the learners with the help of NSS unit of the college.

Impact of the Practice:

Due to numerous facilities and opportunities provided to the students, they are able to improve their academic record. The college boasts of good performance and results with excellent pass percentage. With an improved result, a significant number of students are able to get admitted into post graduate institutions in regular mode. Moreover, allowing students with low academic result to pursue under graduation in the institute, the college has been able to maintain a high enrollment ratio. In addition, the initiatives of book bank and walk to library have succeeded in increasing the student library interface. Students are encouraged to

utilize the library to their best of capacity in order to initiate the habit of self learning instead of spoon feeding or rote learning.

Obstacles:

In the process of implementing the practice of promoting welfare of the marginalized students, the college faces certain obstacles such as

1. **Insufficient resource:** The college endeavours to cater to the needs of all the needy students however due to insufficient fund position, the college is being unable to do so.
2. **Lower Student Participation in the Programmes:** There is low student participation in programmes addressed or undertaken for their welfare as many live in remote areas and communicating to and from the college becomes a hardship for them.

Resources Required:

- The college proposes to apply for the increase in government as well as corporate funding to take up numerous benevolent programmes for students
- The college is short of adequate teaching and non-teaching staff to cater to student centric programmes with utmost focus
- The college is considering to increase the number of free health checkup for students as well as to increase the number of participants in such programmes.

Best Practice 2:

Title: Yoga and Meditation

Context: Yoga involves movement, meditation and breathing techniques to promote mental and physical wellbeing of a person. It is a belief that the mind gets disciplined through meditation

and the body is aligned and strengthened through Yoga. The practice of yoga and meditation is also considered as a pathway to an individual's spiritual awakening.

Keeping with the spirit of Yoga and Meditation, Saraighat College introduced this programme as a best and healthy practice amidst the students since 2019. In today's contemporary world, young minds are disturbed by anxiety and stress due to highly competitive environment and excessive dependence on virtual world along with financial hardships, eating disorders etc. It is in this context introducing Yoga and Meditation as Physical and Psychological Detox Mechanisms becomes paramount and the college hence keeping the best interest and welfare of the students in mind is duty bound to carry forward this practice.

Objectives: The practice has been promulgated with the following objectives namely:

- To promote the idea of physical and mental well being of the learners
- To increase memory and retention capacity amongst learners
- To encourage young minds to adopt healthy habits and stay away from unhealthy addictions like excessive mobile usage and substance abuse.

Practice:

Yoga and Meditation classes are being conducted on a weekly basis in the college premises from 3rd September 2019 onward except on Sundays and Public Holidays. A certified Yoga teacher is engaged to impart training to the students. This programme began with 58 students who have received training in basic Yoga and Meditation techniques. International Yoga Day is observed at the college with participation of the college staff as well as students from other neighbouring educational institutions like S.B.M.S College, Suwalkuchi; North Gauhati College, Amingaon; Faculty Higher Secondary School, North Guwahati etc.

Impact of the Practice:

The practice of training students in Yoga and Meditation has helped the students to value their physical and mental well being. An awareness has been seen amongst students to make health their top priority. Yoga helps keep the students fit and healthy. Along with it the practice has also enabled them to shift focus from virtual world i.e. excessive use of mobile phones which distracts the students from academic engagement to other frivolous concerns unto the real world.

Obstacles faced:

- Financial Hardship: There is no regular head for resource generation especially finance to pursue and promote this practice on a continuous basis
- Low participation: Participation of students in this programme is not satisfactory owing to the non- inclusion of this practice as a specific programme under the existing curriculum
- The corona pandemic and the ensuing global lockdown hampered the effective and continuous progression and conduct of this practice amongst the students.

Resources Required:

For the continuation and popularization of this practice a permanent Yoga and Meditation centre needs to be established in the college. In addition to it, the practice needs to be introduced as a compulsory programme in the curriculum

to increase students' participation in it.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Since its inception in 1981, the college is dedicated towards building a healthy student centric environment especially to the marginalized section. As an institution of higher education, the college tries to keep the best interest of the last standing individual and endeavors to provide them a proper platform to avail the benefits of higher education. In this context, as majority of the feeders of the college comes from vernacular schools, as a part of learner centric approach, the college imparts teaching-learning in vernacular medium i.e. Assamese language even to the Honors students. Although there is paucity of available study materials in vernacular medium yet the faculties compensates this constraint with their personal engagement and dedication. It may be regarded as a distinctive feature of this institution that it accommodates a significant number of students without considering their dismal academic record at the entry level. With this category of underperformers admitted, the college pursues to convert them into good performers in different aspects i.e. both academic and co-curricular. At present, in the session 2020-2021, the college has admitted 1113 students. Out of it, 49 belong to ST , 70 belongs to SC, 302 are OBC and 692 belongs to Unreserved Category.

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

The future plans of Action for the next Academic year (2021-22) are as follows:

1. To submit IIQA and SSR to NAAC for reaccreditation of the

institution.

2. To conduct outreach and awareness programs in the feeder schools.

3. To conduct Seminars/Workshops/In-house symposiums for students and teachers.

4. To conduct Academic and Administrative Audit (AAA) and Green Audit.

5. To organize an Alumni Meet and form a registered Alumni Association.

6. To introduce Add on/Certificate Courses for the students.

7. To organize training programs for non-teaching staff.

8. To implement MIS in full-fledged manner.

9. To pursue the Govt. of Assam to introduce Commerce stream.

10. To sign MoUs with other institutions for conducting student and teacher exchange programs.

11. Classrooms to be improvised with ICT facilities.

12. To organize Orientation programs for students during commencement of the academic session.