Yearly Status Report - 2015-2016

Part A	
Data of the Institution	
1. Name of the Institution	**SANKARDEVA MAHAVIDYALAYA**
Name of the head of the Institution	**Dr. Mahendra Borah**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**06000347405**
Mobile no.	**7578809756**
Registered Email	**sdm06@rediffmail.com**
Alternate Email	**sonaramkalita93@gmail.com**
Address	**P.O-Pathalipahar, Dist-Lakhimpur (Assam), PIN-784163**
City/Town	**Bandardewa**
State/UT	**Assam**
Pincode	**784163**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Rakesh Sharma**
Phone no/Alternate Phone no.	**07002434690**
Mobile no.	**7002819661**
Registered Email	**rakesh.sharma22@redifmail.com**
Alternate Email	**iqacasm44@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sdm.org.in/uploads/files/AQAR-2014-15.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://sdm.org.in/uploads/files/Academic%20Calendar%202015-16.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**72.25**	**2004**	**04-Nov-2004**	**03-Nov-2009**

6. Date of Establishment of IQAC

22-Feb-2005

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular Meeting of IQAC	**06-Aug-2015**	**8**

	1	
Regular Meeting of IQAC	07-Sep-2015 1	9
Regular Meeting of IQAC	02-Feb-2016 1	7
Regular Meeting of IQAC	29-Mar-2016 1	10
IQAC collects regular feedback from students	26-Nov-2015 1	130
Two Weeks Workshop on	20-Aug-2015 14	71
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Mr. Arun Kr. Goswami	MRP	UGC	2014 730	240000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. Observation of the important National International Days including World Environment Day, International Womens Day, International Day of Yoga, Republic Day Celebration, Independent day Celebration, Observation of Gandhi Jayanti.

2. Prepare academic calendar before the commencement of the new academic session to ensure effective implementation of the curriculum.

3. Various extensions activities done by NSS and NCC unit of the college.	
4. Workshop for students on competitive examination by information and career guidance cell.	
5. Promotion of field studies by the department of Geography, Sociology and Political Science.	

[View File](#)

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

Plan of Action	Achivements/Outcomes
Plan of Action	Achievements/Outcomes
To organise awareness programmes	Various awareness programs have organised by NCC & NSS during the academic year
To prepare acdemic calendar	The academic calendar for the session has been prepared and approved
To update departmental profiles	Updated
To construct cycle/bike stand for students and staff	One cycle/bike stand has been constructed
To develop existing college playground	The playground of the college has been developed
To collect and analyse student's feedback	Collected and analysed accordingly
To introduce PG courses in Assamese, Education and Political Science and also introduce De.El.Ed course under Krishna Kanta Hanque State Open University	Measures has been taken
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2016

Date of Submission	23-Mar-2016
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The college partially introduced management information system as the follows: 1. Biometric attendance system for teaching and non teaching staff. 2. Institutional Email used for official communication. 3. All important information of the institution are shared among the teachers through online mode of communication like whatsapp, sms etc. 4. Notice board is one of the important modes of dispatching information regarding the management of the institution

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college is affiliated to Dibrugarh University and implement the curriculum which is prepared by the affiliated university. Our college used to prepare a well-planned curriculum in accordance with D.U academic calendar for proper and smooth functioning of the college. At the beginning of each session, we prepare an academic calendar and distribute among the teachers and students to make all aware of the year long activities, like working days of the college, sessional examination schedule, holiday list, college week, college union election, etc. All the departments are encouraged to take initiatives for an effective planning and implementation of the curriculum keeping in view of the institutional culture. The concerned heads of the various departments conduct regular meeting and discuss the academic calendar with the staff members for smooth conduct of the activities. Allotment of classes, distribution of syllabus, etc.are done in the meeting at the beginning of each semester. All the teachers of our college prepare their month wise teaching plan and maintains academic work diary to record their daily teaching-learning activities. We feel proud that our college is known for the strict discipline and promote student-teacher friendly and liberal atmosphere and always aim at building the students motives with the sense of responsibility, dedication and self-esteem. For the all-round development of the students and their potentialities, the various co-curricular activities are implemented under the supervision of the teachers in a friendly manner. So, to enhance the ability of the students the college has introduced various programmes like lecture and speaking skill, debating, dance, acting, singing, beautification, innovation, cultural activities, etc. From time to time different meetings are used to held in the college at departmental level in association with IQAC to discuss about the various issues related to the syllabus planning and up gradation, and suggestions are forwarded to the university for necessary action. Many a times our suggestions are acknowledged and appreciate by the university. In order to make learning more easy and catchable, use of ICTs has been made a mandatory practice for the faculty. Teachers use Power point presentation, Video clips,

Poster, Diagram, Table, etc. for better explanation of the topic. To fortify the course progression and completion, regular monitoring of the class-rooms proceedings has been done at the departmental level by the Heads of the Departments and centrally by the Principal and IQAC. Seminars, Group-discussion, Assignment, etc. has been used as a means to make the students more actively engage and experience a full range of learning by the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	MA in Political Science, Education & Assamese	01/06/2016
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NA	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	78	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course on Applied Sociology	16/08/2016	63
Certificate Course on Mass Communication	16/08/2016	28
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Political Science	35
BA	Sociology	37
BA	Geography	18
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
There is a well organised mechanism to analyse the feedback obtained from the final semester students. Feedback from of the students of sixth semester class has been collected through a questionnaires designed to find out whether students are satisfied with the implementation of the curriculum, the infrastructure, discipline and the overall academic environment of the college. The summary of the feedback analysis has been segregated into the following heads: Curriculum delivery, co-curricular activities, discipline and overall academic environment. Every year at the end of the semester, the IQAC of the college distributes the feedback form with questionnaires to the HoDs to make necessary arrangement to issue and collects the forms from the students. The feedback forms are collected from the students within a given period and the HoDs has to submit the same to the coordinator of the IQAC. Further, the Coordinator of the IQAC collects the Feedback forms and analysed the feedback with the help of Academic Advisory Committee. The committee submits the report to the IQAC within the stipulated time and after receiving all the forms, the coordinator of IQAC submits the report to the Principal of the College for further action. The Principal of the college take necessary actions on improving the same.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	240	250	243
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015	521	Nill	20	Nill	Nill

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

Resources)					
20	20	13	3	1	6

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Although formal student mentoring system is not available in the college, informal mentoring of the students always exists in the institution depending on the needs of the students. Faculty members always maintain close relationship with the students especially the students from the Major courses and guide them in academic, career oriented as well as personal matters. Students are mentored by the faculty right from their enrolment in the institution to their leaving and encourage them to participate extra- curriculum activities held in the college as well as inter-college competitions. The students in the guidance of the faculty members participate in the Youth Festival organized by Dibrugarh University every year. Some departments of the college have created whatsapp groups with their students to maintain close contact with them. It helps them to enhance student's academic performance and attendance and also in the monitoring the student's regularity and discipline.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
Nill	Nill	Nill

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
22	20	2	1	4

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NA	Nill	NA

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	6th Semester	30/05/2016	14/07/2016

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As an affiliating college of Dibrugarh University, Sankardeva Mahavidyalaya follows the evaluation norms of the university. Generally, end- semester examinations are conducted by the college by following the guidelines of Dibrugarh University. The college adopts various measures of Continuous Internal Evaluation (CIE) for in-semester examinations. An Examination Committee is formed with teachers as members to look after all the matters related to CIE process such as scheduling of internal examination, seating

arrangements, preparing of question papers, monitoring of attendance of the students in the examinations etc. The Examination Committee conducts the two sessional examinations for all departments centrally for smooth working and transparency in every session in tune with the academic calendar of the university. After completion of the examinations, the answer scripts are evaluated by the faculty and distributed to the students for clarification of their doubts. For continuous evaluation of the students, class tests are conducted frequently by the departments and home assignments are given to the students at a regular basis. Moreover, paper presentations preferably using PPT on any topic of their choice are arranged for the students as a mechanism of CIE to boost their confidence. Seminars and Group discussions are also conducted by some departments for continuous evaluation of the students. Some departments also organized field trips for the students and reports/ projects are submitted by the students to the respective departments. Remedial/tutorial classes are arranged for slow learners by the departments whenever needed. The students are encouraged to solve the previous year's question papers of the end semester examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

An academic calendar is prepared under the active supervision of the IQAC for the session 2015-16 in tandem with the academic calendar and holiday list of Dibrugarh University. The academic calendar is available in both soft copy and hard copy. The soft copy of the academic calendar is uploaded in the college website. The academic calendar provides the basic information regarding the college's working days, the teaching days, the holidays, the schedule of the two sessional examinations, semester end examination, the mid semester vacation etc. of the said academic year. However, some events are excluded from the purview of this academic calendar that are conducted/ held at short notices. The dates of vital activities of the college such as Students Union Election, Fresher's Social, Annual College week, Admission dates are adhered to by the college. A detailed outlay of the Internal Assessment to be conducted by the college as well as the end semester examination conducted by Dibrugarh University is given in the academic calendar.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://sdm.org.in/uploads/files/Programme%20Specific%20Outcome%202015-16.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	General	61	39	63.93%
UG	BA	Sociology	8	4	62.5%
UG	BA	Political Science	16	12	75%
UG	BA	History	4	3	75%
UG	BA	Geography	12	5	41.66%
UG	BA	Education	22	17	77.27%
UG	BA	Economics	4	3	75%

UG	BA	Assamese	30	23	76.67%

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

NA

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	240000	80000

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nill	NA

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Library	Library Induction Programme	Library Committee	Students Counselling	Awareness	03/08/2015

View File

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NA	Nill

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)

International	Education	2	0

View File

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sociology	7
Political Science	2
Geography	1
English	1
Education	1
Economics	1

View File

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	Nill

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nill	Nill	Nill	NA

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	4	2	Nill
Presented papers	Nill	12	Nill	Nill
Resource persons	Nill	2	Nill	Nill

View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness Programme	NCC	3	30

Clean Up Camp	NSS	5	75

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Awareness Programme on Save Earth Save Life	Certificate of Appreciation	Saddichcha	55

View File

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
International Womens Day Celebration	Womens Cell, SDM	Gender Issue	10	86

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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NA	0	NA	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nill	NA	Nill

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6000000	5970000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL 2.0	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9261	1960300	439	91250	9700	2051550
Reference Books	4657	980215	219	45625	4876	1025840
Journals	3	2500	2	1500	5	4000
Others(specify)	1	80000	Nill	Nill	1	80000
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	25	1	0	0	0	1	7	0	0
Added	0	0	0	0	0	0	0	0	0

Total	25	1	0	0	0	1	7	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

0 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	NA

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
0	0	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The college prepares plans for the maintenance and utilization of physical, academic and support facilities of the college in consultation with the different executive committees. The Principal discuss with the Governing Body and Construction Committee for planning infrastructural and academic growth and development to keep solidarity and pace with necessary infrastructure for growing number of students. There is a Library Committee formed by the college principal of the college consisting of five members. The principal is the Chairman and the Librarian is the coordinator of this committee and the other members are selected by the principal. The library committee which is responsible for making necessary purchases as per recommendations received from the teaching departments of the college. The library committee is mainly look after the execution of management of library. The committee shall periodically take stock of the functioning of the library. The library has a record register book, where the students can lodge their aspiration, grievance and any other suggestion there for evaluation in the future course of action. Library has sufficient space for reading room by the students reading facilities for teachers. The college has two laboratories especially for Education and Geography department. The utilization of laboratory resources is ensured by the heads of the concerned Departments. Optimum utilization of the classrooms/Lecture Hall is ensured through a tight time-table. The time table for classrooms is prepared by the academic advisory committee before the commencement of the semester where classroom-wise schedule is clearly stated. The Examination Cell is engaged in conduct of examination, verification of answer script in the presence of students and in addressing other examination related issues. The authority engages part-time teachers and guest teachers in addition to the regular teachers for the benefit of the learners. There is a Sports Committee for making necessary purchases as per recommendations received from the games and sports sections of the college and other empowered personnel. The committee is responsible for maintenance and up gradation of sports infrastructure facilities of the college. The college has 1 Indoor Stadium, 1 Shooting Range and a playground for outdoor games. The games and sports secretary is annually elected by the students for one year term. There is also an in-charge of games and sports selected by the principal among the teachers. The College obtained a dedicated power line from the APDCL, Govt. of Assam. The college has set up its own power transformer of 25 KVA within the

campus to avoid fluctuations in voltage supply. To combat the challenge of load shedding and blackouts, the college has already set up a Power generators of total capacity of (65 KVA and of 25 KVA) and 1 mini generator (25 KVA) at a safe place to have the continuous power supply. Among other facilities available in the campus and Safe drinking water is made available to the students and faculties with a central manual water filter in the college.

https://sdm.org.in/uploads/files/Procedures%20%26%20Policies%20for%20Maintaining(1).pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Welfare Fund	5	25000
Financial Support from Other Sources			
a) National	ITDP	26	104000
b)International	NA	Nill	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Class on English Literature	10/08/2015	241	English Department
Career Counselling Competitive Examination	03/08/2015	45	ICGC
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2015	Guidance for Competitive Examination	30	30	3	3
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	20

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NA	Nill	Nill	NA	Nill	Nill
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2015	3	B.A	Assamese	Dibrugarh University, KKHSOU	MA
2015	1	BA	Geography	Dibrugarh University	MA
2015	1	BA	Sociology	Rajiv Gandhi University, AP	MA
2015	1	BA	Political Science	North Lakhimpur College	MA
2015	2	BA	Education	Gauhati University, Dibrugarh University	MA
[View File](#)					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1
Any Other	8
[View File](#)	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter-district shooting Competition	District level	12
Inter-college Quiz Competition	District level	6
Borgeet Competition	District level	62
Inter-College Volleyball Competition	Constituency level	5
[View File](#)		

5.3 – Student Participation and Activities

5.3.1 – 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	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2015	Silver in 10m Air Rifle	National	1	Nill	SHM 2306199401	Babul Hazarika
2015	Bronze in 10M Air Rifle	National	1	Nill	SHM30111 99002	Neelutpr asad Boruah
2015	Gold in 10M Air Pistol	National	1	Nill	SHM24031 99401	Biju Das
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college student's union is an indispensable segment of the institution. This union body represents each male and female student in considerate of their caste, religion or economic conditions and their merits. Basically the student body attempts to resolve the problems faced by the student community. Under the leadership of this student body, the problems of the learners are brought into limelight and appropriate pressure is made to the administrative head for resolution of those problems. Student union is the unofficial guardian of the whole students. Apart from this big role, the union is divided into several sections to look after the overall concept of literature, sports, culture, social service, magazine, festival, boys' common room, girls' common room etc. This student body is elected purely in democratic process. The student body arranges various timely functions like inter institutions debating competition, intra college recitation competition, intra college borgeet competition, magazine competition etc. Moreover, college week is arranged by the student union to give ample scope to resourceful students to flourish in respective sports, culture and literature. In this week long events various individual and team events are organised by the student union. Thus the student union of the college has immense role in smooth functioning of the college activities. The student of the institution also takes part in various bodies and committees of the college. The college has some key committees like academic council, ICGC, examination cell, NSS, NCC, grievances redressal cell, college magazine editorial board etc. Thus, students becomes a force of decision making in the most of key issues when students get the rare chance of taking part with the academic administrative offices then general students get encouragement to get involved with those agendas. As a result the most of the programmes become successful. Gender equity maintain by student in the platform of NCC, NSS etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

75

5.4.3 – Alumni contribution during the year (in Rupees) :

7000

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni Activities Report Sankardeva Mahavidyalaya, on 23rd August 2015, an emergency meeting of Alumni Association was held at Sankardeva Mahavidyalaya premises to discuss the severe flood condition on the bank of river Dikrong. This flood hit Banderdewa area which is just four kilometers away from Sankardeva Mahavidyalaya and so the Alumni Association has moral responsibility to do a favour to the affected people. The members of the Association unanimously agreed to assist the destitute people. Thereafter, the Association fixed the day of 25th August to offer essential food items, drinking water, cloth etc. to the flood affected people. The house also decided to request hon'ble Deputy Commissioner of Lakhimpur district and also the local M.L.A to adopt strict measures to control the threatening river Dikrong. The house also decided to ask for open donation to one and all to have a huge amount so that the affected people could be relieved a bit. On 5th September, Saturday 2015, another meeting of Sankardeva Mahavidyalaya Alumni Association was held at Mahavidyalaya premises. Here, the office bearers of the Association submitted the accounts of the flood relief mission. The house accepted the accounts after thorough discussion and praised President and Secretary for such a good initiative. Then, the Alumni Association decided to felicitate the Principal of Sankardeva Mahavidyalaya as it was the Teachers' Day as well as the college foundation Day. After the felicitation the meeting was concluded with Vote of thanks from the Secretary.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Administrative management basically monitor by the Principal, whereas the Academic management looks after by the Vice Principal with the help of IQAC, faculty member and non teaching staff of the College. The Principal engages in timely interactions with the office staff. He also interacts with the students and assists them in solving their problems. The ICGC encourages students' participation in organizing various workshops, seminars, student development programmes etc. 2. In the college there is a separate IQAC committee. IQAC makes agenda regarding development of the college and arrange meeting time to time. In the meeting, Coordinator keeps their agendas one by one in front of the members and passes agendas through the members. Then IQAC gives proceedings to the principal of the college for the action taken. IQAC cooperate in academic as well as administration of the college independently.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admissions are done in a transparent manner as per the rule of Dibrugarh University and the Govt. of Assam. Proper advertisement in print and banner are the strategies to attract

	good students. The admission procedure is an open one.
Industry Interaction / Collaboration	Nil
Human Resource Management	Faculties are entrusted with several committees along with their regular duties to ensure equal participation of all in all spheres. Office works are specified by the Principal so as the works of the grade IV.
Library, ICT and Physical Infrastructure / Instrumentation	1. Extension of Library stock room measuring 31×24 sq. ft has been done. 2. Book rack of 3 nos has been newly added. 3. In this period 439 text book and 219 reference books has been newly added. 4. The construction of Indoor sports complex measuring 95ft × 45 ft is completed. The floor is made up of wood, having 150 seating capacity with proper electrification. 5. One permanent electrical transformer especially for the college, construction of bike stand measuring 12.9 × 57 sq. ft is completed. 6. The boundary wall of the outdoor sport complex is under construction and three side of the boundary wall is completed so far measuring 420ft × 380ft.
Research and Development	1. The college has a research centre known as "Sankardeva Study Centre". Through this centre, students are involved to learn classical songs and drama also help them to learn the old manuscripts (Sauchipat). 2. Another important research centre is there in the College i.e. "Tribal Study Centre". With the help of this centre, socio-economic survey of local backward villages has been conducted time to time. 3. Encourages the teachers for Minor and Major research projects. 4. Help in guiding teachers for improving API through participation in Conferences and through publishing of articles, books and research work. 5. Works for improving library and laboratory facilities for research.
Examination and Evaluation	An examination Committee is there to conduct in-semester and end semester examinations as per academic calendar. The responsibility of evaluation is assigned to each department for their respective subjects in case of in-semester examinations. Every department conducts two sessional examinations along with group discussions, seminar paper presentations, home assignments

	etc to evaluate the students internally. On the other hand the concerning university set up Script evaluation Zones in different colleges under it and invites faculties to evaluate end semester performances of the students.
Teaching and Learning	In the college, teaching activities are planned through academic calendar. As per the instructions of the College authority, each department formulates and implements its own teaching plans effectively. To improve the learning habits of the students, departmental seminars, group discussions, work-shops are being organized regularly. During the year one specific strategy "Old Question Paper Discussion with students" has been adopted mandatorily by the departments to make aware the students about the pattern of question paper especially in the final examinations. To make this strategy more fruitful the departments had also designed the question papers for sessional examinations as per the university guidelines.
Curriculum Development	Since the college is an affiliated college to Dibrugarh University, Assam, it does not have the autonomy in the curriculum aspects. The curriculum is designed developed by the affiliating University.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	IQAC contact faculty members, for planning activities. With the help of Principal, IQAC plans all the activities for the academic year. The College website, e-mail ids and various WhatsApp groups have been formed for better functioning of administrative and academic matters.
Administration	The majority of correspondences between the college and the DHE (Assam) are done manual form. The same process is also adopted with the Govt. of Assam.
Finance and Accounts	All budgets, bills and other finance and accounts related works of the institution are conducted manually.
Student Admission and Support	Admission related information's are timely uploaded in the college website so that they do not face any problem.

Examination	The Examination related notices are uploaded in the website by the affiliating University. After that it has been uploaded in the college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2015	NA	NA	NA	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2015	NA	NA	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	27/07/2015	16/08/2015	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The college has a Teachers' Welfare Fund which helps the teachers to a longer extent.	Apart from that the college has a Teacher Employees Welfare Fund which helps both the Teaching Non-teaching employees in their need.	The college also maintaining a fund known as Student's Welfare Fund. This fund helps the meritorious, poor students for their bright future along with medical emergencies of the

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Financial Audit is done regularly by an Auditor who is appointed by the governing body by the Government Auditors or CA. Internal audit gives the college an opportunity to know whether financial controls are adequate and operating effectively. The External financial Audit is conducted on a regular basis by a statutory Auditor, appointed by the Director of Audit (Local Fund), Govt. of Assam.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	0

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	Yes	CA	Yes	CA

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. The college organizes parent/guardian meetings regularly. 2. In this meeting guardians of the students may approach the authority at any point of time for support service. 3. The Parent-Teacher Association of the college put forward the positive suggestions for all round development of the college and the authority takes it positively for future development.

6.5.3 – Development programmes for support staff (at least three)

1. The College arranges special training for the newly recruited staff as a part of the initiatives for their capacity building. 2. The Research cell of the college encourages and initiates the research works the staff members intend to do. 3. Computer literacy programme is also organized among the staff according to their need.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Organization of counseling programme with the local people and alumni. 2. Feedback has been taken and analyze semester wise. 3. Health hygiene Programme and environmental cleanliness drive has been organized.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No

d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2015	District Level Shooting Competition	04/08/2015	04/08/2015	05/08/2015	10
2015	Two weeks workshop on Dhulia Oza	20/08/2015	20/08/2015	02/09/2015	71

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
International Women's Day Celebration	08/03/2015	08/03/2015	56	30

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
As the college is situated on a hill top, to prevent land slide every year our college organizes plantation drive with the co-operation of community. As a result the college is surrounded by about hundreds of plant species. In this year research scholar from "Yako Hama University", Japan proved that the area of the college is heavily rain faded, in collaboration with Gauhati University. The Yako Hama University has installed a digital rain gauge in our college for measuring intensity of rainfall in this area.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill
Provision for lift	No	Nill
Ramp/Rails	No	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	1
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadva ntages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2016	1	1	11/02/2 015	1	Inter district volley ball and badminton competiti on	To encourage the local players	8
2016	1	1	05/05/2 015	1	Think and Work Together	To know the Socio- economic aspects of Local Backward Villages.	25
2015	1	1	04/08/2 015	2	District level Shooting Competiti on	To select the players for state level shooting competiti on	10
2015	1	1	20/08/2 015	14	Work- shop on Dhulia Oza	Work- shop on Dhulia Oza	71
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of Conduct for Non-teaching Staff	01/09/2015	Non-teaching staff of our college maintain harmonious and cordial relationship with the teachers and possess values like responsibility, loyalty, commitment with regard to day to day official matters. Duties and responsibilities of the non-teaching staff are mainly based on different Acts and Guidelines such as- Assam College Employees

		(provincialisation)Act 2005, The Assam College Employees (provincialisation) (amendment) Rules,2012, the Department of Higher Education of Government of Assam and the affiliated University.
Code of Conduct for Students	01/09/2015	The students of our college participate actively in all departmental as well as Institutional activities that have been conducted from time to time. Duties and responsibilities of the students are mainly based on different Acts and Guidelines such as- Assam College Employees (provincialisation)Act 2005, The Assam College Employees (provincialisation) (amendment) Rules,2012, the Department of Higher Education of Government of Assam and the affiliated University.
Code for Conduct for Governing Body	01/09/2015	The college administration executes all the programs with the approval of governing body. Duties and responsibilities of the Governing Body are mainly based on different Acts and Guidelines such as- Assam College Employees (provincialisation)Act 2005, The Assam College Employees (provincialisat ion)(amendment) Rules,2012, the Department of Higher Education of Government of Assam and the affiliated University.
Code of Conduct for Principal	01/09/2015	The Principal of the college coordinate to all the committees, IQAC coordinator, students and also to all the departments so that they can perform their duties smoothly. Duties and

		responsibilities of the Principal are mainly based on different Acts and Guidelines such as- Assam College Employees (provincialisation)Act 2005, The Assam College Employees (provincialisation) (amendment) Rules,2012, the Department of Higher Education of Government of Assam and the affiliated University.
Code of Conduct for Teaching Staff	01/09/2015	Apart from discharging their professional responsibilities teachers also cooperate in the formulation of various policies for the institution. Duties and responsibilities of the teaching staff are mainly based on different Acts and Guidelines such as- Assam College Employees (provincialisation)Act 2005, The Assam College Employees (provincialisation) (amendment) Rules,2012, the Department of Higher Education of Government of Assam and the affiliated University.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Death anniversary of Mahapurusha SriSriSankardeva.	22/10/2015	22/10/2015	225
Indepence Day Celebration	15/08/2015	15/08/2015	62
Republic Day Celebration	26/01/2016	26/01/2016	46

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. College NCC Unit takes strict action to avoid plastic bags in the campus.
2. Campus cleaning programme is conducted many time in a year.
3. Plantation Programme along with World Environment Day organized by the college.
4. Tobacco and smoking is totally prohibited in the college campus.

5. The college takes initiative to reduce the use of paper. Office staff is trying to keep the documents in soft copies where it is possible.
6. Every faculty member and students are concern about minimal use of electricity.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Cleanup Camp- Sankaedeva Mahavidyalaya has an NSS wings with more than 100 nos of students and it is recognized by Dibrugarh University. In this session the NSS wings of the college, under the guidance of NSS programme officer Mr. Brojen Saikia undertook a cleanup camp from 19th March to 21st March 2016 at Dikrong sapori Middle English School. Total 75 students participated in the cleanup camp, out of 75 students 50 were boys and 25 were girls. In that 3 days camp, the volunteers cleaned the school campus and they constructed a new link road to the school. Moreover, they conducted an awareness programme on waterborne diseases, which was chaired by the Principal and Priyanka Bora, A medical intern was the Resource Person of the programme. On the last day a cultural show was performed by the volunteers in presence of the school student's and local community. This programme helped in developing a good connection among college students and local community. 2. Creative Writing Course in Assamese Literature- In this session department of Assamese has started a course known as Creative Writing Course in Assamese Literature. This course is an introduction to the writing of contemporary short fiction where students can develop critical as well as creative thinking and writing skills. The main purpose of this program is to offer motivated, talented and committed students a dynamic context and community in which they can explore all aspects of creative writing. As an integral part of the program, readings are held each semester by students, faculty, alumni who have published their writing.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://sdm.org.in/uploads/files/Best%20Practice%202015-16.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The vision, mission, priority and thrust of the college are completely engaged to the overall growth of the students. SankardevaMahavidyalaya is situated at a rural area, along the border of two states- Assam and Arunachal. The students of the college are mostly from rural backward areas. For that the college has a very clear vision of providing quality education to the students along with a healthy and lively environment for physical, mental and intellectual growth. The college has a library with 9261 books, department libraries, Multi-Gym, Shooting Range, spacious auditorium, indoor and outdoor stadium, girls' hostel, a study center of Krishna Kanta Handique State Open University, NCC NSS unit for both Girls and Boys, computer laboratory, Information and Career guidance cell. The college also established a "Tribal Study Centre" to study socio-economic condition of various tribes and to evolve a strong relationship between two states. The college always prioritizes students' personal problems as well as their educational problems. A very friendly relationship between professors and students prevail so as to support each and every student towards their mental, emotional and psychological growth and development. The "Teacher Employee Association" of the college deposits a fixed amount of money every month in the "Student Welfare fund" to help the students who has critical financial situation. The college has established a strong platform also in the field of art and culture. The "Sankardeva Study Center" and "NatyaCharcha" of

the college take initiatives to bring the importance of social harmony, integration and enhancement in overall socio-cultural aspects of the students. In association with the Center the college arranges cultural workshops on both Classical and folk songs and dance. It is our fortune that, many faculty members of the college practice and teach various performing arts by their own initiatives and associate with many cultural organizations. To create nationalism among the students it is very important to deliver knowledge about ones culture in present days. Also many aspects of Assamese culture are important for better understanding of some topics of the syllabus. It can also be considered as value education and skill development education for the students.

Provide the weblink of the institution
https://sdm.org.in/uploads/files/Institutional%20Distinctiveness(1).pdf

8.Future Plans of Actions for Next Academic Year

1. Upgradation of the college infrastructure 2. Development of the college Sports complex 3. Procurement of more books for the library 4. Organizing state level competition of Badminton and Volley Ball 5. Organizing district level shooting competition 6. Toilet facilities for boys and girls under "Swacha Bharat Abhijan" 7. Extension of Library reading room 8. Installation of Wi-Fi facilities in Principal office and library