



# **SELF STUDY REPORT**

**FOR**

**3<sup>rd</sup> CYCLE OF ACCREDITATION**

**SARAIGHAT COLLEGE**

VILL CHANGSARI PO CHANGSARI PS CHANGSARI DIST KAMRUP STATE

ASSAM

781101

saraighatcollege.ac.in

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2023**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Saraighat College is situated in Changsari, near National Highway No. 31 on the north bank of river Brahmaputra. It is approximately 10 Km away from Gauhati University and 500 mtrs from AIIMS, Gauhati. It was established on 21st July, 1981 with the objective of providing quality higher education to the weaker sections of the society. The journey of the college started with a very humble beginning with only 116 students, 8 faculties and 2 non-teaching officials. Initially, only the intermediate (Arts) classes were held but with the passage of time the college developed into a full-fledged U.G (Arts) college, with adequate infrastructure to accommodate more than 1500 students. It is a Co-educational institution with an enrolment of 1014 students in UG courses in the current academic session (2022-23).

The college is affiliated to Gauhati University and it was brought under the Deficit Grants-in-Aid system by the Government of Assam on 25th March, 1998. It has been registered under 2(f) and 12(B) of the UGC Act 1956 in 24/10/2008 and 13/04/2009 respectively. The college was brought under the Govt. Provincialised system, w.e.f. 1st January, 2005. The college has gone through NAAC Assessment and Accreditation 1st cycle in 2005 and the 2nd cycle in 2015, achieving C grade and B Grade respectively.

The college had been following the Three Years Degree (TDC) Semester system since 2011 and in the year 2019, the Parent University introduced the C.B.C.S. curriculum. At present the college has eleven U.G. programs (both Honours and Regular) in Arts and one B.Voc program on Tourism and Travel Management. Keeping in pace with the emphasis on integration of Indian Knowledge System in NEP 2020, the college has recently introduced a Certificate Course in Functional Sanskrit with 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. On 23rd May 2022, the college had inaugurated “Dr. Rabindev Choudhury Centre for visual Arts” along with an Art Gallery.

### **Vision**

The College was established with a vision to bring Higher Education closer to the people and make it accessible to the underprivileged sections of the society. It seeks to open new vistas of opportunities to the future generation through the spread of knowledge. The children of today are the leaders of tomorrow. Every child is a repository of immense creativity, talent, possibility and potentiality. The college therefore envisions making its students explore their innate potentialities through knowledge and become the change that they wish to see in their society. It seeks to mould its students to develop as responsible and conscious individuals abreast with rational thinking and a sense of duty towards betterment of the world.

### **Mission**

Every student enrolled with us is allowed perceptive freedom to excel in his/her chosen fields of interest. The college offers maximum facilities to the students to fulfill their dreams and ideals as reflected in the vision of the college. Its mission is:

1. To enrich and empower the young generation through quality education.
2. To achieve academic excellence and prepare the students to play a positive and meaningful role in nation building
3. To make higher education accessible to the under privileged section of the society.
4. To introduce innovative techniques to make the teaching-learning process more effective
5. To develop the potential of the students in co-curricular and extra-curricular fields through participation in literary, cultural, sports and extension activities
6. To sensitize students towards social concerns like gender and environmental issues, human rights, ethical and patriotic values.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

1. The college has a good locational advantage as it is situated in front of National Highway 31 and near Changsari Railway Station.
2. The Fringe villages and most of the Feeder schools are well connected to the college with good road condition and transport connectivity.
3. Adequate Infrastructure facility is available.
4. Boy's and Girl's Common room with pure drinking water facility and washrooms.
5. Well-maintained Multi-Gym and Indoor badminton hall.
6. Well-maintained Canteen.
7. Reasonable Parking space.
8. College Campus under 24X7 CCTV surveillance.
9. Girls Hostel with a Lady Warden.
10. Active NCC and NSS units.
11. Solar panels for alternative energy.
12. Online admission facility.
13. Experienced Teaching faculty and Non –Teaching staff with requisite norms of U.G.C. & Assam College Employees (Provincialisation) Act, 2005
14. K.K.Handique State Open University (KKHSOU) Study Centre offering General and

Professional Courses.

15. Online Feedback mechanism for all Stakeholders.

16. Reasonably stocked Library with INFLIBNET E-resource facility for both teachers and students.

17. The higher enrolment of girls is a strength for the institution to carry forward the mission of Women Empowerment in the 21st century.

### **Institutional Weakness**

1. Inadequate number of permanent faculty.

2. More ICT enabled classrooms required.

3. Insufficient land for campus expansion.

4. Lack of auditorium and boys' Hostel.

5. Lack of well equipped sports facilities.

6. Multidisciplinary/interdisciplinary approach under NEP 2020 cannot be implemented if

Commerce & Science Streams are not introduced by the Govt.

7. Scope of self resource mobilization is limited.

8. Lack of collaboration with industries and commercial enterprises for facilitating campus Placement.

### **Institutional Opportunity**

1. Scope for introducing Commerce and Science streams.

2. Scope for introducing some more Vocational and Skill- based courses to generate employability.

3. PG programs can be introduced.

4. Scope for constructing multi-storied RCC building by dismantling the existing Assam type building.

5. Clustering with neighboring colleges for credit transfer and student-faculty exchange.

6. Sports activities of students can be improved by opening some courses and by appointing coaches.
7. NCC and NSS wings of the college are actively involved in many programs related to nation building and social service. NCC can be offered as an optional course in the UG Curriculum.

### **Institutional Challenge**

1. Being a single-stream college, proper implementation of NEP 2020 guidelines will be a big challenge for the college in days to come.
2. Lack of sufficient number of permanent teaching faculty in most of the departments pose challenge in the academic sphere.
3. As the physical space of the college is limited, future expansion of the college faces a big challenge. The college authority has already approached the Chief Minister for allocation of Govt land.
4. Unavailability of playgrounds and auditorium poses challenge in managing co-curricular activities of the students.
5. As majority students of the college are from BPL category and avail free admission offered by the Government, therefore they cannot afford to register for Self financing Professional Courses.
6. Managing funds for academic, co-curricular and extension activities is a major challenge as the college has to appoint contractual teaching faculties for most of the departments.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

The institution follows the curriculum prescribed by the Parent University. The college had been following the Three Years Degree (TDC) Semester system since 2011 and in the year 2019, the parent University introduced the C.B.C.S. curriculum. At present the college has eleven U.G. programs (both Honors and Regular) in Arts and one B.Voc program on Tourism and Travel Management. To ensure effective curriculum planning and delivery, the college authority along with all the faculty members take all necessary steps in a well-planned manner before and during the commencement of every new academic year.

Before the beginning of an academic year, a master routine is prepared by the Routine Committee of the College and classrooms are allotted for all the subjects. Selection of students for Honors courses are made

either on merit basis or by conducting selection tests prior to the commencement of classes. Orientation programs for the students of Honors and the Regular courses are conducted at the beginning of the academic session. The College executes all the academic activities in adherence to the Academic Calendar prepared by the college as per the guidelines of Gauhati University.

The college could not offer any add-on/ certificate course during the last five years. However during the present academic session, a certificate course in Functional Sanskrit has been introduced in collaboration with Central Sanskrit University, New Delhi.

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 in the Honors Programs, Regular Courses, Generic Elective courses, Skill Enhancement Courses and Ability Enhancement Compulsory Courses. The institution also endeavors to instill professional ethics, human values, gender sensitivity and environmental awareness among the students, by organizing various days/events/festivals.

During the latest completed academic year, 226 students had undertaken field-work/project work/internship.

During the last five years, the institution has collected feedbacks from students, alumni, parents and teachers and Action Taken Report on the feedback has been made available in the college website.

### **Teaching-learning and Evaluation**

The college has a healthy learner-centric academic environment and utmost care is taken to cater to the learning needs of all the students. The college draws students from all castes and creeds of the greater Changsari area and it strictly adheres to all admission norms set by the Parent University and the Director of Higher Education, Assam. The admission committee prepares the final admission list and it also verifies the records of compulsory sapling plantation by BPL students seeking free admission under the fee-waiver scheme of the Govt. Selection of students into the Honors programs are done by the departments.

The percentage of seats filled against seats reserved for various categories during the last five years has been 63.82%. The college has a satisfactory Student-Teacher ratio of 36.6:1 and most of the sanctioned posts have been filled with almost 52.5% teachers having NET/SLET/PhD.

The college follows student-centric learning methods by engaging the students in field works, project works, seminar paper presentations, group discussions, and also by engaging them in various extension and co-curricular activities.

To strengthen the imparting of courses through blended mode, faculty members use ICT tools. The college campus is Wi-Fi enabled and the library has a digital section for the benefit of the students.

The College follows the prescribed Examination Rules for the smooth and transparent conduct of all examinations. The Examination Committee deals with all examination related matters. Examination related grievances are dealt with promptly and efficiently. Internal Examination related grievances are disposed at the departmental/college level. External examination related grievances are forwarded to the university.

The college conducts Orientation Programs for students to make them aware of the Program outcome, Program Specific outcomes, and Course outcomes. PO's and CO's are evaluated through proper evaluation mechanisms. The pass percentage of students during the last five years has been 81.9% and it reflects the achievement of the learning outcomes.

### **Research, Innovations and Extension**

The college has a Research and Development cell that encourages all faculty members to publish research papers in UGC CARE listed journals. It also organized one National Seminar in 2016. During the last five years one faculty member of History Department has received Non Governmental Research Grants from Firebird Foundation of Anthropological Research, USA.

The college has not opened any incubation centre, but it has been striving to create an ecosystem of innovative practices by forming some cells and committees, and also by taking help of other institutions. The Career Counseling cum Placement Cell has conducted awareness and training programs to supplement the students' needs for academic progression and placement after graduation. The institution sends students on field visits, internship, on-job trainings, excursions, book fairs, events, etc. to give them exposure of life skills, management skills and job skills. It has sent batches of students to join various skill-based programs conducted by the Tool Room and Training Centre, MSME, Assam.

During the last five years the college has organized 11 seminars and workshops. Since August 2017, the Faculty members of the college have published 36 research papers in UGC approved journals. During these five years, teachers of the college have published 23 books/chapters, papers in national/ international conference proceedings.

The institution promotes regular engagement of students in extension activities in the neighborhood to sensitize them to social issues. To fulfill this aim, the institution has adopted two villages, and eight feeder schools of the locality. During the last five years, almost 56 such extension activities have been conducted under the initiative of the IQAC and Extension Education Cell, NSS, NCC, Teachers unit, and some departments, and many students have participated in these community based activities. During the last five years some of the faculties, students, NSS unit, NCC and Extension Education Cell of Saraighat College have received recognition and appreciation from various Govt. and Govt. recognized agencies for undertaking various extension activities.

During these years, the college has signed MoU's with other institutions. The college has seven such functional MoU's under which some activities have been conducted.

### **Infrastructure and Learning Resources**

Saraighat College has adequate infrastructure and physical facilities to cater to the needs of students and teachers. The total built up area is 4242.50 sq mtr. The Principal's office cum conference room, visitor's restroom, College Office cum Receipt counter and IQAC chamber cum conference room are in the ground floor of the Administrative Block. The Library is at the first floor of the same Block. The college has 12 departments,

28 classrooms, 3 laboratories, 1 computer centre and 1 Language Lab with total 42 computers for student use and 13 computers cum printer-scanner for faculty use. All departments have Department Seminar Library, computer, printer, scanner, and Wi-Fi and LAN connectivity. There are 4 smart classrooms and one digital Seminar hall. There are 2 common rooms for boys and girls with separate washrooms. There is 1 Students Union office with attached toilet and computer facility. There is 1 teacher's common room cum mini conference room with seat capacity of 50. There is 1 women's rest room with separate washroom and Napkin vending machine facility. There is a Gymnasium, one canteen and a girl's hostel.

The college library is an ideal knowledge hub with all required modern facilities. The library has total 16510 text and reference books besides the books present in the departmental seminar libraries. It has also different types of dictionaries, encyclopedia, annual books and guidebooks for different types of competitive exams. Since 2011 the library has been using the SOUL software version 2.0 for the automation of the library Integrated Library Management Systems (ILMS) consists of modules like Accessioning, Cataloguing, Classification, Circulation, OPAC, and Administration.

The college updates its IT infrastructure regularly to meet the current technical requirements of the college. Every Department has been provided desktops computers connected with LAN along with scanner printer to carry out their academic needs. Apart from this the college library also has an internet browsing center for students and faculties.

### **Student Support and Progression**

The institution has provisions for Government Scholarships and Institutional Poor Aid Fund for needy students. The Government scholarships available in the college are Post Matric Scholarship for ST/SC/ OBC, Ishan Uday Scholarship for NER and also free ships from the government. During the last five years, 43 students were benefitted from the Institutional Poor Aid Fund and an amount of Rs 87,000 was spent from that fund. During these five years, 4500 students were benefitted from free ships, post matric scholarships, and Eshan Uday.

The institution has organized several capacity building programs along with career counseling programs for the benefit of the students. During the last five years, 31 such programs were conducted for enhancement of student's soft skills, life skills and language skills. During these years, the career counseling cell has organized 11 career counseling programs which have benefitted 595 students of the college. The college has a Grievance Redressal committee that actively orients the students on grievances, and also supports them and resolves their grievances. The college has not experienced any major ragging related incident and no case has been lodged against any student. Some minor harassment related incidents are sometimes reported which are resolved promptly and efficiently at the institutional level.

The percentage student's placement or progression to higher education stands at 28.26%. Some students of the institutions have also cleared various competitive exams like NET, SLET, CTET, TET and APSC.

The performance of students in sports and cultural activities is not very satisfactory. Number of awards/medals for student's performance in sports and cultural activities stands at 10 for the last 5 years and number of sports and cultural activities in which students of the institution participated stands at 14.

There is an active Alumni Association which contributes significantly to the development of the institution.



The alumni participates in various events and functions organized by the institution. They also give their feedbacks on various support services of the college and based on their suggestions the college plans the future roadmap of the college. Some alumni are also invited as judge/speaker in various cultural, literary and sports events organized by the institution.

### **Governance, Leadership and Management**

The vision of the college is to bring Higher Education closer to the people and make it accessible to the underprivileged sections of the society. The college caters chiefly to the marginalized students who belong to the BPL category. Such students are mostly admitted in the college and efforts are put in to cater to their aspirations and turn their weaknesses into strengths.

The governance mechanism of the institution is guided by a policy of inclusion of different stakeholders on the basis of democratic ethics. The college has a participative and decentralized model of functioning. To achieve the stated aims and to ensure inclusiveness in the mechanism of the institutional work, the principal constitutes various committees like Construction committee, Purchasing committee, Admission committee, Examination committee, Academic committee, Budget committee, Library committee, RUSA Committee etc. Teachers and Non-teaching staff are members of such committees.

The organizational structure of the College consists of the Governing body (GB), the Principal, the teaching and non-teaching staff and the students. Both the GB and the Principal keep in touch with the Parent University and the Director of Higher Education (DHE), Govt. of Assam. The DHE formulates all important policies and programs related to the administration, service rules, promotions, and new recruitments etc. The University looks into all academic matters like curriculum designing, admission, examination, affiliation etc.

The college has adopted e-governance policy in all areas of the college administration. To create a conducive and hassle free workplace atmosphere for its employees, the college undertakes several welfare measures.

During these years, faculty members participated in 54 FDP/Professional Development programs.

The institution has a transparent and well planned financial management system in which the State Government, the UGC and the RUSA are the main funding agencies. Fund is also mobilized by the college from its own sources.

The IQAC continuously suggests quality improvement measures for a healthy academic atmosphere. It has contributed in various ways for institutionalizing all the quality assurance strategies and processes. It has been regularly submitting the AQAR's to NAAC, Annual Reports to the University, and has participated in All India Survey of Higher Education (AISHE) and NIRF.

### **Institutional Values and Best Practices**

Saraighat College is committed to create a gender equal environment. The college adopts a host of measures to ensure gender equity at both academic and administrative levels. The admission procedure takes into account merit and reservation policies enunciated by the Government in which both genders are given adequate representation.

Gender sensitization and awareness programs on mental, physical and menstrual health, capacity building, and skill development programs are conducted in each academic session. With regard to infrastructural facilities, separate rest rooms and wash rooms have been built, a double storied girls hostel for accommodation of outstation girls, a day care centre have also been constructed for the safety and well being of the students, a sanitary napkin vending machine is also installed to take care of the menstrual needs of the female students.

In order to inculcate the values of communal harmony, peace, patriotism and also promote awareness regarding various social issues and let the students know about their historical roots and legacies the Institution observes events, festivals and commemorative programs of national, regional and global significance.

For energy conservation, the institution has installed solar power plant. Rain water harvesting unit is also constructed for water conservation. Sufficient measures for management of the various types of wastes have been taken. Dustbins are placed for the collection of various wastes.

The institution provides its students and staff an inclusive atmosphere that speaks in favor of socio- communal harmony, and promotes cultural, linguistic and socio-economic diversities. Admissions are given to students from different parts of India and from various castes, creeds and communities. To create an atmosphere of communal harmony and peace, the college celebrates Milad-e-Mehfil, Saraswati Puja, Women's Day, Bodo Cultural Meet etc.

Two best practices successfully implemented by the Institution are:

1. Mould the Marginalized: For a Better Future
2. Clean and Green Campus

One distinctive feature of the institution is that it accommodates a significant number of students without considering their poor academic record at the entry level. The college follows a proactive financial aid policy for the poor students.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SARAIGHAT COLLEGE
Address	VILL CHANGSARI PO CHANGSARI PS CHANGSARI DIST KAMRUP STATE ASSAM
City	Changsari
State	Assam
Pin	781101
Website	<a href="http://saraighatcollege.ac.in">saraighatcollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Mani Sarmah	0361-2680041	9435310553	-	manisarmah1971@gmail.com
IQAC / CIQA coordinator	Navajyoti Patowary	-	9706390350	-	navajyoti_patowary@yahoo.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Gauhati University	<a href="#">View Document</a>

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	24-10-2008	<a href="#">View Document</a>
12B of UGC	13-04-2009	<a href="#">View Document</a>

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	VILL CHANGSARI PO CHANGSARI PS CHANGSARI DIST KAMRUP STATE ASSAM	Rural	2.98	4242.5

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BA,English	36	Higher secondary	English	40	7
UG	BA,Assamese	36	Higher secondary	Assamese	40	12
UG	BA,History	36	Higher secondary	English + Assamese	40	5
UG	BA,Philosophy	36	Higher secondary	English + Assamese	30	22
UG	BA,Political Science	36	Higher secondary	English + Assamese	25	11
UG	BA,Economics	36	Higher secondary	English + Assamese	40	10
UG	BA,Education	36	Higher secondary	English + Assamese	30	14
UG	BA,Persian	36	Higher secondary	English + Assamese	40	8
UG	BA,Geography	36	Higher secondary	English + Assamese	20	13
UG	BA,Mathematics	36	Higher secondary	English + Assamese	15	1
UG	BA,Anthropology	36	Higher secondary	English + Assamese	120	117
UG	BVoc,Travel And Tourism Management	36	Higher secondary	English	20	1

### **Position Details of Faculty & Staff in the College**

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				12				20			
Recruited	0	0	0	0	7	5	0	12	8	10	0	18
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				14
Recruited	7	2	0	9
Yet to Recruit				5
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	3	0	4	6	0	15
M.Phil.	0	0	0	1	0	0	2	5	0	8
PG	0	0	0	5	2	0	3	2	0	12
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	407	0	0	0	407
	Female	692	0	0	0	692
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	28	29	31	36
	Female	42	33	22	32
	Others	0	0	0	0
ST	Male	15	18	18	15
	Female	34	46	31	41
	Others	0	0	0	0
OBC	Male	122	122	158	144
	Female	180	210	197	216
	Others	0	0	0	0
General	Male	235	214	250	225
	Female	457	424	385	340
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1113	1096	1092	1049

**Institutional preparedness for NEP**

1. 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
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	<p>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.</p>
2. Academic bank of credits (ABC):	<p>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.</p>
3. Skill development:	<p>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</p>

	<p>'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.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>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.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>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.</p>
<p>6. Distance education/online education:</p>	<p>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</p>

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.

### Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	The Electoral Literary Club (ELC) was set up in the College on 10th August 2022.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	ELC comprises of four coordinators from the teaching faculty appointed by the college and an elected student coordinator and three other students as the members of the club. Nodal Officer - Dr Mani Sarmah ( principal) Coordinating Faculty Members- 1. Dr Tapanjit Sarma( HoD ,Political Science ) 2. Mr Prasanna Medhi ( Associate Professor, Economics) 3.Dr Breehivorna Talukdar ( Assistant Professor, Political Science) 4. Dr Anamika Deka ( HoD , Economics) Student Coordinator- Mr Udit Kumar Das ( General Secretary of students union 2021-22) Student Members- 1.Mr Nishanka Das 2. Mr Nabojyoti Das 3. Miss Dharitri Das
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Innovative programs and initiatives undertaken by the ELC includes- 1. Stage Campaign on awareness of voting behaviour ( held on 28th September , 2022) 2. Legal awareness program( 15th November 2022) 3. Constitution Day celebration ( 26th November 2022) The ELC also aims to conduct the following events in the upcoming sessions- 1. Voting Awareness Campaign in the neighborhood. 2. Essay Writing Competition 3. Mock Parliament Session 4. Drawing Competition
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Legal Awareness Campaign was conducted by the ELC along with the National Law Academy and Judicial Academy , Assam, on the 15th of November 2022 to educate the students about the basic legal matters which includes their Fundamental Rights and Duties etc. The Program was a convincing one as it successfully spread a message on Legal Awareness which implicitly or explicitly impacts the entire democratic structure.
5. Extent of students above 18 years who are yet to be	The ELC along with the College Administration

enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.

provides the students eligible to be registered as voters with all necessary facilities of internet and computer to register themselves and also motivating the students by explaining them the pros of being a registered voter.

## Extended Profile

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### 1 Students

#### 1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1099	1113	1096	1092	1049

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 35

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
32	31	33	33	34

### 3 Institution

#### 3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
51.59	67.75	64.72	131.52	117.19



## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

###### Response:

The institution follows the curriculum prescribed by the Gauhati University. To ensure effective curriculum planning and delivery, the college authority along with all the faculty members take all necessary steps in a well-planned manner before and during the commencement of every new academic year. Before the beginning of an academic year, a master routine is prepared by the Routine Committee of the College and classrooms are allotted for all the subjects. Selection of students for Honors courses are made either on merit basis or by conducting selection tests prior to the commencement of classes.

Orientation programs for the students of Honors and the Regular courses are conducted at the beginning of the academic session. The Honors and Regular classes are allotted in the specified classrooms. Department-wise class routines are also prepared by all the Departments to allot all the departmental activities.

The Principal convenes Academic Committee meetings to discuss the curriculum delivery mechanism. Efforts are made to maintain a healthy teacher-student ratio in the classes and to supplement it the college authority recruits part-time faculties as and when needed. For effective teaching-learning experience, the faculties also update themselves by participating in FDP, Orientation Program, Refresher Course, Short-term course etc. All the HoDs discuss the matter of distribution of syllabi components at departmental level and allot 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 also prepare unit plans/teaching plans/lesson plan etc. The departments maintain attendance register for every course.

Practical classes are conducted as per allotted schedule in the class routine. Departmental meetings are convened at regular intervals to assess the syllabus completion status by the faculty members, as well as, for planning other academic activities like holding of students' seminar, paper presentation, group discussion, field work, home assignment, class test 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 assessment are given a second chance to appear for improvement.

The College executes all the academic activities in adherence to the Academic Calendar prepared by the college as per the guidelines of Gauhati University. These activities include- Admission Procedure, Commencement of the Odd/Even Semester classes of both the Honors and Regular Courses, along with Paper Presentation, Dissertation, Field trip, Internship, Project, Practical classes, Internal and End semester examinations. The Prospectus of the College also gives a glimpse of all the important activities in relation to the Plans and Programs thereby providing the students an academic roadmap for a specific year.

The Academic Committee and the HoD's assess the progress of syllabus and takes course completion report from respective teachers. It also takes into consideration the student's progress in class, and



sometimes gives directives to respective teachers to take steps for improving students' performance.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 0

#### 1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

Response:

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 in the Honors Programs, Regular Courses, Generic Elective courses, Skill Enhancement Courses and Ability

Enhancement Compulsory Courses for the holistic development of the students. These issues are incorporated in various courses offered by the institution. Some of the courses that include these issues are:

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

(Generic Elective, Semester 2nd): b)Contemporary India: Women and Empowerment

2. Economics (Honors): Economics of Health and education

(6th Semester): Environmental economics

3. Travel and Tourism Management (BVoc) :

a) Maintain Standard of etiquette and Hospitable Conduct

b) Follow Gender and Age sensitive Service practice

4. Political science ( Honors):

a) Human Rights

b) Youth and Nation Building

c)Human Rights in India

5. Philosophy (Honors):

a) Mahatma Gandhi's concept of God and Religion

b) Sankardeva's Vaishnavism in Assam

6. History (Skill Enhancement Courses) :

a)Historical Tourism in North East India

b) Oral Culture and Oral History

7. BA Semester II (Ability Enhancement Compulsory Course) : Environmental Studies

8. Geography ( Honors) :

a) Environmental Geography and Disaster Management

9. Anthropology ( Regular Semester 6th ) :

a) Human Ecology

(Regular Semester 4th ):

## b) Public Health and Epidemiology

The details of all these courses are highlighted in the supporting documents.

The institution also endeavors to instill professional ethics, human values, gender sensitivity and environmental awareness among the students, by organizing various days/events/festivals.

It entrusts the students to conduct those functions/events so that they earn firsthand experience of leadership qualities, organizational skill and nurture human values and gender sensitivity etc.

Participation in such activities allows them to become active agents of change and development of the institution aiming for a better and prosperous future.

Every year the students of the college under the guidance of teachers ,organizes various functions/festivals like Saraswati Puja, Milad-E-Mehfil, Fresher's Social, Annual College Week, Bodo Cultural Meet etc, which give them enough scope to learn professional ethics and human values.

Moreover, the institution also hosts various important days of National and International significance like Republic Day, Independence Day, Teachers Day, International Women's Day, Girl child day, World Environment Day, Bishnu Rabha Divas, Bir Lachit Divas etc. where maximum students participation is ensured.

The NSS unit and NCC wing also takes part in various activities like cleanliness drives, campaigns and awareness camps, plantation drives, free health checkup camps etc. Compulsory sapling plantation under the State Govt. free admission scheme is also implemented by the institution.

Thus, the students get a scope to learn both the theoretical and practical aspects of these important issues which helps in their all round development.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 20.56

#### 1.3.2.1 Number of students undertaking project work/field work / internships

**Response:** 226

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)**

**Response:** Yes

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Enrolment percentage

**Response:** 73.42

##### 2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
482	519	586	440	451

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
675	675	675	675	675

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (Exclusive of supernumerary seats)

**Response:** 63.82

##### 2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
187	171	250	161	201

##### 2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
304	304	304	304	304

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.2 Student Teacher Ratio

### 2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

**Response:** 34.34

## 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 using ICT tools

**Response:**

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

- **Project Work and Field Visit-** Most of the departments, as part of their curriculum, facilitates field visits, internship and project works for students to get them first-hand experience of social realities and happenings to help correlate the observations with the theoretical contents of the syllabus. Such assignments also act as a major tool for experiential learning and increase the exposure of the students with regard to knowledge accumulation.
- **Seminar Presentation-** Departments organize in-house departmental seminars/ paper presentations for the students wherein students are given specific topics to write seminar papers and give their presentations. Total six (06) marks have been earmarked for Paper Presentation. The departments submit the total marks obtained by each student in Paper Presentation along with the marks obtained in attendance (total=4) and the marks obtained in Internal Assessment (total=10) to the Parent University. These presentations help students get new perspectives on various topics of concern, builds up their confidence levels about giving public presentations, and helps in inculcating the habit of self-study and thus increase their academic engagement.
- **Group Discussion-** Group discussions help the students to present their insightful thoughts on prescribed topics and to work as a team in offering solutions to various academic and social issues.

**Participation in various extension and co-curricular activities:**

The institution facilitates students to participate in various activities, both within and beyond the campus. Some such programs are like the celebration of Saraswati Puja, Milad-e-Mehfil, Freshmen Social, Farewell

Functions, Teachers Day, Environment Day, Women's Day, and Health Checkup Camps etc.

- **NCC and NSS** units enable the learners to actively engage in various youth and nation building programs.
- **Publication of Departmental Wall Magazines** are reflective of the creative talents and teamwork of students.
- **Time-to-Time organization of cleanliness drive** under Swachh Bharat Abhiyan portrays the active student-teacher cooperation and participation.

To strengthen the imparting of courses through blended mode, faculty members use ICT tools like-

- **Digital Classroom:** Although the college does not have adequate number of digital classrooms yet the faculties utilize the existing ones to conduct classes there. All faculties use internet facilities for a better teaching-learning experience.
- **Use of Online Platforms:** The faculties on different occasions use available online platforms like YouTube, Zoom, Google Meet, Google Classroom, Google Forms, WhatsApp groups etc. to impart teaching, provide study-materials, pre-recorded audio-visual items as well as to conduct assessments.
- **Wi-Fi facility:** The College facilitates centralized Wi-Fi facility for the use of both teaching and non-teaching members of the college along with all the students. It enables students to gain access to various e-learning resources.
- **ICT Seminar Hall:** The Seminar Hall is equipped with ICT equipments that include digital projector, display mechanism, state-of-the-art sound and microphone system to organize various programs like lectures, public talks, seminar presentations, meetings etc. for the benefit of teachers, students and the community.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

### 2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

**Response:** 99.39

#### 2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
32	32	33	33	34

File Description	Document
Upload supporting document	<a href="#">View Document</a>

#### 2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

**Response:** 51.53

##### 2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
16	17	17	17	17

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

#### 2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

**Response:**

Saraighat College follows the prescribed Examination Rules laid in the Regulations of the Under Graduate Choice Based Credit System (UGCBCS), Gauhati University, 2019, for the smooth conduct of both Internal and External Assessments.

**Internal Assessment (IA) Mechanism:** As per the GU guidelines, the IA accounts for 20% of the total marks allotted to a course. The breakup of Internal Assessment is as follows: 50 % through IA; 30% through Assignments/ Projects and the like; 20% for Attendance.

**The Internal/External Assessment Process:**

- To ensure that students are aware of the evaluation process, the departments organize Orientation Programs and information is also made available in the prospectus and website.
- The dates of IA are fixed by the Departments and circulated in notice boards/whatsApp groups.
- The IA of Honors courses are conducted by the Departments and Regular Courses of large classes is conducted by Exam Committee.
- After evaluation, answer scripts are shown to students and corrections, if any, is made. Then the mark sheets are submitted to college office for uploading in the University Exam portal.



- If a student fails in the IA, she/he is allowed a chance to clear it in the next similar examination conducted by the college. But if a student gives valid reason(s) supported by authentic document, then the teacher/college concerned allows the student to appear in a separate examination on a suitable date fixed by her/him before the commencement of the Final examination.
- The marks obtained in each of the criteria, namely attendance, seminars, and IA are displayed in the notice boards.
- External Examinations are conducted as per the prescribed rules of Parent University.
- To be eligible for appearing in both the examinations, the students must have more than 75% attendance. However, the college authority relaxes these norms for those with genuine cause upon producing valid evidence.
- All examinations are conducted in classrooms/halls with CCTV surveillance and any student adopting unfair means is handled strictly.

#### **Examination related grievances disposal mechanism:**

- Internal Examination related grievances are disposed at the departmental/college level.
- A student can appeal for disposal of her/his genuine grievance to the teacher of that course. If the matter remains unresolved, she/he can place it verbally or in a written communication either to the HoD or the Principal.
- The student can also put her/his grievance at the drop box and Grievance Redressal Committee takes immediate action to resolve the matter.
- External examination related grievances are forwarded to the university.
- For maintaining transparency and efficiency in the IA, the result sheets are displayed in notice boards and students are produced their answer scripts of assessments/home assignments/paper presentation.
- For any grievance related to external evaluation students can formally apply through the Principal of the college to the university in a specified form with requisite fees for re-scrutiny within 10 (Ten) days of the publication of the results.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## **2.6 Student Performance and Learning Outcomes**

### **2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated**

#### **Response:**

At the beginning of every academic session, the college conducts an Orientation Program for students to make them aware of the Program outcome, Program Specific outcomes, and Course outcomes. They are made aware about the benefits and prerequisites of a graduate program and the various academic and employment avenues arising out of it. Next, the modalities and functioning of CBCS program is explained

to them in detail. Thirdly, the semester system and examination pattern in the undergraduate program are discussed. The orientation program is made interactive in nature with active involvement of the students. After the general orientation, departmental orientation programs are held wherein the faculties of the concerned departments create awareness among the Honors and Regular course students about the Course Outcomes and are also given a detailed presentation of the units of all the courses and the prescribed reading lists. The teachers also provide the soft copies of the syllabi to the students. The program outcome and course outcomes are also made available in the college website for the benefit of all the stakeholders. Faculties also remain in constant touch with the University to avail latest information on Course related matters.

Methods of evaluating the level of attainment of POs and COs in the institution are as follows :

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

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 2.6.2 Pass percentage of Students during last five years

**Response:** 81.91

### 2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
224	159	211	208	149

#### 2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
311	209	240	235	166

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response: 3.7**

File Description	Document
Upload database of all students on roll	<a href="#">View Document</a>

## Criterion 3 - 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 last five years (INR in Lakhs)**

**Response: 2**

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	1.00	1.00

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.2 Innovation Ecosystem

**3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge**

**Response:**

#### **Ecosystem for Innovation**

The institution has been consistently striving to create an ecosystem of innovative practices by forming some cells and committees, and also by taking help of other social institutions. Some of these efforts are as follows:

#### **Career Counseling and Placement Cell**

- This Cell conducts awareness and training programs to supplement the students' needs for academic progression and placement after graduation.
- The institution sends students on field visits, internship, on-job trainings, excursions, book fairs, events, etc. to give them exposure of life skills, management skills and job skills.
- It has sent batches of students to join various skill-based programs conducted by the Tool Room and Training Centre, MSME, Assam.

#### **Departmental initiatives**

- Engaged students in hands-on tasks like organizing Fresher's and Farewell Meets, Picnics, Cultural Rallies etc.
- Organized skill based training on Makeup and Skin Care, Flower-Decoration, Pot-Decoration and Designing, Cushion Making etc.
- Conducted visits to agro-based farms, significant institutions etc.

### **Eco-Club**

- The objective of this cell is to sensitize the students on environmental issues by organizing plantation drives, awareness programs on environment and health, etc.
- It has initiated green practices by monitoring energy use, to promote use of alternate energy, to segregate the wastes generated in campus, use of vermi-compost for gardening etc.

### **Health Club**

- Organizes Health Check-up and facilitates an environment conducive for health and wellness.

### **NSS and NCC**

- Conducted various outreach activities and have joined in cleanliness drives, campaigns, rallies etc.
- Participated in Government Programs like Republic Day and Independence Day Parades, and have joined in community services during natural calamities and crisis situations like flood and Covid 19 pandemic and have earned accolades from society.

### **Use of College App by stakeholders and initiation of E-Office**

- Both the students and faculties use the college app for various purposes like submission of feedbacks, circulating notices, admission, registration, examination form-fill up and mark sheet download etc. Moreover, social media platforms are also used for sharing learning materials, important circulars etc.
- The office administration has been upgraded in a phased manner to a more environmentally friendly and paper-waste free system.

### **Transfer of Knowledge**

The College fraternity firmly believes that only through a process of transfer of knowledge an institution of higher education can thrive on the road of academic excellence.

In consonance with this spirit, the following measures have been undertaken at the institutional level by the administration and faculty members:

- Some faculties have attended as Guest Speakers, Resource Persons, and Judges etc. in various academic programs organized by other institutions.
- The institution has invited several Resource Persons in various academic and co-curricular programs.
- The institution has hosted exhibitions, Book Fairs, Art-Work Display etc.

- Faculties use online messaging platforms and applications to upload e-contents for the benefit of students.

### Future plans

- The institution plans to open an incubation center in the near future.
- To start skill based and vocational courses and to start a Skill Development Center.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 11

#### 3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	3	2	0	2

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 3.3 Research Publications and Awards

### 3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 1.03

#### 3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
5	8	2	14	7

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.89

#### 3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
7	4	8	4	8

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

**Response:**

The institution promotes regular engagement of students in extension activities in the neighborhood to sensitize them to social issues. To fulfill this aim, the institution has adopted two villages, and eight feeder schools of the locality. During the last five years, several extension activities have been conducted under the initiative of the IQAC and Extension Education Cell, NSS, NCC, Teachers unit, and some departments, and many students have participated in these community based activities.

During the session 2017-18, the NSS unit organized World Youth Day, Swachh Bharat Abhiyan, participated in Bharat Yatra with Kailash Satyarthi. The NCC wing celebrated NCC Day and International Yoga Day. Eco-club conducted plantation drive, and Extension cell celebrated World Environment Day by

planting saplings and organizing Essay writing and Art competition among school students in adopted village.

During 2018-19, Extension cell organized awareness program on menstrual hygiene in schools, Career counseling for students, awareness program on Rights of working employees in private sector, World environment day, and program on Road safety. The NSS unit organized special camp, Swachta Pakhwada in adopted village, cleanliness drive in college.

During 2019-20, teachers unit spread awareness on Covid, distributed food, and donated two days salary to Govt. for Covid relief. Assamese Dept participated in Cultural Exchange in Meghalaya under Ek Bharat Sresth Bharat. Women's cell hosted awareness for women on Micro-financing. Extension cell organized health camp, awareness on Covid in villages. NSS unit conducted door to door campaign on cleanliness, celebrated Rastriya Ekta Divas, and organized Swachha Abhiyan.

During 2020-21, due to prevalence of pandemic situation the College could succeed in organizing such activities to a limited extent. The NSS unit distributed food to the villagers, and conducted 'Swachhwa Bharat Mission' in the Rail-station and organized talk in school to promote the value of environment-consciousness. NCC and NSS also conducted cleanliness drive to mark the observance of National Pollution Control Day.

During 2021-22, the NSS unit conducted Swachh Bharat Abhiyan, celebrated National Youth Day, National Girl Child Day, Shaheedi Diwas, World Environment Day, distributed flood relief. Extension cell and English Dept. organized Cancer Awareness in adopted village. NCC wing observed World Bicycle Day, Road safety awareness rally, celebrated Republic day, International Yoga day.

These are some outreach activities conducted by the institution for the holistic development of students.

**Impact of the activities:** Exposure to these activities sensitize the students towards social issues and also to legal and social remedies for matters like spread of cancer, substance abuse, traffic rule violation, domestic violence, girl child education, environmental pollution etc. These activities impact their minds by creating a sense of social responsibility and respect for social values. It also helps develop among students empathy and love for deprived and affected people and also enhances their skills and aptitudes for problem solving, and other social skills like communication skills, management skills, leadership skills, analytic skills and perceptual skills.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

**Response:**



During the last five years some of the faculties, students, NSS unit, NCC and Extension Education Cell of Saraighat College have received recognition and appreciation from various Govt. and Govt. recognized agencies for undertaking various extension activities.

**Students:**

Mr Jintu Kumar, NSS Volunteer:

- Participated in International Yoga Day, by Gauhati University NSS cell on 21st June 2017.
- Participated in Regular and special camping from 22nd March to 26th March, 2018.
- Participated in National Integration Camp held in M.S University of Baroda, sponsored by Ministry of Youth Affairs, Govt. of India, from 8th -14th Oct. 2018.

Miss Beauty Choudhury, NSS Volunteer

- Participated in East Zone Pre-Republic Day Parade Camp held in IIT, Durgapur from 8th - 17th Nov. 2019.

Mr Prasanta Boro, UG student

- Participated in First Wood ball Introduction & Coaching Camp from 14th - 15th March 2018
- Participated in National Wood ball Workshop & Coaching camp at Scholars International School , kangra from 25th to 27th May 2018.

**Teachers:**

Mr Dwijen Kumar Saikia, Principal

- Received Honorary Appreciation for Outstanding contribution during Covid 19 from ISTD Guwahati & ARHAN
- Six Faculties received Appreciation Certificate by DC, Kamrup, for participation in 3 Days Yuwa Shakti Facilitator Training Program from 4th -9th Jan. 2021

Dr Manasjyoti Bordoloi, Asst. Prof, History

- Received Certificate of Appreciation from DC, Kamrup, for valuable and tireless effort as Disposing Officer, towards successful final publication of NRC on 31st Aug. 2019.

Dr Balendra Patgiri, NSS Program officer

- Received Honorary Appreciation for Outstanding contribution during Covid 19 from ISTD Guwahati & ARHAN
- Participated in one-day workshop on Tobacco Control in Assam, organized by Administrative Staff College, Guwahati, on 23rd Aug. 2018.
- Participated in workshop on the same theme organized by Gauhati University NSS Cell on 8th April, 2019.
- Participated in University Level Mega Special Camp cum Orientation Program organized by Gauhati University NSS Cell from 28th-30th Sept. 2018.

- Participated in Workshop on Capacity Building of Youth on Substance Abuse Prevention, organized by Gauhati University NSS Cell on 30th Sept. 2019.

Mr Navajyoti Patowary, Associate Prof, English

- Appointed as Assisting Officer of Cell for Media & Publicity DC, Kamrup, during Legislative Assembly Election, 2021, from 18th Feb. - 6th April, 2021..

#### NCC

- Received 2nd prize in March Past of 72nd Independence Day Celebration from DC, Kamrup in 2018.
- Received 1st prize in March Past in Republic Day Parade in 2020.
- Received 1st prize in March Past in Independence Day Celebration in 2021.

#### NSS/NCC/ Extension Cell:

- NSS Unit received recognition from Govt Gaonburah of Sila Karoibari (adopted village) in the years 2017, 2018 and 2020 for organizing various extension activities.
- NSS unit, NCC and Extension Education Cell received recognition from the village Headman of Niz Sinduri Ghopa (Adopted village) for their contribution in organizing various programs and events during the last six years.
- NSS Unit received recognition from the Headmaster of Satgarh High School (adopted school) for organizing free health checkup camp in the year 2022.

#### College

- Received Honorary Appreciation for Outstanding contribution during Covid 19 from ISTD Guwahati & ARHAN

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years**

**Response:** 49

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

2021-22	2020-21	2019-20	2018-19	2017-18
19	2	14	9	5

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.5 Collaboration

**3.5.1 Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.**

**Response:** 7

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

##### Response:

Saraighat College has adequate infrastructure and physical facilities to cater to the needs of students and teachers. The total built up area is 4242.50 sq mtr. The Principal's office cum conference room, visitor's restroom, College Office cum Receipt counter and IQAC chamber cum conference room are in the ground floor of the Administrative Block. There are 13 computers for office use, 3 for IQAC, 1 for Exam centre, 8 Printer –scanners, 4 I-Card printers and 4 Photostat machines for all office use.

The Library is at the first floor of the same Block. The buildup area of the library is 1085 sq mtr, and seat capacity of the reading room for students is 65 and for teachers, it is 16. There are total 16510 textbooks and reference books and 8 computers for students use.

The college has 12 departments, 28 classrooms, 3 laboratories, 1 computer centre and 1 Language Lab with total 42 computers for student use and 13 computers cum printer-scanner for faculty use. All departments have Department Seminar Library, computer, printer, scanner, and Wi-Fi and LAN connectivity. There are 4 smart classrooms and one digital Seminar hall with carpet area 861 sq mtr and seating capacity of 100.

There are 2 common rooms for boys and girls with separate washrooms. There is 1 Students Union office with attached toilet and computer facility. There is 1 teacher's common room cum mini conference room with seat capacity of 50. There is 1 women's rest room with separate washroom and Napkin vending machine facility. The power backup for office, Library and departmental rooms is provided by inverter, generator and solar plates.

There is 1 small Gymnasium of 55.75 sq mtr with various gym equipments. There is 1 Indoor Badminton hall of 264 sq mtr. There is 1 open stage for conducting cultural and literary activities. A Playground is there outside the Campus where major games and sports activities are organized. As there is no separate Yoga centre, therefore the Seminar hall is used for Yoga sessions. Musical instruments and sports items are available for students use.

There are 7 official chambers for NCC, NSS, Alumni, Career Counseling cell, Women's cell, Extension Education cell, and Grievance redressal cum Anti-Ragging committee.

The college has a garden with flowers and medicinal plants and a Vermi composting unit.

There is a Canteen of 91 sq mtr with separate space for students and teachers.

There is 1 Health care centre with bed, and first aid kit.

There is a Visual Arts Centre named after Late Dr Rabindev Choudhury, and an Art Gallery for exhibiting paintings of students and artists.

There is a Girls Hostel with seat capacity of 25 boarders along with an attached female warden's quarter.

The college has also received a Motorcycle from Hero Motocrop Ltd. under their CSR scheme.

The whole campus and classrooms remains under CCTV surveillance.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

**Response:** 50.38

##### 4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
21.68	32.88	30.75	101.37	31.33

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

#### 4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

**Response:**

The college library is an ideal knowledge hub with all required modern facilities. The library has total 16510 text and reference books besides the books present in the departmental seminar libraries. It has also different types of dictionaries, encyclopedia, annual books and guidebooks for different types of competitive exams.

Since 2011 the library has been using the SOUL software version 2.0 for the automation of the library. The

Integrated Library Management Systems (ILMS) consists of modules like Accessioning, Cataloguing, Classification, Circulation, OPAC, and Administration. The users use the OPAC to search and know about the status of the books (whether issued or returned).

The library has different sections like reference, periodical, circulation, and reprography service for satisfaction of the users. For circulation section users can use the barcode.

It avails e-resources from membership under N-LIST program of INFLIBNET consortia. The N-LIST provides access to 6000+ e-journals and more than 31 lakhs e-books.

The 'D space' software is also in operation for digitalizing the library holdings such as exam question papers, institutional repository and others.

The library offers various services to its users like orientation programs for students, Wi-Fi access, book bank facilities for BPL students, comfortable table-chair for physically challenged students near the stack room, newspaper clippings etc.

The Library committee gives best reader award to create reading habit among students. Faculties of the college are connected with the library through Faculty Readers Whatsapp Group. Academic and library related information is shared in this group. Book fairs are also organized by the library with support from Anwasha and Purbanchal Publications.

Students and teachers can request or suggest books to be purchased by sending message in whatsapp, email, and by publishers catalogues. The library prints the college ID cum Library cards for all the stakeholders using college web portal.

The library users can also avail the reprography service provided by the library. The whole library is under CCTV surveillance.

#### **Year-wise amount spent on purchase of books/newspapers/journals/e content (last 5 years):**

Year	2021-2022	2020-2021	2019-2020	2018-2019	2017-2018
<b>Amount spent</b>	<b>Rs 162,618.00</b>	<b>Rs 210,564.00</b>	<b>Rs 123,018.00</b>	<b>Rs 207,927.00</b>	<b>Rs 28,948.00</b>

The average per day usage of library is 70 ( approx.).

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## **4.3 IT Infrastructure**

### **4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

**Response:**

The college updates its IT infrastructure regularly to meet the current technical requirements of the college. Every Department has been provided desktops computers connected with LAN along with scanner printer to carry out their academic needs.

College has one computer lab and a language lab for the students as well as faculties. Apart from this the college library also has an internet browsing center for students and faculties.

Initially the internet service had been provided in the campus by BSNL Wi-Max internet connection. But due to the connectivity problem the college has adopted BSNL leased Line internet connection (8 MBPS) for providing the internet and Wi-Fi services in the college campus. But due to requirement of high speed internet the college has adopted 5 (five) BSNL FTTH connections with bandwidth of 300 MBPS (each connection) to provide campus internet and Wi-Fi service.

Anti-virus is regularly updated.

The college has been taking initiatives to run teaching learning process through blended mode of learning. During Covid-19 pandemic period online classes were done through Google Classroom, Google Meet etc. To meet the requirements of digital mode of learning 04 classrooms are being used as digital classroom and Smart Class Room.

The College 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. The college is planning to maintain the finance and accounts of the College through online using 'Aamar College' software.

Online Feedback System is also available.

College Website is designed and developed by S.S Technologies and also updated regularly.

A Library Management Software (SOUL 2.0 LE) 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.

The whole campus is under CCTV surveillance.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

**4.3.2 Student – Computer ratio (Data for the latest completed academic year)****Response:** 26.17**4.3.2.1 Number of computers available for students usage during the latest completed academic year:**

Response: 42

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)****Response:** 41.84**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
19.95	28.53	25.73	25.90	80.95

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

**Response:** 82.58

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
985	1113	743	920	739

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** B. 3 of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Response:** 10.92

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
201	00	00	136	258

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

## 5.2 Student Progression

#### 5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

**Response:** 28.26

##### 5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
103	66	48	44	36

##### 5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
224	159	211	208	249

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)**

**Response:** 43.08

**5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
14	9	5	0	0

**5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
30	20	15	0	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

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

**Response:** 10

**5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at**

*national/international level (award for a team event should be counted as one) year wise during the last five years*

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	4	5	1

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 2.8

#### 5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1	3	3	4	3

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

**Response:**

The institution organized the first Alumni Meet in 2004 with the objective to bring the ex-students, present students and the faculties of the college together to share their experiences with each other. The first Alumni Association was formed in that meeting and since then the Alumni have remained as an integral part of the institution. They have been providing guidance and support to the present students and have also been sharing their valuable suggestions to the institution for its overall development.

Some of the alumni have also participated in various events and functions organised by the institution. Some alumni have also acted as judge/speaker in various cultural, literary and sports events organised by the institution.

The Alumni of our college have also given their feedbacks on the physical and support services of the college and based on their suggestions the college Management Body has planned the future roadmap of the college.

The departments of the college have also organised Alumni Meets from time to time and have collected feedbacks from them. Every year, our Alumni participate in important functions like College Foundation Day, Annual College Week, Annual Fresher's Social, Teachers Day, Saraswati puja, Milad-E-Mehfil etc. During 2017, 2018, and 2019 some alumni of our college joined the student team who participated in various cultural events in the North East Graduate Congress organised by University of Science and Technology (USTM).

This year, on 5th June, our alumni, Mr Pradip Nath, a reknowned visual artist and cartoonist, organised an art competition among school students and an on-the-spot painting by some veteran painters of the state in the college on the occasion of World Environment Day.

The IQAC maintains the database of the alumni by collecting relevant information from the departments. The college website has an Alumni folder where the alumni can register their names and also give their feedback. A room has been allotted to the Alumni Association to conduct their executive meetings.

So far the alumni contribution in terms of donation has been meagre but efforts are on to engage the Alumni Association for resource generation. The President of the Association, Mr Tabibar Rahman has donated an Air Conditioner in the college library.

The present Executive Body of Saraighat College Alumni Association has been formed on 10th April 2022 in the Alumni Meet organised on that day where more than 170 ex-students participated and contributed Rs 50 per person as registration fee.

The Alumni Association has a bank account at SBI, (Changsari Branch) bearing Acc No- 41595784398 and IFSC SBIN0016944.

The Alumni Executive Body as well as all Departmental Alumni Bodies have WhatsApp groups for instant communication.

The formal registration of the Alumni Association under the Societies Registration Act of 1860 is under process and the Application Reference Number is RFS-RS/2023/00185.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

**6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance**

**Response:**

The vision of the college is to bring Higher Education closer to the people and make it accessible to the underprivileged sections of the society. Its mission is to enrich and empower the youths through quality education and to make them nobler human beings. The college caters chiefly to the marginalized students who belong to the BPL category and shows poor performance in the Secondary Education. Such students are mostly admitted in the college and efforts are put in to cater to their aspirations and turn their weaknesses into strengths.

The governance mechanism of this institution is guided by a policy of inclusion of different stakeholders of the institution on the basis of democratic ethics. The operational mechanism of governance is well reflected in the ethical guidelines of the college handbook too.

Placing the Governing Body at the apex position, the principal administers the affairs of the college, both the Academic and the Non-Academic domains. He is the executive-head of this institution. In the process of governance, organizations like the Teachers' Unit, Non-Teaching Unit, IQAC, Students' Union etc. are consulted. Such a practice helps ensure active participation of the stakeholders by creating a sense of belongingness in their minds. All decisions are taken after adequate deliberations, voting or consensus.

Grievances accruing from any quarter of the college are met with urgent and effective response. Limitations of the college and its fraternity are openly discussed and deliberated at different organizational levels in the college. Maintenance of a sense of transparency is encouraged and ensured in such deliberations. There is a continuous process of engagement in place that is carried out through timely convention of meetings of various cells and committees.

The college has a participative and a decentralized model of functioning. To achieve the stated aims and to ensure inclusiveness in the mechanism of the institutional work, the principal constitutes various committees like Construction committee, Purchasing committee, Admission committee, Examination committee, Academic committee, Budget committee, Library committee, RUSA Committee etc.

Teachers and Non-teaching staff are members of such committees. To look into the academic, co-curricular and extension activities, the principal and IQAC constitutes other cells and committees for Grievance Redressal, Anti-ragging monitoring, Extension activities, Sports, Cultural and Literary activities, Eco-club, Women's cell, Internal Complaint, SC/ST/OBC/Minority issues, etc. Students, alumni and parents are also included in these committees and cells.

The Governing Body being the apex body takes the final call regarding various developmental issues concerning the college. The teachers' unit as well as the non-teaching staff through their representatives presents the needs and grievances concerning the college before the Governing Body. Two Parents and two University Professors are also appointed as members in the Governing Body. The Governing Body takes

decisions based on the consensus of two-third majority of the members of the body present.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc**

**Response:**

### **Administrative setup**

The organizational structure of the College consists of the Governing body (GB), the Principal, the teaching and non-teaching staff and the students. Both the GB and the Principal keep in touch with the Parent University and the Director of Higher Education (DHE), Govt. of Assam. The DHE formulates all important policies and programs related to the administration, service rules, promotions, and new recruitments etc. The University looks into all academic matters like curriculum designing, admission, examination, affiliation etc.

The GB is the highest decision-making body and is constituted as per Govt. rules and the President of the GB is nominated by the DHE. It has representatives from University, Teaching and Non-staff, Library, and Parents. It guides the Principal and staff on all matters for smooth functioning of the institution.

The Principal functions as the Secretary of the GB and oversees the general administration, academic affairs, finance, recruitments and maintains co-ordination with the DHE and the University. He is assisted by the Heads of the Departments, the Teaching and Non-Teaching staff and the Student Council.

The Academic Committee headed by the Principal convenes meetings for effective planning, execution and review of teaching-learning process, examination and results etc.

The Internal Quality Assurance Cell (IQAC) works towards realization of the goals of quality enhancement and sustenance. It plays an important role of monitoring the internal quality of the institution.

The RUSA Project Monitoring Unit supervises all the development works under RUSA scheme and Principal works as the Data approver under PFMS.

Committees and Cells are formed for smooth and transparent execution of all affairs like construction and purchase, academic and co-curricular activities, examination, admission, gender sensitivity, safety and security of stakeholders, sports and music, green initiatives, outreach activities, discipline, career-guidance, students' aid, grievance redressal, anti-ragging etc.

The Student Council also plays a proactive role in decision making bodies, and hosts important events and functions, publishes the students' magazine, and organizes the annual freshman's social and college week.

### **Service Rule**

The institution follows guidelines of the Assam Provincialised Colleges and Assam Non-Government College Management Rules, 2001 and the Assam Services (Discipline and Appeal) Rules 1964 for both the teaching and non-teaching employees.

### **Policies of Recruitment**

Except the contractual employees all recruitments are made by the Government of Assam Rules on Recruitment and as per the UGC guidelines.

### **Policies of Promotion**

All promotions of the teaching and non-teaching staffs are governed by the HEI Rules and Regulations and as per UGC guidelines.

### **Internal Policies of the Institution**

The College has designed its own internal policies on various matters for the smooth and efficient functioning of all the organs of the institution.

### **Perspective Plan**

The perspective plan aligns with the vision and mission of the college. It is effectively deployed to focus on bringing quality improvements in all the seven key areas underlined by NAAC. The college has prepared strategies in consonance with the National Education Policy (NEP), 2020 and plans to introduce Commerce and Science streams, Vocational and Skill based Courses.

<b>File Description</b>	<b>Document</b>
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## **6.2.2 Implementation of e-governance in areas of operation**

### **1. Administration**

### **2. Finance and Accounts**



**3.Student Admission and Support****4.Examination****Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

**6.3 Faculty Empowerment Strategies****6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff****Response:**

The College Management always endeavors to create a conducive and hassle free workplace atmosphere for its employees and undertakes several welfare measures. Following are some welfare schemes that are being implemented and are in regular practice:

**Leaves for Teachers and Employees:**

- Leaves for academic purposes like PhD, FDP, OC, RC, attending seminar, workshop, and conference.
- Maternity leave, Child Care Leave for female staff.
- Casual, Earned and Medical Leaves for all staff.
- Duty Leave for teachers for examination related works and Government duties.

**Different Facilities:**

- Day Care facility for staff
- House rent allowance, Group Insurance and Provident Fund as per Govt. rules
- Free Yoga sessions and Gymnasium facility for all employees
- Emergency First- Aid facility, free health check up once or twice in a year
- Provisional Pay Revision for Contractual teachers
- Financial Assistance for Medical treatment or for urgent needs of teachers and employees
- College Canteen facility for all employees
- Safe drinking water facility, Department Rooms with wash rooms, Department Library, Teachers Common Room, free Wi-Fi facility
- Parking space for vehicles of employees
- Library facility for all faculty members for borrowing books and e-contents.
- Institutional e-mail IDs to teaching and non-teaching staff for official Communications
- Daily Allowance for teacher-in-charge accompanying students in off campus educational trips

**Performance Appraisal Mechanism of the Institution**

- With regard to academic performance, the activities and progress of teachers are measured through Annual Performance Indicators (API) and are verified by IQAC and submitted to Subject Experts

appointed by Parent University for promotion of teachers.

- Teachers' classroom performance is appraised through students feedback collected in both offline and online modes.
- Teachers' engagement in FDP, Orientation, Refresher Courses etc. and their involvement in Examination, Extension and other activities are monitored by the administration.
- A Grievance Redressal Internal Complaint Committees are in place for speedy redressal of the grievances of teachers, staff and students.
- Academic and Administrative Audit initiated by IQAC also helps to improve academic and administrative performance of all staff.
- The attendance of teaching and non-teaching staff is recorded both through bio-metric system and attendance register. Leave records 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.
- Regular Internal and External audits are conducted for bringing in efficiency and transparency in financial transactions of the institution.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.84

#### 6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	1	1

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development

**Programmes (FDP), professional development /administrative training programs during the last five years****Response:** 26.6**6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
10	7	21	6	10

**6.3.3.2 Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
7	7	8	8	10

<b>File Description</b>	<b>Document</b>
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**6.4 Financial Management and Resource Mobilization****6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)****Response:**

The institution has a transparent and well planned financial management system in which the State Government, the UGC and the RUSA are the main funding agencies. Funds are also generated from the reimbursed students' admission fees by the State Government. Fund is also mobilized by the college from some other sources like:

- Centre fees collected by the college by allowing its venue to be used for conducting various Govt. examinations.
- Centre fees collected from Krishna Kanta Handique State.
- Nominal venue fees collected from outside parties for using the Seminar Hall.
- Fund generated by selling organic manure and scraps generated in the college.
- Monthly membership fees collected from Teachers' unit for donation and observance of certain

occasions.

- Students' Aid Fund by collecting nominal fees from students.
- Interests accrued from the savings deposit accounts of the college.
- Funds received by NCC and NSS units from government sources.
- Surplus fund of University Examination Centre fees.
- Funds received from philanthropists.
- Application fees received from candidates applying for recruitment in different posts.
- Other miscellaneous sources

For the optimal utilization of all funds, the Governing Body forms various committees like Construction Committee, Purchase Committee, Annual Budget Preparation Committee, RUSA Project Monitoring Unit etc. These committees monitor the proper utilization of funds and submit reports to the Principal.

The college also ensures the proper mobilization and optimal utilization of physical and academic resources available in the college. As the college has limited land mass, so utmost care is taken in using the open spaces. Every new construction was done with proper planning.

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 Internal Audits for the sessions 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 have been conducted by the auditor appointed by the college Governing Body.

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 college has already applied for conducting the external audit and it is in progress. The auditors of both internal and external audits verify 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	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

**6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the**

**quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

The IQAC continuously suggests quality improvement measures for a healthy academic atmosphere. It has contributed in various ways for institutionalizing all the quality assurance strategies and processes. Some of the practices institutionalized in the college as a result of IQAC's initiatives are:

- Designing of College Prospectus, Academic Calendar, Master Routine, Handbook of Code of Conduct & Professional Ethics, Policy documents etc.
- Maintaining of Staff Attendance through Biometric, and installation of College App named “Amar College” as part of Learning Management System.
- Departments have been suggested to keep class diaries, prepare teaching plans and lesson plans.
- Departments have been suggested to conduct remedial classes for slow learners and do mentoring. All departments have been encouraged to organize excursions, field trips etc.
- Regular Assessment of Faculty Performance and Appraisal with regard to Career Advancement Scheme (CAS) promotion.
- Conduct of Orientation Programs for students after admission to familiarize them with the syllabus, discipline, code of conducts, Program and Course outcomes. Library Orientation is done to make them aware of the facilities offered by library.
- Engages the Career Counseling and Placement Cell to conduct counseling sessions to familiarize the students with the multitude of employment opportunities present in various sectors.
- Timely assessment and review of the various activities of the cells and committees and follow up actions were suggested.
- Faculties were encouraged to undertake online mode of teaching during the Covid Pandemic and also incorporate blended mode of learning in the classroom for the benefit of the students.
- Various workshops, seminars, talks have been conducted by the IQAC for the benefit of teaching & non- teaching staff and students.
- As a result of IQAC’s initiative departmental Parent-Teacher meets, departmental Alumni Meets along with the General Alumni Meet have been organized and feedbacks have been collected from parents and alumni.
- The IQAC has regularly submitted the AQAR’s to NAAC, Annual Reports to University, and has participated in All India Survey of Higher Education (AISHE) and NIRF.
- It has initiated the process of signing MoU’s with other institutions of higher learning, and has adopted villages and feeder schools for conducting outreach programs.
- As recommended by the peer team of NAAC in the 2nd Cycle of Assessment and Accreditation, the IQAC has initiated the process of recording student feedback regarding various dimensions relating to the teaching learning process. It has also collected feedback from teachers, students and alumni on curriculum.
- The IQAC reviews the continuous -evaluation process, attainment of learning outcomes.
- It encourages the cells and committees to conduct various activities to develop the students’ awareness regarding issues like gender sensitivity, employability, community development, personality development etc.
- It has conducted Academic & Administrative Audit, Green Audit and Energy Audit.
- The IQAC maintains and updates the college website and encourages all the departments to update their departmental profiles in the website for the benefit of all stakeholders.

- Green initiatives for keeping the campus clean and pollution free.
- BVoc in Tourism and Travel Management introduced from 2017-2018 as per the resolution adopted in the IQAC meeting held on 14/06/2016.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 6.5.2 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)/ membership of international networks
3. Participation in NIRF
4. any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc

**Response:** B. Any 3 of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 7 - 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 and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

##### Response:

Saraighat College is committed to create a gender equal environment. The college adopts a host of measures to ensure gender equity at both academic and administrative levels. The admission procedure takes into account merit and reservation policies enunciated by the Government in which both genders are given adequate representation. Admission fees are waived for students belonging to below poverty line.

As part of the curriculum, certain departments offer papers containing issues of gender equity and gender sensitization. There is adequate representation of women faculties along with the male counterparts in all the Cells and Committees. The annual students' union election also witness participation and representation of both boys and girls in voting and the Union body.

Apart from it, gender sensitization and awareness programs on mental, physical and menstrual health, capacity building, and skill development programs are conducted in each academic session. International Women's Day is celebrated each year. Anti ragging awareness, grievance redressal, career counseling programs are held from time to time to tap into the issues and problems of the students with special emphasis on the girl students and also provide them opportunity to learn about various employment opportunities and higher education programs.

With regard to infrastructural facilities, separate rest rooms and wash rooms have been built, a double storied girls hostel for accommodation of outstation girls, a day care centre have also been constructed for the safety and well being of the students, a sanitary napkin vending machine is also installed to take care of the menstrual needs of the female students.

In order to inculcate the values of communal harmony, peace, patriotism and also promote awareness regarding various social issues and let the students know about their historical roots and legacies the Institution observes events, festivals and commemorative programs of national, regional and global significance with various in house and extension activities. These initiatives help in increasing social consciousness, inculcate humanitarian and democratic ethos and also promote a spirit of unity and diversity in the institution. The various events observed are as follows:-

National events: Republic Day, Independence Day, Yoga Day, Rashtriya Ekta Diwas, Gandhi Jayanti, Teachers Day, Constitution day.

Regional and Local festivals: Saraswati Puja, Milad-e Mehfil, Rabha Diwas, Silpi Diwas, Death anniversary of Dr.Bhupen Hazarika, Swahid Diwas etc.

Apart from the above, different departments, cells, NCC and NSS also organize programs in relation to various significant days such as World Environment Day, Anti Terrorism Day, Anti-Tobacco Day, Global Parents Day, World Day against Child Labor. International Girl Child Day, Cancer awareness day, Human

Rights Day etc. The College foundation day is also observed with august program.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

**Response:** A. 4 or All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

### 7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

**Response:** A. All of the above

File Description	Document
Upload supporting document	<a href="#">View Document</a>

### 7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

**Response:**

The institution provides its students and staff an inclusive atmosphere that speaks in favor of socio-communal harmony, and promotes cultural, linguistic and socio-economic diversities. Admissions are given to students from different parts of India and from various castes, creeds and communities. A sizable



portion of the students are from the reserved categories and religious minority groups. During the last five year almost 44% of the students admitted were from Muslim community.

To create an inclusive atmosphere, the college authority stresses through its ethical guidelines that all the employees and students shall respect human rights and shall not discriminate against persons for reasons based on caste, creed, sex, language, social status, age or physical/mental disability. At the commencement of each academic session, all new comers are being oriented with these ethical guidelines.

Committees and cells such as SC/ST committee, OBC cell, Minority cell, Code of Conduct Monitoring cell, Internal Complaint Committee etc. are in place to look into all kinds of harassment, bullying, and violation of harmony.

The college strictly follows all reservation norms during student admission and staff recruitment process.

To create an atmosphere of communal harmony and peace, the college celebrates Milad-e-Mehfil, Saraswati Puja, Women's Day, Bodo Cultural Meet etc.

Awareness programs on gender, legal awareness, environment etc. and training on folk songs and dance etc. have been conducted as a concerted part of it.

To sensitize the students and employees of the Institution to the constitutional obligations, the institution has organized various events and programs like celebration of Human Rights Day, Anti-Terrorism Day, Social Justice Day, Girl Child Day, International Women's Day, Menstrual Hygiene week, World Environment Day etc.

Students are motivated to take part in blood donation camps, cleanliness drives, flood relief material distribution, act as volunteers in various festivals like Ambubashi Mela, etc. to sensitize them about human values, and Excursions and Study tours are conducted to make them understand the rich cultural heritage of the country.

Students also participate in many cleanliness and plantation drives under various Govt. schemes.

Under "Ek Bharat Sresth Bharat" the college has organized Cultural Exchange Program in neighboring state of Meghalaya and has also send batches of students on educational excursions to different parts of India.

Every year the college celebrates Republic Day and Independence Day with great fanfare. NCC cadets and NSS volunteers participate in the Parade and March past in the district parade ground.

Various other days like International Yoga Day, National Unity Day, NSS Day, NCC Day, Surgical Strike Day, Road Safety Day, World Bicycle Day etc. are also celebrated with complete fervor.

Students across different UG courses study about constitutional obligations, rights and duties of a citizen. They also take part in debates, quiz, and speech on these topics. Students also take part in cultural rallies during annual college week.

Students are taken on a guided tour to the State Assembly where they get an opportunity to interact with the legislators.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

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

#### Response:

#### Best Practice: 1

#### Title: Mould the Marginalized: For a Better Future

#### Context:

Though the College is located at the periphery of Guwahati, the population pattern of the greater Changsari area is primarily rural. The college receives a significant number 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 adopts numerous pro- student practices.

#### Objectives:

- To include the last standing individual into the realm of Higher Education.
- To secure the holistic development of the learners.
- To provide financial assistance to poor students.

#### Practice:

In consonance with the motto “Nothing is holier than knowledge”, the college seeks to bring Higher Education to the doorsteps of the downtrodden. Following steps are undertaken:

1. Free admission is provided to the BPL students under Govt. free ship scheme.
2. Govt. scholarship for ST/SC and OBC students.
3. Ishan Uday Scholarship is provided to the economically backward students.
4. Minority Scholarship is provided by the Govt.

5. Student Aid Fund is provided by the college to needy students.
6. The college library provides Book Bank facility for BPL students under which they can issue five textbooks for one academic session.
7. The librarian conducts orientation program for all students to inculcate the habit of reading books among the learners.
8. To accommodate the poor and low merit students in higher education, low cut off marks is maintained during admission.
9. Free health checkup is organized for the students.
10. Free excursions and educational tours.

**Impact of the Practice:**

The college has maintained a satisfactory pass percentage with many students progressing to higher education. By admitting students in UG program with lower percentage in Senior Secondary level, the college has been able to maintain a satisfactory enrollment ratio. The initiatives of book bank and “walk to library” have succeeded in increasing the student-library interface. Students are encouraged to build the habit of self learning instead of rote learning.

**Obstacles:**

1. Insufficient resource: The College endeavors to cater to the needs of all the underprivileged students. However due to insufficient funds, the college is unable to meet all its set goals.
2. Lower student participation in the Programs: Student participation in many programs addressed or undertaken for their welfare is not very encouraging as most of them have to assist their parents in household works and some parents cannot meet their daily transportation expenses.

**Resources Required:**

1. More Govt. and corporate funding is required for carrying forward the benefits.
2. Frequent free health check up for students needs assistance from Govt. Medical Officers.
3. More books needed in library to increase Book Bank facility.
4. Free transportation facility for poor students is needed.

**Best Practice 2**

**Title: Clean and Green Campus**

**Context**

The college campus is spread over 12014.22m<sup>2</sup>, 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

The main objectives are:

- To organize environmental awareness programs in the college and locality to raise awareness of environmental sustainability.
- To protect and conserve ecological systems and resources within the campus.
- To plant perennial, seasonal and medicinal plants in the campus.
- To focus on making the campus tobacco and plastic –free and proper disposal of various wastes.
- To encourage use of alternate sources of energy.
- To minimize the use of paper in administration.
- To promote use of bio fertilizer in campus gardening.

## The Practice

- Different varieties of medicinal and seasonal plant species are planted and maintained in the college campus. Plantation drives are organized by involving students.
- Solar energy plates have been installed and are used for lighting the administrative block.
- Tube lights and bulbs have been replaced with CFL and LED lamps.
- Plants in the campus are watered without wasting the water and water harvesting is done.
- A vermi composting unit has been set up for biodegradable waste management.
- Dustbins have been segregated for biodegradable, plastic and hazardous wastes.
- The college is declared as “Plastic Free Zone” and “Tobacco Free Zone”.
- Celebration of World Environment Day and awareness campaigns.
- Arrangement of Environmental field visits.
- Adopting E-Governance policy.

## Evidence of Success

- The green campus concept adopted by the college has helped not only to save the environment, but also to beautify the campus.
- Environmental awareness among the students has increased.
- Chewing of tobacco and pan masala has considerably decreased.
- Installation of the LED bulbs has gradually decreased power consumption.
- Water from harvesting unit is used for different purposes.
- Ban on plastic items, along with the promotion of vermin composting and proper disposal of wastes have made the campus clean and green.
- Digitalization has minimized the use of paper.

## Problems Encountered and Resource Required

- Financial constraint to appoint a regular caretaker. So, govt. initiative is required.
- Intermittent power cuts compel the college authority to use diesel-powered generators leading to air

pollution.

### Notes

- Slogans on environment awareness are displayed in the campus to propagate green campaign successfully.
- Use of paper cups and plates is encouraged and the use of plastic bags and plastic tea cups is banned.
- Paperless communication and correspondence is practiced routinely. Communication through e-mails, e- notice board and social media are encouraged.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

Since its inception in 1981, the college has provided tremendous thrust and priority to build a healthy student centric environment by following the policy of diversity, inclusion and integration. The vision of the college is to bring higher education closer to the people and make it accessible to the underprivileged sections of the society. 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. The mission is to steer the education it offers not only towards the pragmatic goal of employability, but also to mould the students into good citizens and to sensitize and orient them to the service of the community, in the quest for a better society and a prosperous nation.

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. A distinctive feature of this institution is that it accommodates a significant number of students without considering their poor academic record at the entry level. With this category of underperformers admitted, the college pursues to convert them into good performers in different aspects i.e. both academic and co curricular.

The college follows a proactive financial aid policy for the poor students. It is noteworthy that almost 90% students of the college come from the BPL category and almost 40% are from religious minority communities. During the academic year 2021-22, the total enrolment in UG program was 1099, out of which 984 students were given free admission under BLP category. Out of the total enrolled students, 59

students were from ST category, 81 from SC category and 297 were from the OBC category. Another noteworthy fact about gender parity in student admission is that during 2021-22, the total girl students admitted were 692 which far exceeded the boys, and the girl students have also excelled in their academic and co curricular performances, which are good indicators of the success of the institution in its set goals and missions.

The college has always given thrust in engaging the students in community services and outreach programs through its NSS and NCC units, Extension Education Cell and Eco Club. During the last five years, the NSS volunteers have participated in many programs like National Youth Parliament, National Integration Camp, Surgical Strike Day, Swachhata Hi Seva door to door visit in adopted village, Special Camping, Bharat Yatra, International Yoga Day etc. The NSS unit has also celebrated various days like Shaheedi Diwas, World Environment Day, World AIDS Day, Republic Day, Gandhi Jayanti, National Youth Day, National Girl Child Day etc. and has organized Awareness programs on AIDS, Drug Abuse etc and has organized free health checkup camps.

The college has an active NCC unit that engages its cadets in various training programs as well as voluntary community service in the locality. Some of the activities organized by the NCC cadets are like observance of National Cancer Awareness Day, National Unity Day, Azadi ka Amrit Mahotsav, World Bicycle Day, Road Safety Awareness Rally, NCC Day etc. They have also participated in National Basic Leadership Camps, International Yoga Day, Swaccha Bharat Abhiyan, Disaster Management Program, and Start up India program, March Past and Parade in Republic Day and Independence Day etc. The NCC unit has also organized Free Medical camps in the college and in the locality. The Extension Education Cell and Eco Club have also been engaged in various community service programs with active participation of both faculties and students.

Pursuing its vision of support to the underprivileged section, the college has provided financial assistance from its own fund to several needy students, besides facilitating them with the benefits of free admission under the fee waiver scheme of the State Government, Merit Scholarship like Eshan Uday received from Central Govt. and scholarships and financial assistance for the reserved category students. The college Library also has Book Bank facility for the poor and needy students. Every year, the college librarian organizes special Library Orientation Programs for all the students to inculcate their reading habits. The faculties also lend their personal books to the needy students.

It is worthwhile to mention that the college has been able to maintain a satisfactory pass percentage with many students progressing to higher education. During the last five years, the average pass percentage of students was 81.91% which is reasonably good considering the poor entry level academic records of most students. The college has a strong Alumni base with many of them well placed in several professions and there exists a strong bond between them and their alma mater.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

After the second cycle of NAAC Assessment and Accreditation in 2015, Saraighat College has upgraded both its Physical and Academic infrastructure. Some of the remarkable improvements in academic and infrastructural facilities during the last few years are:

- Introduction of B.Voc in Tourism and Travel Management in 2017.
- Introduction of Honors in Geography in 2018.
- Introduction of Certificate Course in Functional Sanskrit under Central Sanskrit. University, New Delhi in 2022.
- Opening of Dr Rabindev Choudhury Centre for Visual Arts.
- Opening of Art Gallery.
- Inauguration of New RCC Building under RUSA grant and shifting of Assamese and Economics departments to that building.
- Inauguration of third floor of Administrative Building and shifting of Philosophy and Persian Department to that floor.
- Expansion of College Office.
- Opening of New Canteen building.
- Diploma course in Yoga under KKHSOU.
- Opening of Gym and Indoor Badminton Hall.
- Digitalization of College Office, Departmental rooms and Library and LAN connection and free Wi-Fi facility in the campus.
- CCTV camera coverage of the whole campus and classrooms.
- Introduction of College App named “Amar College’ for E-Learning.
- Introduction of Bio-metric device for staff attendance.

The college has a Study Centre of Krishna Kanta Handique State Open University (KKHSOU) which offers UG Program in almost 12 courses and Diploma Programs in Library and Information Science, and Yoga. The college has adopted two villages and eight schools for conducting extension and outreach programs. It plans to introduce Diploma/Certificate course in Visual Arts, Beauty and Hygiene, and Add-on courses in all the departments. To expand its campus, the college authority has appealed the State Govt. for allotment of land. It plans to introduce commerce stream from 2023.

### Concluding Remarks :

Saraighat College is a young college presently offering both Intermediate and Undergraduate Arts Programs to more than 1600 students. It has been last accredited by NAAC in 2015 and was awarded grade B with CGPA 2.43. Since its last assessment, the college has made significant progress in the academic sphere and also developed its physical and academic infrastructure. It has been regularly participating in NIRF ranking and has been submitting data to All India Survey on Higher Education (AISHE). It has a good locational advantage and has the potential to become a centre of excellence as it is at a very close distance from three prominent institutions of national importance, i.e. IIT Guwahati, AIIMS, and CIPET (Central Institute of Plastic Engineering Technology), Changsari. The college has already introduced the Choice Based Credit System in 2019 and presently all its academic programs are as per the CBCS system. It has adopted an experiential and

participative approach towards curriculum delivery. From its very inception the college is committed towards the wellbeing of the rural community and has been providing community service to the local populace. Despite many constraints, the college has been striving tirelessly to transform itself into a quality institution of higher learning. In keeping with the vision of NEP 2020, the college has planned to introduce several new and upcoming courses to transform itself into a multi-disciplinary institution in days to come.



## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.1	<p><b>Enrolment percentage</b></p> <p><b>2.1.1.1. Number of students admitted year wise during last five years</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>482</td> <td>519</td> <td>586</td> <td>439</td> <td>451</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>482</td> <td>519</td> <td>586</td> <td>440</td> <td>451</td> </tr> </tbody> </table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>675</td> <td>675</td> <td>675</td> <td>675</td> <td>675</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>675</td> <td>675</td> <td>675</td> <td>675</td> <td>675</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per shared report by HEI.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	482	519	586	439	451	2021-22	2020-21	2019-20	2018-19	2017-18	482	519	586	440	451	2021-22	2020-21	2019-20	2018-19	2017-18	675	675	675	675	675	2021-22	2020-21	2019-20	2018-19	2017-18	675	675	675	675	675
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675	675	675	675	675																																					
2.4.1	<p><b>Percentage of full-time teachers against sanctioned posts during the last five years</b></p> <p><b>2.4.1.1. Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:</b> Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>32</td> <td>32</td> <td>32</td> <td>32</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>32</td> <td>32</td> <td>33</td> <td>33</td> <td>34</td> </tr> </tbody> </table> <p>Remark : DVV has made the changes as per EP-2.2</p>	2021-22	2020-21	2019-20	2018-19	2017-18	32	32	32	32	32	2021-22	2020-21	2019-20	2018-19	2017-18	32	32	33	33	34																				
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32	32	32	32	32																																					
2021-22	2020-21	2019-20	2018-19	2017-18																																					
32	32	33	33	34																																					
3.1.1	<b>Grants received from Government and non-governmental agencies for research projects /</b>																																								

**endowments in the institution during the last five years (INR in Lakhs)****3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	1	1

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	1.00	1.00

Remark : DVV has converted the value into lakhs.

**3.4.3 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 organised in collaboration with industry, community and NGOs) during the last five years****3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years**

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
22	2	14	9	9

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
19	2	14	9	5

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.2	<b>Number of teaching staff / full time teachers year wise during the last five years</b>  Answer before DVV Verification: <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>30</td> <td>31</td> <td>32</td> <td>33</td> <td>34</td> </tr> </tbody> </table> Answer After DVV Verification: <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	30	31	32	33	34	2021-22	2020-21	2019-20	2018-19	2017-18					
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2021-22	2020-21	2019-20	2018-19	2017-18																	

32	31	33	33	34
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