



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | |
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| Part A | |
| Data of the Institution | |
| 1. Name of the Institution | SANKARDEVA MAHAVIDYALAYA |
| Name of the head of the Institution | Dr. Sonaram Kalita |
| Designation | Principal |
| Does the Institution function from own campus | Yes |
| Phone no/Alternate Phone no. | 06000347405 |
| Mobile no. | 9435749169 |
| 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. Nitul Gogoi |
| Phone no/Alternate Phone no. | 09854042116 |
| Mobile no. | 7002434690 |
| Registered Email | nitulgogoi423@gmail.com |
| Alternate Email | iqacsdm44@gmail.com |

| | |
|--|---|
| 3. Website Address | |
| Web-link of the AQAR: (Previous Academic Year) | https://sdm.org.in/uploads/files/AOAR%202018-19.pdf |
| 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%202019-20.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 IQAC Meeting | 14-Aug-2019 | 8 |

| | | |
|--|-------------------|-----|
| | 1 | |
| Regular IQAC Meeting | 03-Mar-2020 1 | 8 |
| Regular IQAC Meeting | 04-Jun-2019 1 | 9 |
| Feedback collected from all stakeholders, analysed and used for improvements | 11-Nov-2020 20 | 240 |
| View File | | |

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 |
|--------------------------------|-----------------------------------|---------------------|-----------------------------|--------|
| Sankardeva Mahavidyalaya | Development of Girls' Common Room | Govt. of Assam | 2019 365 | 100000 |
| Sankardeva Mahavidyalaya | D.El.Ed | NIOS | 2019 365 | 61518 |
| Sankardeva Mahavidyalaya | Fee Waiver | DHE, Govt. of Assam | 2020 365 | 800400 |
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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 : | 3 |
| 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) | |
| Workshop on Choice Based Credit System (CBCS). | |
| Workshop on 'New Procedure of NAAC Assessment and Accreditation" in association | |

with HRDC, Gauhati University

Awareness Programme on Corona Virus (COVID-19)

Interaction programme on 'Rainfall Variability of India' with Prof. Taiichi Hayahi, Kyoto University & Dr. Azusa Fukushima, Kobe Gakuin University, Japan

Make preparation for the second cycle of NAAC accreditation

[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 | Achievements/Outcomes |
|--|---|
| To encourage faculty members to attend the teacher improvement programmes | One faculty each attended RC and FDP, and others attended workshop, seminar and conferences. |
| To increase the number of books and references | Added new books and references in the college library |
| To enhance the availability of safe drinking water facility in the college | Safe drinking water through R.O was available in all departments. |
| To arrange different seminars and extension programmes in the departments as well as in college. | Student's seminars as the part of their assignment presentations, extension programmes and other such activities were organized by different designated cells and departments and students actively participated in them. |
| The college should work with the affiliating university to introduce CBCS system in B.A course. | The CBCS system was introduced in B.A. course from the academic session. |
| As per direction from the Govt. of Assam, the sanction amount for science lab should be utilized according to the needs. | An amount of Rs. 1000000/- was spent to purchase lab equipments. |
| Celebration of state, national and international day as per guidelines of UGC & Govt. of Assam | Celebration of World Environment Day, International day of Yoga, Independence day, Death Anniversary of Sri Sri Sankardeva, Teacher's Day (College Foundation Day), Republic Day, International Women's Day etc. |
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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 | 2020 |
| Date of Submission | 31-May-2020 |
| 17. Does the Institution have Management Information System ? | Yes |
| If yes, give a brief description and a list of modules currently operational (maximum 500 words) | Online biometrics attendance through AEBAS (Aadhar Enabled Biometric Attendance System) of teaching and non teaching staff members has been implemented for ensuring regularity and punctuality of the staff. An E-Governance module in finance and accounts has been implemented. All matters related to salary of the staff are handled through e-treasury module. The pay bills are e-transmitted to treasury and passed in electronic medium. No cash transaction is allowed and the payment is made in the bank account of the respective staff members. The filling up of students' exam forms and the issuance of university roll no are through online mode. The submission of internal assessment of the students is also made through online software of the affiliating university. |

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 a single stream affiliated college and trying to implement the curriculum as per the guidelines of Dibrugarh University. The college have prepared an academic calendar and distributed among the students as well as teachers. As per the norms and instruction of the affiliated university, the college prepare the year long activities, working days of the college, sessional examination schedule, college week, freshman social, induction programme etc. The allotment of classes to the teachers has been done at the departmental level. All the teachers maintain records of class activities as per the curriculum in the 'Teacher's Diary'. The HoD of the concerned department verified the diary and finally submits to the Principal for necessary action. Every department conducts departmental meeting, seminars, group discussions related to curriculum for the benefit of the students. Allotments of classes, distribution of syllabus etc. all are done in the meeting at the beginning of each semester. The co-curricular activities or

other programmes like lectures, seminars, celebrations has been done under the supervision of the teachers and IQAC implement the routine learning with ample scope for the students to develop their potentialities in various fields. The Departmental Forums, Students' Union, Teachers' Unit, NCC, NSS also take initiatives to attain this goal. Academic Advisory Council monitors and ensures the effective implementation of the curriculum. Besides these, some of the teacher used power point presentations for better explanation of the topic. To fortify the process of implementation regular monitoring of the class-room proceedings and course-progression has been done both at the departmental level by the HoDs and centrally by the Principal and IQAC. The Principal often interacts with all the HoDs. The Vice-Principal monitors the classes regularly. CBCS monitoring committee is also constituted for smooth conducting of CBCS course as designed by Dibrugarh University and introduced from the academic year 2019-20. This committee is formed as per the instruction of Dibrugarh University.

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 | NA | NA |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | NA | Nil |
| No file uploaded. | | |

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 |
|----------------------------------|--|---|
| BA | Assamese, Economics, Education, English, Geography, Hindi, History, Political Science, Sociology | 01/06/2019 |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | Nil | 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 |
|---------------------|----------------------|-----------------------------|
| NA | Nil | Nil |
| No file uploaded. | | |

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 | Education | 45 |

| | | |
|---------------------------|-------------------|----|
| BA | Geography | 21 |
| BA | Political Science | 56 |
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | No |
| Alumni | Yes |
| 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 |
| <p>The feedback from teachers, students, and alumni is collected in a well-structured format designed by the IQAC. Respondent feedback is gathered on a random basis using manual forms. The feedback received from them has been taken into account point by point and the answers found are carefully analyzed. After the analysis of the sample feedback, an overall impression of the opinion of the students, teachers, and alumni are assessed and accordingly an overall report is prepared based on the findings. The final report of the study along with suitable suggestions is then reported to the college authority to determine how to address the problem. The college Principal is actively involved in problem-solving and continually strives to improve the quality of the college. As a result, the principal took note of this and addressed feedback issues in a timely and systematic manner.</p> |

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 | Honours in Assamese, Economics, Education, English, Geography, Hindi, History, Political Science, Sociology | 260 | 250 | 235 |
| View File | | | | |

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 | Number of fulltime teachers available in the institution | Number of teachers teaching both UG and PG courses |
|------|---|---|--|--|--|
| | | | | | |

| | | | | | |
|------|-----|-----|--------------------------|--------------------------|-----|
| | | | teaching only UG courses | teaching only PG courses | |
| 2019 | 506 | Nil | 21 | Nil | Nil |

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-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 21 | 21 | 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 member's 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 |
|--|-----------------------------|-----------------------|
| Nil | Nil | Nil |

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 | 21 | 1 | 4 | 6 |

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 |
|---------------|---|---------------------|--|
| 2019 | Dr. Bijaya Konwar | Assistant Professor | Ph.D from Rajiv Gandhi University, Arunachal Pradesh |

[View File](#)

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 | 21/10/2020 | 18/12/2020 |
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As our institution is an affiliating college of Dibrugarh University, it strictly 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 two sessional examinations covering all departments 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. Seminars and Group discussions are also conducted by some departments for continuous evaluation of the students. 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. Some departments also organized field trips for the students and reports/ projects are submitted by the students to the respective departments. The students are encouraged to solve the previous year's question papers of the end semester examinations. Remedial/tutorial classes are arranged for slow learners by the departments whenever needed.

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

Academic calendar is an important tool for an Academic session. In every session, Dibrugarh University prepare an academic calendar and circulate to all its affiliating colleges. On the basis of the University's academic calendar and holiday list, our college prepared an academic calendar of its own under the active supervision of the IQAC. The academic calendar is available in both soft and hard forms. The soft copy of the academic calendar is displayed 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, unit test, seminar/group discussion, the mid semester vacation etc. of the concern 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%202019-20.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 | 11 | 10 | 90.9 |
| UG | BA | Sociology | 16 | 15 | 93.8 |
| UG | BA | Political Science | 12 | 11 | 91.7 |
| UG | BA | History | 6 | 6 | 100 |
| UG | BA | Hindi | 12 | 10 | 83.3 |
| UG | BA | Geography | 8 | 8 | 100 |
| UG | BA | English | 2 | 2 | 100 |
| UG | BA | Education | 20 | 19 | 95 |
| UG | BA | Economics | 3 | 3 | 100 |
| UG | BA | Assamese | 17 | 16 | 94.1 |
| View File | | | | | |

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)

<https://sdm.org.in/uploads/files/Student%20Satisfaction%20Survey%202019-20.pdf>

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 |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nil | 0 | NA | 0 | 0 |
| No file uploaded. | | | | |

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 | Nil | 0 |
| No file uploaded. | | | | |

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 |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
|-------------------|------|--------------|----------------------|--------------------|----------------------|

| | | | | | | |
|-------------------|----|----|----|----|----|----|
| NA | NA | NA | NA | NA | NA | NA |
| No file uploaded. | | | | | | |

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 | NA |

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) |
|---------------------------|------------|-----------------------|--------------------------------|
| National | Assamese | 2 | 0 |
| National | Hindi | 1 | 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 |
|---------------------------|-----------------------|
| Assamese | 7 |
| Economics | 3 |
| Education | 1 |
| English | 1 |
| Hindi | 1 |
| Political Science | 2 |
| Sociology | 11 |
| 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 | NA | 0 | NA | NA |
| 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 | NA | NA | NA | NA |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 1 | 7 | 5 | Nil |
| Presented papers | Nil | 5 | Nil | Nil |
| Resource persons | Nil | 1 | Nil | Nil |
| 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 |
|--|--|--|--|
| Uttar Purvanchal Rashtriya Sewa Yojana | NSS | 2 | 50 |
| Food distribution programme at Assam Blind Child School, Bihpuria by NCC | NCC | 3 | 31 |
| View File | | | |

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 |
|----------------------|-------------------|-----------------|------------------------------|
| NA | NA | NA | Nil |
| No file uploaded. | | | |

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 activities | Number of students participated in such activities |
|---------------------|---|---|--|--|
| Tour Programme | Host College sponsored by Govt. of Assam | Tour to Sikkim Darjelling | 3 | 19 |
| Workshop | IQAC CBCS Board | One day Workshop on CBCS | 19 | 122 |
| Interactive Session | Department of Geography | Discussion on Rainfall Variability of India | 10 | Nil |
| Swachhta Hi Seva | NSS | Stop Single Use of Plastic | 7 | 34 |
| Workshop | Eco-Political | A Critical | 6 | 42 |

| | | | | |
|------------------------------------|--|---|----|-----|
| | Forum, Sankardeva Mahavidyalaya | Analysis Of Union Budget 2020-21 | | |
| Workshop | IQAC, Sankardeva Mahavidyalaya in Association With UGC HRDC Gauhati University | One Day Workshop on New Procedure of NAAC Assessment And Accreditation | 46 | 37 |
| Swachh Bharat Abhiyan | NSS NCC | Swachh Bharat Abhiyan at College Campus, Durpang | 5 | 64 |
| COVID-19 Workshop | IQAC | Awareness Programme On Corona Virus (COVID-19) | 18 | 210 |
| 3rd State Olympic Games-2020 | Gov. of Arunachal Pradesh And Shooting Range, SDM | Shooting of Air Pistol and Rifle | 2 | 105 |
| Awareness Rally on COVID-19 | IAQC | Awareness on COVID-19 | 19 | Nil |

[View File](#)

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 |
| No file uploaded. | | | |

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 | Nil | Nil | 0 |
| No file uploaded. | | | | | |

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 | Nil | NA | Nil |

No file uploaded.

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 |
|--|--|
| 0 | 0 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|--------------------------------|-------------------------|
| Campus Area | Existing |
| Class rooms | Newly Added |
| Laboratories | Existing |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| View File | |

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 partially) | Version | Year of automation |
|---------------------------|---|---------|--------------------|
| SOUL Software | Partially | 2.0 | 2016 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|----------|---------|-------------|-------|-------|---------|
| | | | | | | |
| Text Books | 10790 | 2382766 | 120 | 27821 | 10910 | 2410587 |
| Reference Books | 5420 | 1191447 | 59 | 13910 | 5479 | 1205357 |
| Journals | 9 | 7200 | 3 | 1920 | 12 | 9120 |
| Others(s pecify) | 1 | 80000 | Null | Null | 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 | Null |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Co mputers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departme nts | Available Bandwidt | Others |
|------|------------------|--------------|----------|------------------|------------------|--------|--------------|--------------------|--------|
|------|------------------|--------------|----------|------------------|------------------|--------|--------------|--------------------|--------|

| | | | | | | | | | |
|----------|----|---|---|---|---|---|---|-------------------|---|
| | | | | | | | | h (MBPS/ GBPS) | |
| Existing | 27 | 1 | 0 | 0 | 0 | 3 | 9 | 0 | 0 |
| Added | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 29 | 1 | 0 | 0 | 0 | 3 | 9 | 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 | Nil |

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 incurred on maintenance of physical facilities |
|--|--|--|--|
| 961918 | 961918 | 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)

Apart from IQAC, the institution has various policy making bodies for the maintenance and utilization of physical, academic and support facilities. The Principal forms a construction committee for the preparation of plans and estimates. The construction committee submits its plan-estimate to the principal. The committees comprise of the college authority and a few faculty members prepare the plan for the year which is placed at governing body for approval. The procedures and policies for utilizing various facilities vary in different extents. Mostly all departments have their own classroom for conducting honours/major classes but some uses the common classroom for the same. So, the college has two categories of classroom i.e departmental classroom and common class room. The former types are exclusively meant for holding respective classes of the department, while the latter category is shared by many departments as per the central class routine (e.g MIL and English classes). These rooms are also used exclusively during the examination time. So, the Procedures and policies for utilizing and maintaining various facilities vary from department to department. The policies for using the college library are outlined in detail in the college prospectus as well as the college website. There is a library committee monitoring library infrastructure, maintenance and so on. Moreover, the college canteen is monitored by a canteen monitoring committee, which looks into the qualitative aspects. The canteen functions on a lease basis with private partners. The girl's hostel of the college is under the supervision of a hostel committee, which looks after the management aspects of the hostel. A lady warden is stationed in the girls' hostel to manage day to day affairs of the hostel. The gymnasium centre is under the supervision of a shooting range committee.

<https://sdm.org.in/uploads/files/Procedures%20and%20policies%20for%20maintaining%20and%20utilizing%20physical.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 | NA | 0 | 0 |
| Financial Support from Other Sources | | | |
| a) National | NA | Nil | 0 |
| b) International | NA | Nil | 0 |
| No file uploaded. | | | |

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 implementation | Number of students enrolled | Agencies involved |
|--|------------------------|-----------------------------|-----------------------|
| Career Counselling and Guidance for Competitive Exam | 20/09/2019 | 27 | ICGC |
| Remedial English Classes | 19/08/2019 | 67 | Department of English |
| 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 passed in the comp. exam | Number of students placed |
|---------------------------|-------------------------------|--|--|--|---------------------------|
| 2019 | Guidance for Competitive Exam | 36 | 10 | 10 | 10 |
| 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 |
|---------------------------|--------------------------------|---|
| 2 | 2 | 20 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| | | | | | |

| | | | | | |
|-------------------|-----|-----|----|-----|-----|
| NA | Nil | Nil | NA | Nil | Nil |
| 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 | Department graduated from | Name of institution joined | Name of programme admitted to |
|---------------------------|--|--------------------------|---------------------------|--|---|
| 2020 | 2 | BA | Political Science | Lakhimpur Commerce College, P.Boruah School of Nursing | Diploma in Tourism Studies, GNM |
| 2020 | 1 | BA | Geography | Chandigarh Group of College | BTTM |
| 2020 | 2 | BA | Economics | KKHSOU | MA |
| 2020 | 4 | BA | Assamese | KKHSOU, North Lakhimpur Law college, CEC | MA, LLB, Mass Communication Journalism, PGDCA |
| 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 |
|---------------------------|---|
| Any Other | 11 |
| View File | |

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

| Activity | Level | Number of Participants |
|--|----------------|------------------------|
| 10 M Pistol/Rifle Shooting Competition | District Level | 14 |
| Wall Magazine Competition | College level | 9 |
| 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/ International | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|------|------------------------------|-------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019 | Bronze (10M Air Rifle) | International | 1 | Nil | SHM1210200102 | Hriday Hazarika |
| 2019 | Gold (10 M Air Gun Shooting) | National | 1 | Nil | SHM0905199702 | Rakesh Neog |

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Student Council is a very important part of any educational institution. Today's students are tomorrow's leaders of a nation. So, this institutional Student Council is a practice ground for tomorrow's leader. Sankardeva Mahavidyalaya Student Union is such an organisation providing lot of scope and opportunities to act in favour of the student community. Like all other students councils, Sankardeva Mahavidyalaya Student Union is elected by the students of the institution purely in a democratic way. There are several portfolios of this Student Body including President, Vice-president, General Secretary, Assistant General Secretary, Debating Secretary, Magazine Secretary, Cultural Secretary, Festival Secretary, Indoor Games Secretary, Outdoor Games Secretary, and Boys Common Room Secretary. These office bearers of the Students Union work collectively in their respective fields for better of the students as a whole. President is the vital part of the Union body who presides over all the formal meetings of the student union. President is the official head and the General Secretary is the chief functionary of the student union. After due approval of the student union, the General Secretary executes the decisions in collaboration with other office bearers of the organization. Student Union's first priority is to remove the problems of the students on the way of Teaching-learning process. The Union in discussion with the principal or Vice-principal of the college, tries to resolve the hurdles of students at the earliest. They also hope for a conducive academic environments in the college campus and do the best to achieve that end. Then the student union prepares plans and programmes for overall improvement of student community. Apart from the active academic agenda, they work for non-academic agendas too. To attract the students to co-curricular activities, they arrange various competitions like Cultural Competition, Literary Competition, and Sports Competition etc. The college's mega event the College Week is organized by the Student Union in a suitable time, so that all the students can participate actively. Here all sorts of individual and group events take place. From this mega event, the students are selected for Youth Festival arranged under Dibrugarh University. The Student Union holds special practice session for goes to the Youth Festival. Even the Spokes magazine of the Mahavidyalaya is published by the Magazine Secretary of the Mahavidyalaya. In this magazine, the yearlong activities of the Student Union are highlighted. Thus, Sankardeva Mahavidyalaya student Union is performing a lot of student oriented activities for better of the institution. Without the presence of this union body, the college will be powerless, the college will be unimaginable.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

34

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

3600

5.4.4 – Meetings/activities organized by Alumni Association :

On 27th August, Tuesday, 2019, the executive meeting of Sankardeva Mahavidyalaya Alumni Association was held at Mahavidyalaya premises at 2 P.M.

It's a routine meeting to observe the upcoming College Foundation Day and Teachers' Day as well. The Alumni Association has been observing this special day for several years and this year too they are no exception, they are eager to organise the day and feel very happy to be a part of this institution. Like last year, they are preparing budget and estimates and hope to make it a successful event. The most of the members assembled at the scheduled time and opined for an extensive programme. They exerted their experiences which they achieved in last couple of years. So, the house unanimously decided to observe the day with pomp and circumstance, only one exception is that they this time wanted to invite only one speaker to speak about the sweet memory of college foundation activities. They hinted to observe the Teachers' Day as well by offering their warm love and gratitude to the teachers. On 5th September, the observance of College Foundation Day was started at 12 P.M. Many alumni took part in the occasion to turn the occasion a memorable one. After initial activity, the key invited speaker spoke of the occasion exposing his role and the role of the surrounding people to help in establishing this Higher Educational Institution. It was a very tiresome hour to work physically as it was set up on a hill top. He further stated that all sorts of people, rich or poor contributed to this establishment. As it was established on the border of Assam and Arunachal Pradesh so many Arunachalis offered their helping hand to this institution. After his beautiful speech, the teachers of the institution were felicitated as because it was Teachers' Day. After observing the formalities, the meeting came to an end.

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. IQAC takes active initiative to include faculty members in various committees in addition to the previously existing committee's viz. Information and Career Guidance Cell, Examination Committee, Purchase Committee, Academic Advisory Committee, KKHSOU management Committee, Shooting Range Management Committee, Swachhta Action Plan Committee, Library Committee, Disciplinary Action Committee, Hostel Management Committee, Placement Cell, Disaster Management Committee, Women's Cell, SC/ST/OBC/Minority/Weaker Section Cell, Research Cell, Tribal Study Centre, Sankardeva Study Centre, Publication Cell, Internal Complaint Committee, NSS Advisory Committee, Students' Grievance Redressal Cell, Canteen Monitoring Committee, Students' Counseling Centre, Anti Ragging Committee, and Internal Complaints Committee. The faculty members are invited accordingly to the committee meetings and hence become stakeholders to the various resolutions taken. 2. As per Government guidelines, the Governing Body which is the apex body of the college also comprises of representatives from the faculty, non-teaching staff and the guardian community of the college looks after all the matters of the college.

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 |
|------------------------|---|
| Curriculum Development | Development of curriculum is outside the purview of the institution, the college being an affiliated college under Dibrugarh University. However, |

the faculty members, who are members of the Committee of Courses and Studies (CCS) under Dibrugarh University, took active part in the development of the CBCS curriculum for Three Year Degree Course (Honours) under Dibrugarh University, which has started from 01.06.2019 for the academic session 2019-2020.

Teaching and Learning

IQAC has directed each and every academic department to sign at least one MoU with external organization (college/ university/ other institution) for facilitating faculty exchange/ student exchange/ internship/ field trip/ on the job training. Instructions have also been issued to all academic departments to prepare Course Outcomes and Programme Outcomes of the respective syllabi (Both CBCS Non-CBCS) and also to start the practice of shuffling curricula topics amongst the faculty members. Our College has adopted the following methods to impart knowledge to students: Chalk and Talk method, Seminars and workshops, Paper presentations, Smart board, e-resources, Group discussion, One to one teaching, Audio visual aids, Quiz, Creative writing, Spoken English communicative skill, Interactive sessions, Projects and Assignments, Videos, Movies and Documentary films, Field Trips and Industrial visits, Models and other aids, and preserved specimens. Moreover, the faculties in various departments use ICT facilities when the situation demands.

Examination and Evaluation

1. Examination and evaluation works were completed within the framework of guidelines stipulated by the affiliating university and as per scheduled dates outlined in the academic calendar. 2. College conducts two sessional examinations, group discussion, seminar paper presentation, practical examination in each semester. Continuous evaluation is done by the respective departments of the college. 3. Answer scripts of the meritorious students are displayed in the class for giving impetus to the weak students.

Research and Development

1. In the college two departments namely Economics and Political Science maintaining a forum known as "Eco-Political Forum" which conducts

research related works on socio-economic problems. In this session this forum conducted a survey on March 6, 2020 on a topic "Sanitation and Hygiene Practices" through which they tried understand about women hygiene related problems. Thus through this forum students can learn how to conduct research and get a preliminary idea on different techniques of research. 2.

Although the institution has limitations in the development of infrastructure related to research and development, it has given its effort to upgrade the library resources for being used in future by various faculty members who intends to pursue various forms of research. 3. The college has made available all the resources of the library and computers for encouraging research activities to both student and staff. 4. Encourages the teachers for Minor and Major research projects.

Library, ICT and Physical Infrastructure / Instrumentation

1. Repairing of library with fall ceiling measuring 40x25 sq ft. 2. Newly added book, 120 text books and 59 reference books. 3. Repairing of Principal room measuring 23.1 x 25 sq. ft has been completed. 4. Repairing of Vice Principal room 12.6 x 17.6 sq. ft has been done. 5. Purchasing various equipments for lab comprising lab gas table and reg.

Human Resource Management

All faculty members have been engaged in different in house bodies. They are also engaged to conduct academic and other activities of the college by constituting 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.

Industry Interaction / Collaboration

The college has the plan to maintain regular interaction with different industry houses and other educational institutions so that opportunity can be created for the students for their placement in industry houses.

Admission of Students

Admissions are done in a transparent manner as per the rule of Dibrugarh University and the Govt. of Assam. The date of the admission process is duly notified in the notice board, college website, and newspapers and also by putting up hoardings in prominent

places of the area. Admission Committee to scrutinize and analyze the profiles of the students for different courses and prepare the lists of probable students for each course on merit basis. The Reservation Policy of the Govt. of India is followed in the admission.

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

| E-governance area | Details |
|-------------------------------|--|
| Planning and Development | The College website, E-mail Ids and various Whatsapp groups have been formed for better functioning of administrative and academic matters of the college and quick implementation of various decisions. |
| Administration | Notices are circulated in College website, student's corner of Face book, College, HoD, IQAC Whatsapp group etc. The regular affairs of the institution are managed mostly by communication through Whatsapp groups and emails. The college has separate Whatsapp groups for teaching and nonteaching staff. The college authority posts circulars and other staff and student related information on the Whatsapp groups and website of the college. Important information related to college including notices, announcements, etc are regularly uploaded in the college website. The institution also carries correspondence with the Government departments and University through online to a certain extent. The majority of correspondences between the college and the DHE (Assam) are done online in paperless form |
| Finance and Accounts | All budgets, bills and other finance and accounts related works of the institution are conducted through e-governance. |
| Student Admission and Support | The college has implemented online admission system of students in under graduate programs |
| Examination | Although the examination related notices are uploaded in the website by the affiliating University, the college also uploads all the examination related information in the college website and whatsapp group of the students. |

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 |
|------|------------------|--|--|-------------------|
| 2019 | Mr. Utpal Saikia | 65th Annual Conference (ACTA), Guwahati | Assam College Teacher Association | 5150 |
| 2019 | Dr. Nitul Gogoi | 65th Annual Conference (ACTA), Guwahati | Assam College Teacher Association | 5150 |

[View File](#)

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) |
|------|--|---|-----------|---------|---|---|
| Nil | NA | NA | Nil | Nil | Nil | Nil |

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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 |
|---|---------------------------------|------------|------------|----------|
| Orientation Course | 1 | 26/08/2019 | 15/09/2019 | 21 |
| Refresher Course (SWAYAM) | 1 | 01/09/2019 | 31/12/2019 | 90 |
| Faculty Development Programme | 1 | 05/01/2020 | 10/01/2020 | 6 |

[View File](#)

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

| Teaching | | Non-teaching | |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent | Full Time |
| 4 | 4 | Nil | Nil |

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|--|---|---|
| The college has a Teachers' Welfare Fund | Apart from that the college has a Teacher | The college also maintaining a fund known |

which helps the teachers to a longer extent.

Employ Welfare Fund which helps both the Teaching Non Teaching employees in their need.

as 'Student Welfare Fund'. This fund helps the meritorious and poor students for their bright future

6.4 – Financial Management and Resource Mobilization

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

The college has been conducting internal and external audit regularly .The internal audit is done by an auditor appointed by the college Governing Body and the external audit by auditor appointed by the state Government.

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 |
| No file uploaded. | | |

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 | Govt. of Assam | Yes | CA |

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

1. The parent-teacher association generally sits once in a year, i.e. in the beginning of the semester classes and the Principal of the college analyzes the last results and keep it open for discussions. 2. In the meetings, the parents provide the valuable inputs regarding their wards learning and the difficulties they face therein. 3. The departments also obtained valuable suggestions from the parents and shared the same with the Principal for the execution thereof. Accordingly the administration tries to provide the individual care to those students who are in need of the same.

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

1. Training programmes are organized to train the support staff of the institution so that they become familiarize with the changing technical complexities. 2. They are also encouraged to participate in various workshops organized by other institutions of the state on different administrative and technical matters. 3. Moreover, the IQAC of the institution takes positive steps to maintain a cordial relationship between the teaching and office staff and encourages the later to get involve in various development activities of the institution.

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

1. Conducted workshop on new procedure of NAAC assessment Accreditation. 2. Several departments are conducting research based field studies at regular

intervals of time where students' participation is highly cherished. 3. Conducted workshop on CBCS which is newly implemented in undergraduate level.

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 |
|------|--|-------------------------|---------------|-------------|------------------------|
| 2019 | Workshop on newly implement course on CBCS | 08/06/2019 | 08/06/2019 | 08/06/2019 | 141 |
| 2019 | One day workshop on New Procedure of NAAC Assessment Accreditation | 22/08/2019 | 22/08/2019 | 22/08/2019 | 83 |
| 2020 | Awareness Programme on Corona Virus (COVID-19) | 12/03/2020 | 12/03/2020 | 12/03/2020 | 228 |
| 2020 | COVID Awareness Rally | 19/03/2020 | 19/03/2020 | 19/03/2020 | 19 |

[View File](#)

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 |
| Celebration of "International Women's Day" | 08/03/2020 | 08/03/2020 | 28 | 14 |

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 |
| 1. More plantation on campus 2. Use of LED bulbs for saving energy 3. Use of plastic is totally avoided |

7.1.3 – Differently abled (Divyangjan) friendliness

| | | |
|---------------------|--------|-------------------------|
| Item facilities | Yes/No | Number of beneficiaries |
| Physical facilities | Yes | 1 |

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | 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 |
|------|--|--|------------|----------|---|--|--|
| 2019 | 1 | 1 | 02/10/2019 | 1 | Swachhta Hi Seva by NSS | Awareness Programme on Stop Use of Plastic | 69 |
| 2020 | 1 | 1 | 22/02/2020 | 1 | Food distribution programme at Assam Blind Child School, Bihpuria | To help other | 33 |
| 2019 | 1 | 1 | 02/10/2019 | 1 | Swachh Bharat Abhiyan by NCC | Awareness on plastic free campus | 41 |

[View File](#)

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 Governing Body | 06/09/2019 | 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 (Provincialisation) (Amendment) Rules, 2012, the Department of Higher Education of Government of Assam and the |

| | | |
|---------------------------------------|------------|---|
| Code of Conduct for Principal | 06/09/2019 | <p>affiliated university.</p> <p>The principal is the chief guiding force of the Mahavidyalaya. The Principal is the mastermind behind all the policies and plans to be executed for a better tomorrow. The Principal is necessarily an impartial administrator, too strict in principle but at the same time sympathetic on humanitarian ground. He never does discourage anybody but encourages for optimum result. He silently observes the activity of teaching, non- teaching staff and student and interferes wherever it seems urgent. If any discrepancy is noticed, he will at first try to settle in his level and if not then he will communicate the matter to his immediate higher authority. The Principal gives more important to quality rather than of quantity. Above all, the principal paid heed to good advice of teaching and non-teaching staff and student as well. The Principal obeys the different Act and guidelines such as Assam College Employees (Provincialization) Act 2005, The Assam College Employees (Provincialization) (Amendment) Rules 2012, The Department of Higher Education, Govt. of Assam and the affiliated university.</p> |
| Code of Conduct for Teaching Staff | 06/09/2019 | <p>Teaching staff is the key force of any educational institution. For maintaining of peace, harmony and discipline the teaching staff must</p> |

follow the orders of the Principal. The teaching staff must dedicate themselves to the profession of teaching-learning for uplift of the student community. Teachers must utilize the time in proper way to make the student well conversant with the syllabus. Still the teaching staff must follow the guidelines issued by the University Grant Commission, i.e 40 Hours of work load per week at the institution. Attending the college the teachers must sign their attendance register and also give Biometric attendance. Then the teachers must follow the class routine allotted by the competent authority. In case of examination, the teachers must be serious and should not neglect any duty entrusted over them. Teachers must give Home Assignments and also must arrange Departmental Seminars, Group Discussion etc .Before leaving the head quarter and also for casual leave the teachers must place written petition to the Principal. Apart from all these, the teaching staff must follow all the Govt. Acts, direction of DHES and affiliated university.

Code of Conduct for Non-teaching Staff

06/09/2019

Teaching staff is the key force of any educational institution. For maintaining of peace, harmony and discipline the teaching staff must follow the orders of the Principal. The teaching staff must dedicate themselves to the profession of teaching-learning for uplift of

the student community. Teachers must utilize the time in proper way to make the student well conversant with the syllabus. Still the teaching staff must follow the guidelines issued by the University Grant Commission, i.e 40 Hours of work load per week at the institution. Attending the college the teachers must sign their attendance register and also give Biometric attendance. Then the teachers must follow the class routine allotted by the competent authority. In case of examination, the teachers must be serious and should not neglect any duty entrusted over them. Teachers must give Home Assignments and also must arrange Departmental Seminars, Group Discussion etc .Before leaving the head quarter and also for casual leave the teachers must place written petition to the Principal. Apart from all these, the teaching staff must follow all the Govt. Acts, direction of DHES and affiliated university.

Code of Conduct for Students

06/09/2019

The students must be sincere and dutiful in their studies. They must be regular in their attendance at college. They must not remain absent without serious circumstance. They must follow the command of the teachers as well as Principal. They must complete their Home assignment, and must attend the Seminars and Group discussions organized by respective department. Only the regular students can

avail the benefit of certificate course introduced in the college. Again students, possessing rare talent in the field of shooting are provided with free coaching by the Shooting Range authority in Pistol and Rifle wing. The students must come to college wearing uniforms only. They must carry their photo identity card. Students coming on bikes must wear helmet for their own safety. Mobile phone is strictly prohibited in the college campus. In off period, students must attend the college library. No student can neglect any exam. If any exam is not attended by, then he or she may be fined by the authority. Apart from these, students must participate all non-academic activities.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|--|---------------|-------------|------------------------|
| World Environment Day | 05/06/2019 | 05/06/2019 | 52 |
| International Day of Yoga | 21/06/2019 | 21/06/2019 | 167 |
| Independence Day Celebration | 15/08/2019 | 15/08/2019 | 44 |
| Death Anniversary of Mahapurush Sri Sri Sankardeva | 11/09/2019 | 11/09/2019 | 56 |
| Teachers Day Celebration | 05/09/2019 | 05/09/2019 | 248 |
| Republic Day Celebration | 26/01/2020 | 26/01/2020 | 62 |
| View File | | | |

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

1. Organise tree plantation programme from time to time
2. Use of LED bulbs instead of CFL bulbs for energy saving
3. Campus as "Plastic Free Zone"
4. Systematic Garbage dumping which helps in waste management
5. Make the surrounding "Tobacco and Smoking Free"

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice: 1 Title: Awareness Programme on COVID-19 Objectives 1. To make aware about the pandemic among the students and the villagers so that they could be able to save themselves and the community from being affected. 2. To dissemination of crucial information and aware people not to believe in any kind of rumours. 3. To provide proper healthcare information and minimize social and economic loss. On 12th March, 2020 Sankardeva Mahavidyalaya organizes an awareness programme on COVID-19 in the college conference hall, though not a single positive case was registered in Assam at that time. Two resource persons namely Dr. Nabajyoti Borah, MBBS, Medical Health Officer, Bholabari PHC and Dr. Atul Chandra Khound, MBBS, Mahatma Gandhi Model Hospital, Narayanpur join the programme. Both the resource persons discuss thoroughly about the symptoms of COVID-19, how it transmits, its affect on human body and the necessary steps to be taken by the people to protect themselves from the virus, such as frequent hand wash, use of sanitizer, wearing mask, social distancing, eating healthy food etc. about 140 students and 15 faculty members join the programme. Again on 19th March, 2020 the college organizes an awareness rally on COVID-19 through the nearby villages like Tarajuli, Kerekjuli, Modhupur, Bholabari, Bhogpur and Pathalipahar. Only faculty members are allowed to join the rally. The team prepared some leaflets where the symptoms of the disease were pointed clearly. Also the faculty members announced what people should do and what not to do to save themselves and the society from the virus. Also the rally stops at the center places and announced every single details and fact about COVID-19.

Best Practice: 2 Title: Sanitation and Hygienic Practices Objectives 1. To understand about Sanitation and Hygienic Practices among the villagers. 2. To find out the mentality of the villagers and their belief on Science and Local Bez. 3. To study Garbage dumping system for the villagers and need of health Sub-Centre in the village. Sanitation and Hygienic Practices are the crucial part of Human Life. Maintaining personal hygiene and sanitation is important for several reasons such as personal, social, psychological, health, etc. Proper hygiene and sanitation prevent the spread of diseases and infections. If every individual on the planet maintains good hygiene for himself and the things around him, diseases will eradicate to a great level. Looking its importance, the Eco-Political Forum of Sankardeva Mahavidyalaya conducted a survey on "Sanitation and Hygienic Practices" in Dharmapur (Sonajuli) village on March 6, 2020. In this survey near about 56 students and 8 teachers actively joined. This survey tried to find out the mentality of the villagers and their belief on science and local Bez. Apart from that so many issues were tried to find out through this survey such as belief in superstition, availability of Health Guide for the villagers, Access of 108, regular vaccine for their children, Asha facility, and regular medical check-up etc. It also studied Garbage dumping system for the villagers, need of health Sub-Centre for medical check-up in the village mosquitos prevent method and so on and so forth.

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%20Practices.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

Travel to Learn: Travelling is one of the best ways to gain knowledge, develop one's communicative skill, observe society and culture of different communities. India has a multi-cultured and dynamic society. Travelling different parts of India can be a source of learning in a fun way. India has a

rich cultural heritage and visiting to such places helps in understanding the indigenous culture, society and people of those places. Every year our college makes educational trips to prominent places inside and outside of the state to promote travelling enthusiasm among the students. Previously all the departments took their students to different places for that purpose. However, on 5th to 10th October, 2019 our college has made a trip to Sikkim- Darjeeling taking only those students who topped in their respective departments assisted by 3 professors. This has been done for the purpose of generating competitiveness among the students regarding their educational performance. The major expenses of the trip were done by the fund provided by the Govt. of Assam. The authority also collects a very less amount of money from the students. The trip has enabled the students to acquire the knowledge of traditional culture of the inhabitants - their ethnic food, dress, folk language, performing art forms etc. their religion i.e. Buddhism the natural environment that is endemic to that region. The students got the opportunity to experience a different environment and got exposure to the culture of Sikkim and Darjeeling. The serene environment of the Rumtek Monastery, Tsomgo Lake, Nathula Pass, Gangtok, Baba Harbhajan Singh Temple etc. were an amazing experience for the students as reported by them. Their visits to different temples, picturesque sites will have an everlasting impact on their minds as said by enthusiast students. This trip also has enabled the students to create an attitude of friendship and brotherhood among the students in a foreign place. The teacher friendly environment has also been developed during this trip..After returning from the visit, the students have to submit a project report on their tour. This has an outcome of making them capable of carry out project report. Thus, the trip has an all-encompassing impact among the students.

Provide the weblink of the institution

<https://sdm.org.in/uploads/files/Institutional%20distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. Introduce certificate courses in collaboration with other agencies.
2. Strengthen Alumni participation in different activities of the college.
3. Use of solar energy in order to build up more eco-friendly campus.
4. Organize more programmes on career counseling and guidance.
5. Organize national and international webinar/seminar.
6. Sign MoUs with other institutions/industries/organizations/agencies.
7. Upgradation of college library.
8. Add more ICT based classrooms.
9. Seminar halls with ICT facilities.
10. Extension activities in college adopted village.