



YEARLY STATUS REPORT - 2022-2023

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. | | 7002210321 |
| • Mobile No: | | 9435310553 |
| • 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 | | |
| • Affiliated / Constitution Colleges | | AFFILIATED |
| • 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 | JAYANTA KUMAR SARMA |
| • Phone No. | 9864052626 |
| • Alternate phone No. | 9954221749 |
| • Mobile | 9864052626 |
| • 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)%202020-21.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%20for%20the%20year%20of%202022-2023.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 |
| Cycle 3 | A | 3.04 | 2023 | 01/05/2023 | 30/04/2028 |

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 |
|-----------------------------------|--------|----------------|-----------------------------|--------|
| Nil | Nil | Nil | Nil | Nil |

| | | |
|--|---------------------------|--|
| 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 | No File Uploaded | |
| 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) | | |
| Workshop on 'Sexual harassment & other grievance organized by Women's Cell IQAC | | |
| Academic & Administrative Audit Completed | | |
| Introduction of Certificate courses in Yoga & Spoken Sanskrit | | |
| Green Audit done | | |
| Assessed by NAAC & Accredited Grade with A (3.04) | | |
| 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 |
|--|--|
| Workshop on 'Sexual harassment & other grievance to be organized | Work shop organized by Women's Cell |
| Decided to carry out Academic & Administrative Audit tentatively on 21st Nov. 2022 | Audit carried out by to experts from Gauhati University |
| Media & Publicity Cell of the college to be organize | Organized by IQAC |
| Introduction of Certificate courses in Yoga & Spoken Sanskrit | Introduced Yoga & functional Sanskrit in the institution |
| Green Audit to be done | Green audit completed |
| Decided to start the process of documentation of SSR and preparation for NAAC Assessment | Assessed by NAAC & Accredited Grade with A (3.04) |
| Decided to submit the IIQA by the end of the month | Submitted the IIQA |
| Decided to implement NEP 2020 in the college | NEP implemented in the current session |
| Decided to introduce ADD on Courses in deferent departments | Introduced in the current session |

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

| Name | Date of meeting(s) |
|----------------|--------------------|
| GOVERNING BODY | 18/12/2023 |

14. Whether institutional data submitted to AISHE

| Year | Date of Submission |
|-----------|--------------------|
| 2021-2022 | 06/01/2023 |

15. Multidisciplinary / interdisciplinary

Presently the College has eleven U.G. programs, offering both Honors and Regular courses. These are: English, Assamese, Economics, Anthropology, Education, Mathematics, Philosophy, Political Science, Geography, History and Persian. There is one B.Voc Program on Tourism and Travel Management. The College authority has submitted a memorandum to the Govt. of Assam for introducing B.com course. The college is affiliated to Gauhati University and follows the curriculum designed by the parent university as per UGC guidelines. The CBCS curriculum has already been introduced since 2019 and it provides the students a choice to select from a wide range of courses. The curriculum of the college has efficiently integrated crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability etc. for the holistic development of the students. The department of Tourism and Travel Management follows a flexible curriculum that enables students multiple entry and exits at the end of 1st, 2nd and 3rd years of UG education. After the implementation of NEP 2020 by the Parent University, other programs will also have the options of multiple entry and exits.

16.Academic bank of credits (ABC):

To fulfil the requirement of Academic Bank of Credits as proposed in NEP 2020, the institution has formed an NEP Task Force as per the order of the Directorate of Higher Education, Assam, dated 28th April, 2022, This Task Force will execute, coordinate and communicate to DHE in this regard. As per the framework of the Parent University and DHE, Assam, the roadmap for the execution and technical support system would be developed to fulfil the requirements of Academic Bank of Credits. The institution is in the process of signing MoU'S with neighboring institutions as well as foreign institutions for collaboration, joint degrees and to enable credit transfer.

17.Skill development:

Under the CBCS Curriculum of BA and BVoc programmes, Skill Enhancement Courses (SEC) has already been included for various semesters. Some such SE Courses include: Tour Guide, Guest Relation Executive, Front Office Management, Public Health and Epidemiology, Museum Method, Parliamentary Procedures and Practice, Conflict and Peace Building, Computer Algebra Systems and Related Software, Public Speaking, Functional Assamese, Functional Persian, Historical Tourism in NE India, Environmental Ethics, and Creative Writing etc. Besides this, to strengthen vocational education, the college has introduced a three years BVoc course in 'Tourism and Travel Management'. The college has also introduced an online certificate

course in Sanskrit education with academic and technical support from Central Sanskrit University, New Delhi. The College has also got approval from Krishna Kanta Handique State Open University (KKHSOU) for introducing a diploma course in Yoga. The college has sent some batches of students to MSME Tool room and Training Centre, Amingaon and IIT Guwahati for various Skill-based courses. The college has plans to introduce short-term certificate courses in Computer Application, Beauty and Hygiene, Spoken English, Spoken Sanskrit etc. The institution is providing value based education through various courses and extra-curriculum activities.

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

Under the CBCS curriculum offered by the parent university, MIL (Modern Indian Language) has been incorporated as a compulsory course for the BA students. The college also offers Persian and English as core programmes. Indian knowledge system has been well incorporated by including studies in Classical Indian Literature, Indian Political and Social Systems and Thoughts, Ancient Indian Philosophical Thoughts and Historical Developments. Moreover, the college observes various important National and Regional days/events to inculcate among students patriotic and nationalistic feelings. The college has been providing classroom delivery system in bilingual mode, i.e. Assamese and English. Efforts are on to include Sanskrit as a core program in the college. Already, online certificate course on Spoken Sanskrit has been offered by the college in collaboration with Central Sanskrit University, New Delhi.

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

The CBCS Curriculum of UG course under Gauhati University has laid down the learning outcomes in terms of Programme outcome, Programme Specific outcome and Course outcome. The Students are made aware of the learning outcomes by organising Orientation Programme.

20.Distance education/online education:

At present the college does not offer its own Distance Education Course. But it has a Study Centre of Krishna Kanta Handique State Open University (KKHSOU) which offers various traditional and vocational courses for UG students under Distance Education. Online Education has gained popularity during the Covid Pandemic and online classes were conducted very effectively by all the faculties. There is further scope for strengthening the blended mode of learning in the college.

Extended Profile

1.Programme

| | |
|--|-----|
| 1.1 | 333 |
| Number of courses offered by the institution across all programs during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

| | |
|------------------------------------|------|
| 2.1 | 1015 |
| Number of students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|--|-----|
| 2.2 | 304 |
| 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 | 187 |
| Number of outgoing/ final year students during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

3.Academic

| | |
|--|----|
| 3.1 | 33 |
| Number of full time teachers during the year | |

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

| | |
|---|---------------------------|
| 3.2 | 30 |
| Number of Sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 29 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 85.81 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 63 |
| 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

In the beginning of an academic year. a routine is prepared 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. 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 | http://saraighatcollege.ac.in/upload/igac_file/1702464652.pdf |

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.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://saraighatcollege.ac.in/upload/academic/Academic%20Calendar%20for%20the%20year%20of%202022-2023.pdf |

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

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

1.2 - Academic Flexibility

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

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

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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)

1

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

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

13

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

13

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

1.3 - Curriculum Enrichment

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

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. 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
- 4)Follow Gender and Age sensitive Service practice
5. Political science 5th Semester Honours: 1) Human Rights
- 6) Youth and the Nation Building
- 7)Philosophy 6th Semester Honours: 1) Mahatma Gandhi's concept of God and Religion
- 8) Sankardeva's Vaishnavism in Assam
- 9)History 3rd Semester (Skill enhancement Course): 1) Historical Tourism in North East India
- 10) Oral Culture and Oral History
- 11) Semester II (Compulsory for the students of both the Honours and General courses): Environmental studies
- 12) Honours: 3rd Sem. Value and Peace Education 5th Sem. Teacher Education in India.
- 13) 3rd Semester Value and peace education
- 14) 5th Semester Teacher education in India (Honours Course and Regular Course)

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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

12

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

299

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

B. Any 3 of the above

from the following stakeholders Students
Teachers Employers Alumni

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | View File |

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

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

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | http://saraighatcollege.ac.in/feedback action.php |

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

675

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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

304

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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 students of the college are average learners. As such there is no strict distinctions between advanced and slow learners. However based on the academic performance of the student every departments identifies and selects slow learners and offers them remedial classes. Moreover through mentoring and departmental parents meet the faculties provide guidance and counselling to both advanced and slow learners as well as inform the parents about the strengths and weaknesses of their wards.

| File Description | Documents |
|-----------------------------------|---|
| Link for additional Information | http://saraighatcollege.ac.in/upload/igac_file/1701848238.pdf |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1015 | 33 |

| 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

Following student centric methods are applied to enhance different types of learning

1. Educational tour- To acquaint the students with the rich history, culture and geography of the state various departments conduct educational tours.
2. Field Survey- Departments like education anthropology and geography undertake field survey as part of their curriculum requirements.
3. Seminar Presentation & Group Discussion- Departments organize in-house departmental seminars and group discussions on various topics.
4. Extension activities- The departments along with various Cells & Committees of the college conduct extension activities both within & beyond campus.
5. Internship- B.Voc department conducts internship programmes to enhance job skills of students.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1701857876.pdf |

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

ICT tools are used to enhance blended mode of learning. The various ICT tools used by the faculties are:-

1. Use of Digital classroom with internet and projector facilities.
2. Digital resources offered by the college library through OPAC, NDLI etc.
3. ICT enabled seminar hall.

Use of digital platforms like whatsapp, youtube, google meet, google class etc.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | http://saraighatcollege.ac.in/upload/igac_file/1701858924.pdf |

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

2.3.3.1 - Number of mentors

31

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

2.4 - Teacher Profile and Quality

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

33

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| 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

17

| 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

681

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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 per Gauhati University (The affiliating University) guidelines the college conducts its internal assessments.

The following methods are adopted for ensuring transparency and robustness in the conduct of the said assessments-

1. Constitution of a central exam committee comprising of faculties from different departments by the principal for conduct of examination.
2. Display of notifications relating to the conduct of examinations in college and departmental notice board.
3. Results of the examinations are published within one week of conduct of examination.
4. All examinations are conducted in classrooms with CCTV surveillance and any unfair methods are dealt strictly by the examination committee and the college authority.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1703834416.pdf |

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

Following are the mechanism adopted-

1. Evaluated answer scripts are shown to the students who express their dissatisfaction with the results.
2. The faculties discuss the performances of the students in the internal examination and offers suggestions for betterment.
3. Students who fail in the internal examination are given a second chance to sit for internal assessment before the final examination.
4. Absentee students are also given a chance to sit in the internal examination on a later date after evaluation and approval of the cause of their absence provided by valid documents by the HoD's and the principal.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1703835981.pdf |

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.

1. The college conducts orientation programme for the students at the beginning of each academic session to make them aware about the programme and courses offered by the institution and their outcomes.
2. The modalities of curriculum and assessment are discussed in details by the faculties with the students in the class.
3. For the benefit of the students the programme outcome is displayed at the main entrance of the college and course outcomes are also displayed in the department.

4. Information about the programme and courses along with their outcomes is provided in the college website.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://saraighatcollege.ac.in/upload/igac_file/1701941818.pdf |
| 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.

The level of attainment of PO's, PSO's and CO's are evaluated as follows-

1. Assessment of overall performance of the students in the classroom and outside through internal and external assessments, extension activities etc.
2. Departmental teaching diaries are maintained by the faculties to evaluate completion of courses.
3. Teaching plans are formulated.
4. Records relating to student placement and progression are maintained.

5. Conduct of students satisfaction survey related to academic and general environment of the college and analysis of the feedback received is carried out.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| 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

187

| 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 | View File |
| Paste link for the annual report | http://saraighatcollege.ac.in/upload/igac_file/1702016432.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/1aIRlpVeMxIJOWCTBlrO8EM5S1F38buAai2iBE-HVu00/edit?pli=1#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 | View File |
| 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**

0

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

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**

0

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

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

During this period Saraighat College conducted various programs in relation to uplift health and hygiene amongst the rural people located around the institution. Through these programs the Extension Cell of Saraighat College alongwith NCC and NSS have educated villagers of Niz Sinduri Ghopa, Halogurichuk and Katamur under Sila Revenue Village about the need of hygiene in our day to day life. Volunteers from the college also conducted plantation drive in these localities under the Swachh Bharat Mission. These areas are inhabited by tribal population and most of them are under the BPL category.

Following the instruction of the government of Assam and India volunteers of the Extension Cell on 12-08-2023 conducted program on "Meri Maati Meri Desh" in Katamur Village. Making the villagers aware about the value of pollution free soil and atmosphere alongwith imparting them training about how to protect the nature was really meaningful for the students participated in the program.

The institution also arranged a trip of its students to the nearby IIT Guwahati Campus to motivate them and participate in the training program of "Indi Global Bharat Summit-2023 The Rising North-East" at IIT Guwahati.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://saraighatcollege.ac.in/upload/iqac_file/1702028419.pdf |
| Upload any additional information | View File |

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

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

0

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

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

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

19

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| 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

19

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| 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

6

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| 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.

Saraighat College has adequate infrastructure and physical facilities to cater to the needs of students and teachers. The total build up area is 4242.50 sqr. Mtr. The principal's office cum conference room visitors rest room, college office cum receipt counter and IQAC chamber cum conference room are in the ground floor of the administrative block.

The build up area of the library is 1085 sqr. Mtr. And seat capacity

of the reading room for students is 65 and for teachers it is 16. There are total 17071 text books and reference books and 8 computer for students use

The college has 12 departments, 28 classroom, 3 laboratories, 1 computer centre and 1 language lab with total 42 computers for students use and 21 computers for teaching and non-teaching use. There are 4 digital classrooms and 1 digital seminar hall with 861 sqr. Mtr.

There are 2 common rooms for boys and girls with separate washrooms. There is 1 students union office with computer facility. There is 1 teachers common room cum mini conference room. There are 7 official chambers for various cells such as NCC, NSS etc.

The whole campus and class rooms remains under CCTV surveillance.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1701152837.pdf |

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

The college has established facilities for sports, games, gymnasium yoga centre and cultural activities.

The college has 1 open stage for conducting cultural and literacy activities. The college takes participation in deferent plays such as mimes, folk dance, one act plays and in different types of song competitions. The annual gathering function is also celebrated every year where students performs their cultural activities The cultural committee organizes many cultural programmes and literacy event. The college has music equipments such as Harmonium, Tabla, Dotara etc.

The college provide better infrastructure facilities for the indoor and outdoor games. Students participates in all university level sports related activities and competitions. Cricket, Football, Volleyball, Athletics are practiced in college playground. Chess, Table Tennis, Carom etc. are practiced in the college campus. There is a indoor badminton hall of 264 sqr. Mtre.

The college has one small gymnasium of 55.75 sqre. Mitre with various gymnasium equipments. 1 instructor is appointed.

Yoga is a gift of Indian heritage to peaceful global life. There is no separate yoga centre in the college, Therefore, the seminar hall used for Yoga sessions. Yoga day is celebrated in the college every year.

| 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.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

4

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1701166362.pdf |
| 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)

85.81

| 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 has above 17071 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 library has different section like reference, periodical, circulation and reprography service for satisfaction of the users. It avails eresources 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. Wi-fi access, book bank facilities for B.P.L. students, comfortable tablechair 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 | https://saraighatcollege.ac.in/library.php |

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

C. Any 2 of the above

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)****25158**

| 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****43**

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

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

The college updates its infrastructure regularly to meet the current technical requirements of the college. Every departments has been provided desktop computers connected with Lan along with scanner

printers to carry out their academic needs.

The college has 1 computer lab. For the students as well as faculties. The college library also have an internet browsing centre for students and faculties. The college has 5 BSNL FTTH connections with Bandwidth of 300 MBPS (each connection) to provide campus internet and wifi service.

To meet the requirements of digital mode of learning, 4 classrooms are being used as digital classroom.

The class administrative office has adequate IT infrastructure. The college is using digital campus system since 2018. The college has its own software called "Aamar College" for college automation. Online feedback system is available. The college website is designed and developed by SS Technologies and also updated regularly.

The library management software (SOUL 2.0) is installed at the library to keep track of the library documents.

Online public access catalogue "OPAC" service has been provided to the students where they can search the status and location of documents.

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

4.3.2 - Number of Computers

63

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Student – computer ratio | View File |

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

85.81

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The college governing body deliberates and approves the various infrastructural and academic needs of the college.

The college has various committees to look after the maintenance, renovation and constructional works related to building construction and maintenance of the college physical infrastructure.

The maintenance of classrooms, laboratories, the campus is a regular exercise. The cleanliness of classrooms, laboratories and the campus is ensured by menial workers appointed locally by the college authority. Toilets are cleaned regularly by a appointed sweeper. The purchased committee makes the purchases when it is required after approval from the principal. The library committee and administration purchase, procure books and other materials as per the recommendation received from the departments of the college. IT facilities are maintained by computer skilled person of the college.

In the college campus, there is a good environment for the benefits and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs.

The girls hostel has a warden and night chowkidar

The college has a generator system and solar system for uninterrupted power supply. Electrical works are done by a part timer electrician. The college has also running water system

The college has an elaborate academic support mechanism. The examination system is very systematic and transparent

In the admission process the college follows the rules of reservation as well as rules of state government regarding free admission to those students who belongs BPL

| 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

968

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

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

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

968

| File Description | Documents |
|--|---------------------------|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |

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

D. 1 of the above

| File Description | Documents |
|---|---|
| Link to institutional website | http://saraighatcollege.ac.in/upload/igac_file/1701337219.pdf |
| 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

184

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

184

| 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

A. All of the above

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

28

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| 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.

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

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: (a). President - 1, (b). Vice President 1, (c). General Secretary - 1, (d). Assistant General Secretary - 1, (e). Magazine Secretary 1, (f). Cultural Secretary - 1, (g). Major Games Secretary 1, (h). Minor Games Secretary - 1, (i). Gymnastics Secretary - 1, (j). Debating Secretary - 1, (k). Girls Common Room Secretary - 1 and (1). 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, Teachers' Day, Saraswati Puja, Milad-e-Mehfil etc. and publishes 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. 7. The union body takes active steps in regard to ensuring maximum student participation in various college events, excursions, youth festivals (organised by affiliating university) as well as other programmes and competitions held outside.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1701409726.pdf |
| 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

12

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

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

There is a registered Alumni association in the college. The 'Saraighat College Alumni Association' is registered under the Society Registration act, 1860, bearing registration no. RS/KAM(R)/264/k/02 of 2023-24

It has a saving bank account at SBI Changsari branch bearing A/c no-41595784398 and IFSC no SBIN0016944. The association actively involves in the various activities of the college and organises different programmes in the college like Teacher's day celebration, Free Health checkup camp etc. Apart from that most of the academic departments of the College have separate Alumni Cells. Alumni are invited to participate in various central and departmental activities like College Foundation Day, Annual College week,

Freshmen Social, Saraswati Puja, Miladd-E-Mahfil, Alumni Meet, Farewell Meet, Teachers' Day etc. The college and the departments maintain a close relationship with the alumni through social networking mode. The alumni are involved in regular informal interaction with the Principal and staff members regarding the overall development of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://saraighatcollege.ac.in/alumni_panel.php |
| Upload any additional information | View File |

5.4.2 - Alumni contribution during the year D. 1 Lakhs - 3Lakhs (INR in Lakhs)

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Democratic Participation and Social Welfare are the two guiding principles on which is based the governance of this institution. 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. 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 socioeconomic and political experiences unfolding in the society. The institute undertakes 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. 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, counselling, excursion, exchange programmes are a few of the initiatives undertaken in this regard. The governance mechanism is built on the foundation of democratic socialism. Grievances accruing from any quarter of the college are met with urgent and effective response.

| File Description | Documents |
|---------------------------------------|--|
| Paste link for additional information | http://saraighatcollege.ac.in/vision.php http://saraighatcollege.ac.in/mission.php |
| Upload any additional information | View File |

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

The College has a participative and a decentralized model of functioning. The Governing Body headed by the President is at the help 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 IQAC headed by a Coordinator supervises the quality and progress of each cell. 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. The teachers' unit as well as the nonteaching staff through their representatives presents the needs and grievances concerning the college before the Governing Body.

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. The Principal 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 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 | http://saraighatcollege.ac.in/organogram.php |
| Upload any additional information | View File |

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. As part of strategic planning and deployment, the college has implemented the task of construction of a new hygienic College Canteen. 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 canteen has come into existence

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | http://saraighatcollege.ac.in/perspective.php |
| Upload any additional information | View File |

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.

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 overall quality assurance and enhancement of the college. Under General Administration, the administrative office is headed by the Principal and assisted by the office staff (Senior Assistant-Junior Assistants GradelV). Along with it there is a well knitted support services which undertakes various quality improvement and assurance facilities. 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 | http://saraighatcollege.ac.in/organogram.php |
| Link to Organogram of the Institution webpage | http://saraighatcollege.ac.in/organogram.php |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning) Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| 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

vi). 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 | https://saraighatcollege.ac.in/upload/igac_file/1701241218.pdf |
| 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

1

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

1

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| Reports of Academic Staff College or similar centers | View File |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

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

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

12

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

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. 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 | http://saraighatcollege.ac.in/upload/igac_file/1703847026.pdf |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

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 | http://saraighatcollege.ac.in/upload/audit_report/1703572095.pdf |
| 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

- 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 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 from 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 in Contractual service.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://saraighatcollege.ac.in/upload/audit_report/1703572095.pdf |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

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

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 | http://saraighatcollege.ac.in/minutes.php |
| Upload any additional information | View File |

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

As recommended by the peer team of NAAC in the 3rd 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 overall 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 | http://saraighatcollege.ac.in/upload/igac/1702548115.pdf http://saraighatcollege.ac.in/upload/routine/1701154480.pdf http://saraighatcollege.ac.in/gallery.php |
| Upload any additional information | View File |

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

B. Any 3 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | http://saraighatcollege.ac.in/upload/annual-reports/G.U.%20Annual%20Report%202022-23.pdf |
| 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

Saraighat College is one of the leading Higher Educational Institution situated on the North bank of river Brahmaputra nearby AIIMS . Our college celebrates National and International days enthusiastically every year. All teaching and non-teaching staff members and students gathering the college to celebrate these days. Celebration of cultural and Regional, National and International 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 Regional, National as well as International days, events and festivals.

A number of national and international days are also celebrated in our institution so that students get knowledge about the great personalities in our political, social history. 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 gender sensitization action plan | http://saraighatcollege.ac.in/upload/igac_file/1702534531.pdf |
| 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 | http://saraighatcollege.ac.in/upload/igac_file/1702535268.pdf |

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

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 has adopted several measures for the management of degradable and non-degradable waste. The following are some of the waste disposing system of 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 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 addition to this the college has Sanitary Napkin Incinerator in the bathrooms of girls common room. It plays a significant role in the minimizing of solid waste

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

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

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | http://saraighatcollege.ac.in/upload/igac_file/1702535836.pdf |
| 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 | View File |

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

| File Description | Documents |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |

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

C. Any 2 of the above

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | View File |

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

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

D. Any 1 of the above

5.

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | View File |

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).

Saraighat College has relentlessly been trying to provide its students an inclusive environment which favours socio-communal harmony, and promotes cultural, linguistic and socio-economic diversities etc. As initiative of the efforts to create an inclusive atmosphere as mentioned above the college authority endeavours

through its ethical guidelines that every teaching, non-teaching employees and the students of Saraighat College respect human rights and non discrimination against persons for reasons based on caste, creed, sex language, social status, age or physical/mental disability. At the commencement of each session freshmen social 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 Mehfil-e-Milad, 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 | View File |

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 and for 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 | View File |

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

4. Annual awareness programmes on Code of Conduct are organized

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

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

Saraighat College is one of the leading Higher Educational Institution situated on the North bank of river Brahmaputra nearby AIIMS . Our college celebrates National and International days enthusiastically every year. All teaching and non-teaching staff members and students gathering the college to celebrate these days. Celebration of cultural and Regional, National and International

festivals and celebration has become a vital activity . The academic calendar has incorporated all important events which show the enthusiasm of the institution in celebrating many Regional, National as well as International days, events and festivals. Republic day and Independence Day is celebrated every year in the college with great pride and 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, Sardar Ballav Bhai Patel etc. International Women's Day is also celebrated in our college on 8th March every year. 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

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

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

Best Practice 2 Title:

Clean and Green Campus

Context

The college campus is spread over 12014.22m², out of which 52.11% is covered by open space. Grassland and vegetative area covers 7% of the campus, while the garden area covers 2.71%. The institution promotes environmental awareness among students, teachers and local residents and undertakes initiatives like minimal use of plastic, less use of AC, switching off lights/fans, manage waste, and maintain a clean campus.

Objectives of the Practices:

- To focus on making the campus tobacco and plastic -free and proper disposal of various wastes.

To secure the holistic development of the learners etc.

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

7.3 - Institutional Distinctiveness

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

- 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 cocurricular. At present, in the session 2022-2023, the college has admitted 1015 students. Out of it, 44 belong to ST , 42 belongs to SC, 251 are OBC and 678 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

In the beginning of an academic year, a routine is prepared 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. 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 | http://saraighatcollege.ac.in/upload/igac_file/1702464652.pdf |

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.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://saraighatcollege.ac.in/upload/acalendar/Academic%20Calendar%20for%20the%20year%20of%202022-2023.pdf |

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

D. Any 1 of the above

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

1.2 - Academic Flexibility

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

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

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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)

1

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

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

13

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

13

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

1.3 - Curriculum Enrichment

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

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. 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 include 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

4) Follow Gender and Age sensitive Service practice

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

6) Youth and the Nation Building

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

8) Sankardeva's Vaishnavism in Assam

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

10) Oral Culture and Oral History

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

12) Honours: 3rd Sem. Value and Peace Education 5th Sem. Teacher Education in India.

13) 3rd Semester Value and peace education

14) 5th Semester Teacher education in India (Honours Course and Regular Course)

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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

12

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Programme / Curriculum/ Syllabus of the courses | View File |
| Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses | View File |
| MoU's with relevant organizations for these courses, if any | View File |
| Number of courses that include experiential learning through project work/field work/internship (Data Template) | View File |

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

299

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

1.4 - Feedback System

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

| File Description | Documents |
|--|---------------------------|
| URL for stakeholder feedback report | View File |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | View File |
| Any additional information(Upload) | View File |

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

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

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | http://saraighatcollege.ac.in/feedback_action.php |

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

675

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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

304

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| 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 students of the college are average learners. As such there is no strict distinctions between advanced and slow learners. However based on the academic performance of the student every departments identifies and selects slow learners and offers them remedial classes. Moreover through mentoring and departmental parents meet the faculties provide guidance and counselling to both advanced and slow learners as well as inform the parents about the strengths and weaknesses of their wards.

| File Description | Documents |
|-----------------------------------|---|
| Link for additional Information | http://saraighatcollege.ac.in/upload/igac_file/1701848238.pdf |
| Upload any additional information | View File |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 1015 | 33 |

| 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

Following student centric methods are applied to enhance different types of learning

1. Educational tour- To acquaint the students with the rich history, culture and geography of the state various

departments conduct educational tours.

2. **Field Survey-** Departments like education anthropology and geography undertake field survey as part of their curriculum requirements.
3. **Seminar Presentation & Group Discussion-** Departments organize in-house departmental seminars and group discussions on various topics.
4. **Extension activities-** The departments along with various Cells & Committees of the college conduct extension activities both within & beyond campus.
5. **Internship-** B.Voc department conducts internship programmes to enhance job skills of students.

| File Description | Documents |
|-----------------------------------|---|
| Upload any additional information | View File |
| Link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1701857876.pdf |

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

ICT tools are used to enhance blended mode of learning. The various ICT tools used by the faculties are:-

1. Use of Digital classroom with internet and projector facilities.
2. Digital resources offered by the college library through OPAC, NDLI etc.
3. ICT enabled seminar hall.

Use of digital platforms like whatsapp, youtube, google meet, google class etc.

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | http://saraighatcollege.ac.in/upload/igac_file/1701858924.pdf |

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

2.3.3.1 - Number of mentors**31**

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****33**

| File Description | Documents |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | View File |
| 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****17**

| 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

681

| File Description | Documents |
|--|---------------------------|
| Any additional information | View File |
| 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 per Gauhati University (The affiliating University) guidelines the college conducts its internal assessments.

The following methods are adopted for ensuring transparency and robustness in the conduct of the said assessments-

1. Constitution of a central exam committee comprising of faculties from different departments by the principal for conduct of examination.
2. Display of notifications relating to the conduct of examinations in college and departmental notice board.
3. Results of the examinations are published within one week of conduct of examination.
4. All examinations are conducted in classrooms with CCTV surveillance and any unfair methods are dealt strictly by the examination committee and the college authority.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1703834416.pdf |

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

Following are the mechanism adopted-

1. Evaluated answer scripts are shown to the students who express their dissatisfaction with the results.
2. The faculties discuss the performances of the students in the internal examination and offers suggestions for betterment.
3. Students who fail in the internal examination are given a second chance to sit for internal assessment before the final examination.
4. Absentee students are also given a chance to sit in the internal examination on a later date after evaluation and approval of the cause of their absence provided by valid documents by the HoD's and the principal.

| File Description | Documents |
|---------------------------------|---|
| Any additional information | View File |
| Link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1703835981.pdf |

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.

1. The college conducts orientation programme for the students at the beginning of each academic session to make them aware about the programme and courses offered by the institution and their outcomes.
2. The modalities of curriculum and assessment are discussed in details by the faculties with the students in the class.
3. For the benefit of the students the programme outcome is displayed at the main entrance of the college and course outcomes are also displayed in the department.
4. Information about the programme and courses along with their outcomes is provided in the college website.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | http://saraighatcollege.ac.in/upload/igac_file/1701941818.pdf |
| 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.

The level of attainment of PO's, PSO's and CO's are evaluated as follows-

- 1. Assessment of overall performance of the students in the classroom and outside through internal and external assessments, extension activities etc.**
- 2. Departmental teaching diaries are maintained by the faculties to evaluate completion of courses.**
- 3. Teaching plans are formulated.**
- 4. Records relating to student placement and progression are maintained.**

5. Conduct of students satisfaction survey related to academic and general environment of the college and analysis of the feedback received is carried out.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| 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

187

| 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 | View File |
| Paste link for the annual report | http://saraighatcollege.ac.in/upload/igac_file/1702016432.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/1aIRlpVeMxIJOWCTBlrO8EM5S1F38buAai2iBE-HVu00/edit?pli=1#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 | View File |
| 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

0

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

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

0

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

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

During this period Saraighat College conducted various programs in relation to uplift health and hygiene amongst the rural people located around the institution. Through these programs the Extension Cell of Saraighat College alongwith NCC and NSS have educated villagers of Niz Sinduri Ghopa, Halogurichuk and Katamur under Sila Revenue Village about the need of hygiene in our day to day life. Volunteers from the college also conducted plantation drive in these localities under the Sawtch Bharat Mission. These areas are inhabited by tribal population and most of them are under the BPL category.

Following the instruction of the government of Assam and India volunteers of the Extension Cell on 12-08-2023 conducted program on "Meri Maati Meri Desh" in Katamur Village. Making the villagers aware about the value of pollution free soil and atmosphere alongwith imparting them training about how to protect the nature was really meaningful for the students participated in the program.

The institution also arranged a trip of its students to the nearby IIT Guwahati Campus to motivate them and participate in the training program of "Indi Global Bharat Summit-2023 The Rising North-East" at IIT Guwahati.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1702028419.pdf |
| Upload any additional information | View File |

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

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

0

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

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

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

19

| File Description | Documents |
|--|---------------------------|
| Reports of the event organized | View File |
| 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

19

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Any additional information | View File |
| 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

6

| File Description | Documents |
|---|---------------------------|
| e-copies of linkage related Document | View File |
| 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.

Saraighat College has adequate infrastructure and physical facilities to cater to the needs of students and teachers. The total build up area is 4242.50 sqr. Mtr. The principal's office cum conference room visitors rest room, college office cum receipt counter and IQAC chamber cum conference room are in the ground floor of the administrative block.

The build up area of the library is 1085 sqr. Mtr. And seat capacity of the reading room for students is 65 and for teachers it is 16. There are total 17071 text books and reference books and 8 computer for students use

The college has 12 departments, 28 classroom, 3 laboratories, 1 computer centre and 1 language lab with total 42 computers for students use and 21 computers for teaching and non-teaching use. There are 4 digital classrooms and 1 digital seminar hall with 861 sqr. Mtr.

There are 2 common rooms for boys and girls with separate washrooms. There is 1 students union office with computer facility. There is 1 teachers common room cum mini conference room. There are 7 official chambers for various cells such as NCC, NSS etc.

The whole campus and class rooms remains under CCTV surveillance.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | View File |
| Paste link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1701152837.pdf |

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

The college has established facilities for sports, games, gymnasium yoga centre and cultural activities.

The college has 1 open stage for conducting cultural and literacy activities. The college takes participation in deferent plays such as mimes, folk dance, one act plays and in different types of song competitions. The annual gathering function is also celebrated every year where students performs their cultural activities The cultural committee organizes many cultural programmes and literacy event. The college has music equipments such as Harmonium, Tabla, Dotara etc.

The college provide better infrastructure facilities for the indoor and outdoor games. Students participates in all university level sports related activities and competitions. Cricket, Football, Volleyball, Athletics are practiced in college playground. Chess, Table Tennis, Carom etc. are practiced in the college campus. There is a indoor badminton hall of 264 sqr. Mtre.

The college has one small gymnasium of 55.75 sqre. Mitre with various gymnasium equipments. 1 instructor is appointed.

Yoga is a gift of Indian heritage to peaceful global life. There is no separate yoga centre in the college, Therefore, the seminar hall used for Yoga sessions. Yoga day is celebrated in the college every year.

| 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.**4****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****4**

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Paste link for additional information | http://saraighatcollege.ac.in/upload/igac_file/1701166362.pdf |
| 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)****85.81**

| 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 has above 17071 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 library has different section like reference, periodical, circulation and reprography service for satisfaction of the users. It avails eresources 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. Wi-fi access, book bank facilities for B.P.L. students, comfortable tablechair 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 | https://saraighatcollege.ac.in/library.php |

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

C. Any 2 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)

25158

| 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

43

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

4.3 - IT Infrastructure

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

The college updates its infrastructure regularly to meet the current technical requirements of the college. Every departments has been provided desktop computers connected with Lan along with scanner printers to carry out their academic needs.

The college has 1 computer lab. For the students as well as faculties. The college library also have an internet browsing centre for students and faculties. The college has 5 BSNL FTTH connections with Bandwidth of 300 MBPS (each connection) to provide campus internet and wifi service.

To meet the requirements of digital mode of learning, 4 classrooms are being used as digital classroom.

The class administrative office has adequate IT infrastructure. The college is using digital campus system since 2018. The college has its own software called "Aamar College" for college automation. Online feedback system is available. The college website is designed and developed by SS Technologies and also updated regularly.

The library management software (SOUL 2.0) is installed at the library to keep track of the library documents.

Online public access catalogue "OPAC" service has been provided to the students where they can search the status and location of documents.

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

4.3.2 - Number of Computers

63

| File Description | Documents |
|-----------------------------------|---------------------------|
| Upload any additional information | View File |
| Student – computer ratio | View File |

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

85.81

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |

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

The college governing body deliberates and approves the various infrastructural and academic needs of the college.

The college has various committees to look after the maintenance, renovation and constructional works related to building construction and maintenance of the college physical infrastructure.

The maintenance of classrooms, laboratories, the campus is a regular exercise. The cleanliness of classrooms, laboratories and the campus is ensured by menial workers appointed locally by the college authority. Toilets are cleaned regularly by a appointed sweeper. The purchased committee makes the purchases when it is required after approval from the principal. The library committee and administration purchase, procure books and other materials as per the recommendation received from the departments of the college. IT facilities are maintained by computer skilled person of the college.

In the college campus, there is a good environment for the benefits and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs.

The girls hostel has a warden and night chowkidar

The college has a generator system and solar system for uninterrupted power supply. Electrical works are done by a part timer electrician. The college has also running water system

The college has an elaborate academic support mechanism. The examination system is very systematic and transparent

In the admission process the college follows the rules of reservation as well as rules of state government regarding free admission to those students who belongs BPL

| 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

968

| File Description | Documents |
|---|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship | View File |
| Upload any additional information | View File |
| Number of students 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

968

| File Description | Documents |
|---|---|
| Upload any additional information | View File |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | View File |
| 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills | D. 1 of the above |
| File Description | Documents |
| Link to institutional website | http://saraighatcollege.ac.in/upload/igac_file/1701337219.pdf |
| 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 | |
| 184 | |
| 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year | |
| 184 | |
| File Description | Documents |
| Any additional information | View File |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | View File |
| 5.1.5 - The Institution has a transparent | A. All of the above |

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

| File Description | Documents |
|--|---------------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| Upload any additional information | View File |
| Details of student grievances including sexual harassment and ragging cases | View File |

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

| File Description | Documents |
|---------------------------------------|---------------------------|
| Self-attested list of students placed | View File |
| Upload any additional information | View File |

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

28

| File Description | Documents |
|--|---------------------------|
| Upload supporting data for student/alumni | View File |
| 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.

4

| File Description | Documents |
|--|---------------------------|
| e-copies of award letters and certificates | View File |
| Any additional information | View File |
| Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template) | View File |

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

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: (a). President - 1, (b). Vice President 1, (c). General Secretary - 1, (d). Assistant General Secretary - 1, (e). Magazine Secretary 1, (f). Cultural Secretary - 1, (g). Major Games Secretary 1, (h). Minor Games Secretary - 1, (i). Gymnastics Secretary - 1, (j). Debating Secretary - 1, (k). Girls Common Room Secretary - 1 and (l). 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, Teachers' Day, Saraswati Puja, Milad-e-Mehfil etc. and publishes 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. 7. The union body takes active steps in regard to ensuring maximum student participation in various college events, excursions, youth festivals (organised by affiliating university) as well as other programmes and competitions held outside.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://saraighatcollege.ac.in/upload/iqac_file/1701409726.pdf |
| 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

12

| File Description | Documents |
|--|---------------------------|
| Report of the event | View File |
| Upload any additional information | View File |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | View File |

5.4 - Alumni Engagement

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

There is a registered Alumni association in the college. The 'Saraighat College Alumni Association' is registered under the Society Registration act, 1860, bearing registration no. RS/KAM(R)/264/k/02 of 2023-24

It has a saving bank account at SBI Changsari branch bearing A/c no- 41595784398 and IFSC no SBIN0016944. The association actively involves in the various activities of the college and organises different programmes in the college like Teacher's day celebration, Free Health checkup camp etc. Apart from that most of the academic departments of the College have separate Alumni Cells. Alumni are invited to participate in various central and departmental activities like College Foundation Day, Annual College week, Freshmen Social, Saraswati Puja, Miladd-E-Mahfil, Alumni Meet, Farewell Meet, Teachers' Day etc. The college and the departments maintain a close relationship with the alumni through social networking mode. The alumni are involved in regular informal interaction with the Principal and staff members regarding the overall development of the college.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://saraighatcollege.ac.in/alumni_panel.php |
| Upload any additional information | View File |

| 5.4.2 - Alumni contribution during the year (INR in Lakhs) | D. 1 Lakhs - 3Lakhs |
|--|--|
| File Description | Documents |
| Upload any additional information | View File |
| GOVERNANCE, LEADERSHIP AND MANAGEMENT | |
| 6.1 - Institutional Vision and Leadership | |
| 6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution | |
| <p>Democratic Participation and Social Welfare are the two guiding principles on which is based the governance of this institution. 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. 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 socioeconomic and political experiences unfolding in the society. The institute undertakes 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. 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, counselling, excursion, exchange programmes are a few of the initiatives undertaken in this regard. The governance mechanism is built on the foundation of democratic socialism. Grievances accruing from any quarter of the college are met with urgent and effective response.</p> | |
| File Description | Documents |
| Paste link for additional information | http://saraighatcollege.ac.in/vision.php http://saraighatcollege.ac.in/mission.php |
| Upload any additional information | View File |

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

The College has a participative and a decentralized model of functioning. The Governing Body headed by the President is at the help 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 IQAC headed by a Coordinator supervises the quality and progress of each cell. 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. The teachers' unit as well as the nonteaching staff through their representatives presents the needs and grievances concerning the college before the Governing Body.

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. The Principal 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 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 | http://saraighatcollege.ac.in/organogram.php |
| Upload any additional information | View File |

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. As part of strategic planning and deployment, the college has implemented the task of construction of a new hygienic College Canteen. 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 canteen has come into existence

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | http://saraighatcollege.ac.in/perspective.php |
| Upload any additional information | View File |

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.

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 overall quality assurance and enhancement of the college. Under General Administration, the administrative office is headed by the Principal and assisted by the office staff (Senior Assistant-Junior Assistants GradelV). Along with it there is a well knitted support services which undertakes various quality improvement and assurance facilities. 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 | http://saraighatcollege.ac.in/organogram.php |
| Link to Organogram of the Institution webpage | http://saraighatcollege.ac.in/organogram.php |
| Upload any additional information | View File |

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

A. All of the above

| File Description | Documents |
|---|---------------------------|
| ERP (Enterprise Resource Planning)Document | View File |
| Screen shots of user interfaces | View File |
| Any additional information | View File |
| 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

vi). 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 | https://saraighatcollege.ac.in/upload/igac_file/1701241218.pdf |
| 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

1

| File Description | Documents |
|---|---------------------------|
| Upload any additional information | View File |
| Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template) | View File |

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

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

1

| File Description | Documents |
|--|---------------------------|
| Reports of the Human Resource Development Centres (UGCASC or other relevant centres). | View File |
| Reports of Academic Staff College or similar centers | View File |
| Upload any additional information | View File |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | View File |

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

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

12

| File Description | Documents |
|---|---------------------------|
| IQAC report summary | View File |
| Reports of the Human Resource Development Centres (UGCASC or other relevant centers) | View File |
| Upload any additional information | View File |
| Details of teachers attending professional development programmes during the year (Data Template) | View File |

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

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. 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 | http://saraighatcollege.ac.in/upload/igac_file/1703847026.pdf |
| Upload any additional information | View File |

6.4 - Financial Management and Resource Mobilization

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

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 | http://saraighatcollege.ac.in/upload/audit_report/1703572095.pdf |
| 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

- 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 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 from 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 in Contractual service.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://saraighatcollege.ac.in/upload/audit_report/1703572095.pdf |
| Upload any additional information | View File |

6.5 - Internal Quality Assurance System

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

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 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 | http://saraighatcollege.ac.in/minutes.php |
| Upload any additional information | View File |

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

As recommended by the peer team of NAAC in the 3rd 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 overall 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 | http://saraighatcollege.ac.in/upload/igac/1702548115.pdf http://saraighatcollege.ac.in/upload/routine/1701154480.pdf http://saraighatcollege.ac.in/gallery.php |
| Upload any additional information | View File |

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

B. Any 3 of the above

| File Description | Documents |
|--|---|
| Paste web link of Annual reports of Institution | http://saraighatcollege.ac.in/upload/annual_reports/G.U.%20Annual%20Report%202022-23.pdf |
| 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

Saraighat College is one of the leading Higher Educational Institution situated on the North bank of river Brahmaputra nearby AIIMS . Our college celebrates National and International days enthusiastically every year. All teaching and non-teaching staff members and students gathering the college to celebrate these days. Celebration of cultural and Regional, National and International 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 Regional, National as well as International days, events and festivals.

A number of national and international days are also celebrated in our institution so that students get knowledge about the great personalities in our political, social history. 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 gender sensitization action plan | http://saraighatcollege.ac.in/upload/igac_file/1702534531.pdf |
| 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 | http://saraighatcollege.ac.in/upload/igac_file/1702535268.pdf |

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

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 has adopted several measures for the management of degradable and non-degradable waste. The following are some of the waste disposing system of 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 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 addition to this the college has Sanitary Napkin Incinerator

in the bathrooms of girls common room. It plays a significant role in the minimizing of solid waste

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

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

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | View File |
| Geo tagged photographs of the facilities | http://saraighatcollege.ac.in/upload/igac_file/1702535836.pdf |
| 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 | View File |

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

| 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants | |
|---|------------------------------|
| File Description | Documents |
| Geo tagged photos / videos of the facilities | View File |
| Any other relevant documents | View File |
| 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 | C. Any 2 of the above |
| File Description | Documents |
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | View File |
| Certificates of the awards received | View File |
| Any other relevant information | View File |
| 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 | View File |
| Policy documents and information brochures on the support to be provided | View File |
| Details of the Software procured for providing the assistance | View File |
| Any other relevant information | View File |

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).

Saraighat College has relentlessly been trying to provide its students an inclusive environment which favours socio-communal harmony, and promotes cultural, linguistic and socio-economic diversities etc. As initiative of the efforts to create an inclusive atmosphere as mentioned above the college authority endeavours through its ethical guidelines that every teaching, non-teaching employees and the students of Saraighat College respect human rights and non discrimination against persons for reasons based on caste, creed, sex language, social status, age or physical/mental disability. At the commencement of each session freshmen social 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 Mehfil-e-Milad, 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 | View File |

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 and for 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 | View File |

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

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

Saraighat College is one of the leading Higher Educational Institution situated on the North bank of river Brahmaputra nearby AIIMS. Our college celebrates National and International days enthusiastically every year. All teaching and non-teaching staff members and students gathering the college to celebrate these days. Celebration of cultural and Regional, National and International festivals and celebration has become a vital activity. The academic calendar has incorporated all important events which show the enthusiasm of the institution in celebrating many Regional, National as well as International days, events and festivals. Republic day and Independence Day is celebrated every year in the college with great pride and 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, Sardar Ballav Bhai Patel etc. International Women's

Day is also celebrated in our college on 8th March every year. 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

| File Description | Documents |
|---|---------------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | View File |
| Geo tagged photographs of some of the events | View File |
| Any other relevant information | View File |

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

Best Practice 2 Title:

Clean and Green Campus

Context

The college campus is spread over 12014.22m², out of which 52.11% is covered by open space. Grassland and vegetative area covers 7%

of the campus, while the garden area covers 2.71%. The institution promotes environmental awareness among students, teachers and local residents and undertakes initiatives like minimal use of plastic, less use of AC, switching off lights/fans, manage waste, and maintain a clean campus.

Objectives of the Practices:

- To focus on making the campus tobacco and plastic -free and proper disposal of various wastes.

To secure the holistic development of the learners etc.

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

7.3 - Institutional Distinctiveness

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

- 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 cocurricular. At present, in the session 2022-2023, the college has admitted 1015 students. Out of it, 44 belong to ST , 42 belongs to SC, 251 are OBC and 678 belongs to Unreserved Category.

| File Description | Documents |
|--|---------------------------|
| Appropriate web in the Institutional website | View File |
| Any other relevant information | View File |

7.3.2 - Plan of action for the next academic year

- To introduce more vocational, add on and certificate courses to make education accessible to all and to engage women students from rural areas and less privileged sections of the society.
- To provide placement opportunities for promoting employment.
- To strengthen the administrative process and governance mechanism.
- To enhance ICT enabled class room in each department
- To introduce different soft skill programs.
- To improve social responsibility and awareness in the students by pushing for more collaborative interaction by agencies and working with a social concern.
- Improving the faculty competency in terms of academic proficiency, communication skills, administrative capacity etc.
- To make the college a premier multi-disciplinary institution.
- To Introduce Professional and Management Courses.
- To increase Skill Based Courses.
- To implement NEP 2020
- To develop infrastructure of the college from expected RUSA grants.

