



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>Sankardeva Mahavidyalaya</b>
• Name of the Head of the institution	<b>Dr. Sonaram Kalita</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>06000347405</b>	
• Mobile No:	<b>9435749169</b>	
• Registered e-mail	<b>sdm06@rediffmail.com</b>	
• Alternate e-mail	<b>sonaramkalita93@gmail.com</b>	
• Address	<b>P.O-Pathalipahar, Dist- Lakhimpur (Assam), PIN-784163</b>	
• City/Town	<b>Bandardewa</b>	
• State/UT	<b>Assam</b>	
• Pin Code	<b>784163</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>Grants-in aid</b>	

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Dr. Nitul Gogoi				
• Phone No.	09854042116				
• Alternate phone No.	7002434690				
• Mobile	9854042116				
• IQAC e-mail address	iqacsdm44@gmail.com				
• Alternate e-mail address	nitulgogoi423@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://sdm.org.in/uploads/files/AQAR%202019-20.pdf">https://sdm.org.in/uploads/files/AQAR%202019-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sdm.org.in/uploads/files/Academic%20Calendar%2C%202020-21%20pdf.pdf">https://sdm.org.in/uploads/files/Academic%20Calendar%2C%202020-21%20pdf.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.25	2004	04/11/2004	03/11/2009
<b>6.Date of Establishment of IQAC</b>			22/02/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sankardeva Mahavidyalaya	Infrastructure Development Grant	Govt. of Assam	2021	50,00,000
Sankardeva Mahavidyalaya	Fee Waiver	Govt. of Assam	2021	17,05,037
Sankardeva Mahavidyalaya	National Seminar	ICHR	2021	3,03,000
Sankardeva Mahavidyalaya	NSS	Dibrugarh University	2021	1,33,500

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
1. Extension activities are organised by various cells/committees.	

2. National seminars are organised sponsored by Indian Council of Historical Research.

3. Promotion and used of the alternative classes in various format such as google classroom, zoom, google meet, teach meant, webax meet etc during COVID-19 pandemic.

4. Digitalization of central library is about to complete.

5. Pre-admission Counselling Program.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. Preparation of NAAC assessment for cycle-II	AQARs for last five years are uploaded in the NAAC portal
2. Construction of academic building will be enhanced.	New academic building is completed under Infrastructure Development Grant, Government of Assam
3. The central library of the college will be digitalized.	The digitalization works of the college library is under process. The library equipped with SOUL 3.0
4. The college main entrance gate will be constructed.	Construction of the college main entrance gate is about to complete.

**13. Whether the AQAR was placed before statutory body?**

No

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020	08/02/2022

## Extended Profile

<b>1.Programme</b>	
1.1	<b>09</b>
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1	<b>497</b>
Number of students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.2	<b>93</b>
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
2.3	<b>100</b>
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1	<b>24</b>
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	22
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

#### 4. Institution

4.1	28
Total number of Classrooms and Seminar halls	
4.2	71.41
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	30
Total number of computers on campus for academic purposes	

### Part B

#### CURRICULAR ASPECTS

##### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Sankardeva Mahavidyalaya is permanently affiliated to Dibrugarh University so, the college only prepares an academic calendar and class timetable at the beginning of the session. The academic calendar is prepared to execute the curriculum effectively for the whole session. It is prepared by a committee appointed by the college authority at the beginning of the session. A copy of the timetable is published on the college website and the notice board of each department. The timetable is prepared in such a way that it's incorporated, theory, practical and remedial classes. The remedial classes are instructed to conduct whenever necessary for some slow learner students. All the departments are instructed to maintain execution registers and monitored them by the principal from time to time. The college has strictly monitored the attendance of the students and those who failed to maintain the required percentage are taken an appropriate step. The authority summoned a meeting after the final result, to analyze and understand the performance of the students, and based on the finding appropriate steps are taken. Systematic documentation of the curriculum delivery

is maintained by the respective departments such as displaying of class routine on notice board, routine for sessional examinations, records of sessional examinations, Class test routine, and record, home assignment, seminar presentation record, group discussion record, etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://sdm.org.in/uploads/files/Academic%20Calendar%2C%202020-21%20pdf.pdf">https://sdm.org.in/uploads/files/Academic%20Calendar%2C%202020-21%20pdf.pdf</a>

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The institute is affiliated to Dibrugarh University and implements the curriculum prepared by them. However, the institute has also developed a structured and documented process for implementing the curriculum. It is as follows:

- Before the commencement of the semester classes, the Class time table preparing committee prepared an academic calendar based on the calendar prepared by the affiliating University. This academic calendar includes the dates for sessional examinations, seminars, workshops, expert talks, and other co-curricular and extra-curricular activities.
- The routine preparing committee of the college effectively prepared the timetable considering the entire requirement and distribute it to the respective department before full swing semester classes. The course plan containing the class timetable, semester calendar and syllabus is given to all the students by the respective department. It is also published on the college website and notice board of the college.
- Faculty members ensure to complete their courses on time and prepare/update their lecture materials. The syllabus is enriched by adding contents beyond the syllabus, to ensure achievement of the course outcomes. IQAC periodically monitors the coverage of syllabus, quality of question papers and assignments, preparation of answer schemes, etc.
- The internal evaluation process helps the students as well as the faculties to track their improvement and to take appropriate steps for those who are underperformances.
- The internal marks are awarded based on their performances in Class tests, sessional exams, Group discussion, seminar

presentation, and class attendance.

- Registers are maintained for recording the continuous internal evaluation process of the college.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sdm.org.in/uploads/files/Academic%20Calendar%2C%202020-21%20pdf.pdf">https://sdm.org.in/uploads/files/Academic%20Calendar%2C%202020-21%20pdf.pdf</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## **1.2 - Academic Flexibility**

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

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

**1**



File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

The programmes offered in the college integrate issues related to gender, environment and sustainability, human values and

professional ethics. Issues related to environment and sustainability are integrated into the Geography course, economics, sociology, NSS and AEC course in the second semester. Courses that teach human values in its curriculum are in Political science, English, Education. Professional ethics are integrated into the courses of English, and Education subjects. Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also. Geographical Society for Education Research and Training (GSERT) of Geography department, Disaster Management and N.S.S. cell of the college promote environmental protection through tree plantation and other sustainable development programs. Every year N.S.S. units undertake a host of activities in the nearby vicinity and the adopted village. N.S.S and Environmental Protection Squad of the college organizes various environment-related programmes including tree plantation, cleaning of rivers, plastic-free drive, poem writing competition on the environment, etc. This session "Geographical Society for Education Research and Training" (GSERT) under the aegis of the Geography department and Disaster Management Cell of the college has conducted a river cleanliness drive at the Dikrong river. The college takes efforts for the integration of ethical and human values through extra-curricular activities also. The Women Cell of the college has been organizing various programmes related to gender sensitization, equality; the celebration of International Women's Day in the college. The National festivals like Independence Day and Republic Day celebration serve as a platform to enliven patriotic and moral values. Different social activities have been initiated by the college like Voter's Awareness Program, Road Safety Campaign; Awareness Programme on Blood Donation, etc has been organized during the session

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

384

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

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

**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://sdm.org.in/uploads/files/Feedback%20Report%202020-21.pdf">https://sdm.org.in/uploads/files/Feedback%20Report%202020-21.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**285**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**

**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

**93**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Sankardeva Mahavidyalaya is situated in a rural area and admits students from different socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of the students. The students are counselled, guided and oriented immediately after the admission to make them aware about the course, mode of internal assessment, external evaluation, curricular and co-curricular activities as well as facilities available in the college. At the beginning of each course teachers assess the learning levels of the students in the class, their knowledge about the course and accordingly special programmes for advanced learners and slow learners are planned.

In order to find out the ability of the students different levels of examinations are conducted in the respective departments. After analysing the result, we divide the students into two groups- advanced learner and slow learner. Then the advanced learners are encouraged to make poster and PPT presentations. They are constantly guided and encouraged for participation in seminars, symposiums as well as in inter-collegiate competitions. Advanced learners are informed about different competitive examinations and are advised to go through standard reference books in the library as well as to assess internet sources. Moreover for slow learners every department regularly conduct remedial and special classes for the slow learners.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
497	24

File Description	Documents
Any additional information	<a href="#">View File</a>

### 2.3 - Teaching- Learning Process

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

The College practices various student centric methods, such as experimental learning, participative learning and problem-solving methodologies for enriching learning experiences. It gives more importance on different student centric learning methods to enhance their learning ability through project work, seminar presentations, and assignments. For applying experimental learning method, the students are allowed to conduct experiments independently in practical classes. Students are given individual projects and class assignments for focusing on self-study and to encourage independent learning. Participative learning method is used through organizing participative activities viz., group discussions, educational tours, seminars etc. in the college and the students are encouraged to actively participate in these activities within and outside the college. The departments adopt problem solving methodologies by assigning projects and field study to the students. The topics of the projects and field-based studies are chosen from different aspects such as economic, political, societal, geographical etc. Students have to visit the fields with structured questionnaire. From the collection of data, they try to understand the problems, causes of emerging the problems and on the basis of data analysis, they prepare their respective reports. Moreover, college gives importance on all-round development of students through co-curricular and field based activities.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://sdm.org.in/data/page/library/">https://sdm.org.in/data/page/library/</a>

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

The role of Information and communication technologies (ICT) in teaching learning process ensures that students play an active role in the learning process. Every department has one computer except English and Hindi Department. Department of Assamese, Economics and Geography have LCD Projector also. The academic year 2020-21 was completely affected by Covid-19 pandemic and therefore it was not only the choice but also the compulsion of the teachers to learn, adopt and practice the ICT enabled tools. The use of laptops and internet became a common practice not only for the teachers but also for the students. Faculties are engaged the online classes by using various platforms like Teachmint, Zoom, Google Classroom, Google Meet, Whatsapp etc. The teachers are effectively using ICT enabled tools like laptops, headphones, internet, video-lectures, audio-lectures, PPT presentations through android phone, YouTube links etc. E- mails, Whatts App group and College website are used as platforms to teach, communicate, provide material and syllabus, make announcements, conduct tests, upload assignments, make presentations, address queries, mentor and share information. Jiwifi facilities are available in the central library, administrative building, IQAC room and KKHSOU study centre for the students and staff.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

#### 2.3.3.1 - Number of mentors

0

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

<b>2.4 - Teacher Profile and Quality</b>	
<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
19	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
<b>2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)</b>	
<b>2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year</b>	
5	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
21	
File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>
<b>2.5 - Evaluation Process and Reforms</b>	



2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has a well-structured, transparent and robust mechanism for internal assessment. As an affiliating college of Dibrugarh University, our institution strictly follows the evaluation norms of the university. The college adopts various measures of internal assessment for in-semester examinations. The established Examination Committee conducts two sessional examinations covering all departments in every session. Internal assessment is based on quiz, unit tests, assignments, viva-voce and practical examinations. For continuous evaluation of the students, class tests, seminars, group discussions etc. are conducted frequently by the departments and home assignments are given to the students at a regular basis. For making the internal assessment more transparent, notifications of obtained marks in internal assessments including in assignments, seminars and group-discussions, are displayed in departmental notice boards. The final marks of internal evaluation are awarded as: Sessional exam marks converted (10) + Home Assignment /Seminar(05) + Class Attendance (05) = Total (20). The students can check their answer scripts of the sessional examinations and have to return to the department. The records of the internal assessment examinations are kept by the Head of the respective Departments and the Examination Committee uploads them in a prescribed format in the University Portal on due verification.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	Nil

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

As an affiliating college of Dibrugarh University, our institution strictly follows the guidelines and rules issued by the university for conducting both in-semester and end- semester examinations. The institute has an efficient mechanism to deal with examination related grievances. It is transparent in the pattern and rectification of grievances is time bound. There is complete transparency in the internal assessment. At the beginning of the semester, the faculty members inform the students about the various components in the assessment process during the semester. Two sessional examinations are conducted centrally in each semester every session. The internal assessment test schedules is prepared in

advance and communicated to the students through college's website and whatsapp groups. To ensure proper conduct of the examinations, invigilators are assigned to each hall in the ratio of 1:30. The corrected answer scripts at random are verified by HOD and are distributed to the students to check if any discrepancy or doubt in checking and if any grievance arises it is redressed immediately. The semester examination for the laboratory and projects are conducted and observer and external examiner appointed from other colleges as decided by the University. The marks obtained by the students in internal assessment tests are displayed on the department notice board.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://sdm.org.in/uploads/files/Cells%20%26%20Committees%202021-22.pdf">https://sdm.org.in/uploads/files/Cells%20%26%20Committees%202021-22.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Describe Course Outcomes (COs) for all courses and mechanism of communication within a minimum of 200 characters and maximum of 200 words

Our college has offered B.A. Programme for last 40 years successfully. The institution has prepared Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs) for BA programme and displayed on the college website. Students are made aware about COs, POs and PSOs by the respective faculties at the beginning of every academic year and through orientation programme. It enables students to visualise the importance of the course, expected outcomes of the programme that he/she is going to study throughout prescribed course time. The Programme Outcomes are mentioned by the affiliating university in the syllabi prescribed to each semester. Course outcomes identify the unique knowledge and skills expected to be gained from a given course. Programme outcomes and programme specific outcomes are attained through the attainment of course outcomes. The Student Satisfaction Survey (SSS) is also another instrument by way of which the college takes feedback on the extent of student attainment of learning outcomes. Our college employs multiple channels to make students and teachers aware of learning outcomes of courses and programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sdm.org.in/uploads/files/Programme%20Outcomes%202020-21.pdf">https://sdm.org.in/uploads/files/Programme%20Outcomes%202020-21.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

### 2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The College evaluated the attainment of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) in each semester through mid- semester exam, end-semester exam, assignment, paper presentation, viva-voce exam etc. Measurement of attainment of POs, PSOs and COs is done through formative and summative methods. Continuous and comprehensive evaluation is done regularly to know the attainment. Analysis of students' performance in internal assessment is done by following the guidelines of Dibrugarh University. The marks allotted for Internal Assessment (20%) in each course is based on the following criterion: a) Sessional Examination I (Written): 25% of the marks allotted for internal assessment, b) Sessional Examination II (Written): 25% of the marks allotted for internal assessment, c) Seminar/ Group Discussion: 25 % of the marks allotted for internal assessment, d) Attendance: 25 % of the marks allotted for internal assessment. These are also evaluated by the feedback collected from the students and parents in each semester.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sdm.org.in/uploads/files/Programme%20Outcomes%202020-21.pdf">https://sdm.org.in/uploads/files/Programme%20Outcomes%202020-21.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

100

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://sdm.org.in/uploads/files/Annual%20Report%202021.pdf">https://sdm.org.in/uploads/files/Annual%20Report%202021.pdf</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://sdm.org.in/uploads/files/Student%20Satisfaction%20Survey%202020-21.pdf>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

21

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extention activites like the poem writing programme improves the literature writing skills as well as their creativity. The plantation programme sanitizes the students regarding the awareness of the environment and how to maintain the eco system by planting trees. The food distribution, awareness on blood donation and cleanliness drive programmes enables the students about the social and moral responsibilities. Through the NSS Day celebration programme, the students were able to learn about the NSS and their role and functions. Through interaction with the freedom fighters in Gandhi Jayanti, the students were able to understand the historical aspects and the pain gone through the freedom movement in Assam and India. Activities like digital marketing, the students were able to know about the job opportunities available in the digital world. Disaster management activities help the students to analyse and understand about the waterborne diseases caused by the human activities. Through the Hindi Diwas and webinar on "Yoga to reduce Covid stress", the students will understand the significance of hindi literature and how yoga can help the students to reduce their stress during the Covid situation.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/data/page/activity/">https://sdm.org.in/data/page/activity/</a>
Upload any additional information	No File Uploaded

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

**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year****1**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****13**

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****13**

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

1

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities



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

The Sankardeva Mahavidyalaya was established in the year of 1982. After so many years of it's coming into existence, the college is now equipped with well-maintained classrooms, laboratories, library reading rooms, Seminar and conference rooms, ICT enabled classes and computing equipment to adopt the modern education system. The institution has 18 classrooms with electricity facilities, a good number of benches for students, good quality large white boards and other necessary materials to impart knowledge to students. To meet the curricular and co curricular needs, we have a Lecture hall with large capacity, a Seminar Hall, an Auditorium. Two Common Rooms with attached toilets are available in the college, One Common Room for Girls and other is for teachers. Every department is having Aquaguard for purified cold drinking water for students and faculty. A Canteen for students and staffs is also available in the college campus. The College library provides an immense academic support system in teaching-learning and research activities for teacher as well as for the students. The library is situated in the ground floor having three storied building and is the hub of all academic activities of the college and which provides comprehensive access to text books, reference books, journals and magazine etc. For the benefit of students there are two well equipped practical laboratories for Education and Geography department. The computer laboratory has sufficient number of computers where students can do practical classes. Thus all these facilities are provided to the students keeping pace with modern technology.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

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

The college administration also lays emphasis on sports - both indoor games like carrom, chess, badminton, and outdoor games like volleyball, football, cricket, etc. along with academic excellence. From that point of view, the Games and Sports section in the institution is being looked after by the Sports Committee. The committee is responsible for maintenance and up gradation of sports infrastructure facilities of the college. There is also an in-charge

of games and sports selected by the principal among the teachers. The games and sports secretary is also help to maintain the infrastructure and activities of the games and sports. All the sports materials and equipment are stored in a sports storeroom under the supervision of the In-charge. The In-charge maintains the games and sports register with good care and keep a record of all the sports equipment available in the college. The indoor and outdoor games facilities are being raised to a satisfactory level for the students and are under the strict vigil of an In-charge of teacher who sees that the games and sports are helping the participants to attain all round development primarily from the point of mind and body. In 2010-11year, a Shooting Range Building (Assam Type) was set up in the college campus. The total plinth area is covered in 299.17 sqm. In Shooting Rang building a well equipped and maintained Fitness Gymnasium is available. From 2013, the college has started district level competition for shooter. From the Shooting Rang one shooter participated in the international level and few others have participated in national level competition. The Indoor Stadium was established in the year of 2014-15 for Sports Training Facility to the students of college. The total plinth area of Indoor Stadium is 309 sqm. The college has already set up an Outdoor Stadium for the benefit to the students in outdoor games in the year of 2016-17 along with running track measuring 22196 sqm of area of playground, which is yet to be completed. The Outdoor Stadium has 3 numbers of gallery and 606 m boundary wall. At present, the open playground is utilized by the students for practicing various games. Yoga Day is celebrated on 21st June every year with great enthusiasm. Yoga programme is also conducted in the auditorium of college where students participated actively. The college has set up separate auditorium in 2004-05 year which has the intake capacity about 400 seats. The college firmly believes in co-curricular activities so that the students may develop themselves in all spheres keeping pace with the modern education system. In the college, there is a Cultural & Literary Activities and Magazine Committee, who looks after the various cultural activities to be performed during Fresher's Social, Teachers' Day, organizing quiz, debate competition, celebrating national and international, commemorative events in the college campus. The senior faculty members keep on mentoring interested students for cultural activities. Wall magazine is maintained by almost all departments where students contribute their write-ups, drawings, which in turn highlight their talents. This participation of students in various sports, games and cultural activities help students in developing interpersonal interaction, team spirit and leadership quality.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

Classrooms-19, Seminar Hall-1, ICT based classrooms-3

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

Classrooms-19, Seminar Hall-1, ICT based classrooms-3

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

38,99,800.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The college possesses a well-furnished and resourceful library with more than 16782 text books and 5530 reference books on various subjects such as Humanities, Social Sciences, Languages, General Knowledge, and other related areas. In the library newspapers and Journals/Magazines are also available. In details: The Main library covers an area of 3406.98sq.ft. Reading Area: 1000sq.ft. Stack Area: 1395sq.ft. Other Service Area: 503.25 sq.ft. The library can accommodate more than 75 students for reading and 8 teachers can read in teacher's reading room at a time. The books are properly maintained in different bookshelves according to the DDC method. The library operation and service are partially computerized using SOUL-3.0 software. This software provides the computerization of library resources with a bar-coding system. It also provides the facility of OPAC/web OPAC and stock verification. The library has a D-space scanner for scanning book and newspapers. Photostat facility is provided to the students in the library. Now, there are 5 computers in the library. One printer, a bar-code scanner, and a bar code printer are available. Dedicated lease line internet connection of 30 Mbps and 50 Mbps are assessable through LAN and wifi. To manage the working of the library, the Library Committee, headed by the Principal with comprising 5 members is constituted. The Committee assesses and recommends measures to be taken for the enrichment and upkeep of the library. Library staff is student-friendly and remains available in the library from 8:30 A.M. to 4:30 P.M i.e. half an hour before and after the college regular timings to facilitate the student's issue and return of books. The timing is the same even for examination days and vacations. At the beginning of every session HODs of various departments in consultation with the staff members prepare lists of books and journals required for their respective departments. These requirements are discussed by the library committee and an arrangement for the purchase of books and subscriptions for journals are made accordingly. The Library resources are augmented every year with many new editions and titles for the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	Nil

**4.2.2 - The institution has subscription for the following e-resources e-journals e-**

D. Any 1 of the above

### ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2,55,472.00

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

Teachers per day =05, Students per day = 40

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

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

The IT sector is one of the rapidly expanding sectors. The Sankardev Mahavidyalaya, in order to cope with the age of modern technology,

does not lag behind in possessing IT facilities in the institution. To cater to the demands and updated facilities for the students IT infrastructure are in constant change and modification. Not in terms of hardware but in terms of software also the integrated system is in the constant developing process. We prefer the genuine versions of the software in use. Constant guidance is provided to the students and at the very same time, they are encouraged to restrain their digital surfing in accordance with the syllabi or any other related arena. The College has a Computer Laboratory with requisite numbers of computer and these computers are made accessible to the students to instill the IT skill in them. The college has developed one smart classroom and an ICT enabled seminar hall, for conducting classes for the students. Seminars, various Workshops are also conducted in the Conference hall with an LCD projector and screen. The college is in possession of 6 Desktops and 3 Laptops. Among these, 25 computers are used by the students and the rest are used by the office and teaching community for administrative and academic purposes. The college also possesses other ICT equipment such as printers, photocopiers, projectors screen, and speakers in adequate numbers and is used for the sake of the students. Keeping pace with the modern technology all official works including salary related matters of both the faculties and the staff, other financial transactions are made through online treasury using HRMS (Human Resources Management System). At present, the connection of broadband/ Wifi facility is also available in library and office of the college for accesses their day to day work. So, teachers as well students can take full advantage of the system.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the

B. 30 - 50MBPS

Institution	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

32,41,737.00

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

Proper maintenance and utilization of physical, academic and support facilities are augmented and maintained through various committees like Development Committee, Purchase Committee, and Library Committee, etc. formed every year by the members of the Teachers' Unit. These committees recommend measures to be taken for the required maintenance on regular basis. The Development Committee looks after the maintenance, repair, and construction work related to the building. Physical infrastructure like water and power supply is looked after by this committee. During the maintenance and up-gradation work, related to civil and electrical works done by the Development Committee. All minor faults are attended and repaired by hired technicians, carpenters, etc. The college has an arrangement with service providers who make periodic visits for keeping the equipment always ready to use. Two Gen Sets are installed on the

campus to provide an uninterrupted power supply to the entire college. Stabilizers are also provided wherever necessary to check voltage fluctuations. Fire Extinguishers, Electronic Filters, Computers, Photocopier, Generator Sets, Stabilizers, Air Conditioners, etc. are also available on the college campus.

#### Laboratory:

The college has 2 laboratories mainly for Education and Geography department. The utilization of laboratory resources is ensured by the Heads of the concerned Departments.

Library: Library is a sacred place where the learners can acquire and enlighten themselves by gathering vast knowledge. The Library Committee which is responsible for making necessary purchases as per recommendations received from the teaching departments of the college. The Library Committee, which meets at regular intervals to discuss various issues related to library facilities, services and activities. The committee works towards improving the overall library infrastructure and resources to make it user friendly. The library has its own rules and regulations and the librarian of this institution is well aware of those ethics. In the absence of the Librarian, it is being run by the ministerial staff and the teachers extend their support in any essential conditions. The certain system and procedures followed for maintaining and utilizing the library resources may be highlighted under: Whenever books are purchased, they are enlisted in the register and later they are made available for the students and faculty staff with the support of a register for lending books. Each student at the beginning of the first semester, are issued a library card and they are allowed to borrow the books during their needs. Returning of the borrowed books is mandatory in the case of both students and faculty members at the time of leaving the institution.

Sports Complex: The Games and Sports section in the institution is being looked after by the In-charge of Games and Sports of teacher. All the sports materials and equipment are stored in a sports storeroom under the supervision of the In-charge of teacher. The In-charge maintains the games and sports register with good care. The faculty keeps a record of all the sports equipment available in the college. Students are allowed to use the sports materials only after signing the register and return the same after their sports activities get over. There is a playground where students play different outdoor games like volleyball, cricket, football, etc. The college has facilities for indoor games also.



**Computer:** Computer has become a part and parcel in every walk of life; hence its requirement is felt in every institution. The College has sufficient numbers of computers which are used in offices, various departments and in the computer laboratory. The students can access them in the Computer laboratory at the time of computer practical classes. From time to time Computer and IT infrastructure maintenance and up-gradation are looked after by the college authority.

**Classroom:** The institution provides classroom which is spacious, well-lit, for the students. The college authorities pay great attention to maintaining the classroom and ensure uninterrupted teaching-learning activities. For the smooth running of the department, all Head of the Departments is free to submit their requirements to the principal regarding repairing and maintaining the computer, classroom furniture, departmental furniture, etc. This is later on executed by the Principal as per the needs of the department. Smart class is taken by the various departments from time to time as per the central routine of the college. All departments have WhatsApp group with the current students where time to time students are communicated if they face any problem regarding their studies. Classes are also taken by Google meet.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

#### 5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

##### 5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

06

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

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

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

0

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

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

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://sdm.org.in/uploads/files/24%20Sep%2C%2021.pdf">https://sdm.org.in/uploads/files/24%20Sep%2C%2021.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

**5.2 - Student Progression****5.2.1 - Number of placement of outgoing students during the year****5.2.1.1 - Number of outgoing students placed during the year**

02

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**5.2.2 - Number of students progressing to higher education during the year****5.2.2.1 - Number of outgoing student progression to higher education**

13

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

**5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)****5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

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

2

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

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

Student council is very powerful and energetic at Sankardeva Mahavidyalaya. In every year, student council is elected thoroughly in a democratic way. President is the head of the student council but General secretary is the chief functionary of the council. But no one can do anything without a general consensus. Through this union body, they can actively participate in academic and non-academic sphere. President is the constantly touch with the authority as the authority considers him as the key key representative of the student community. Regarding sessional exams, college week and other rituals activities, he gets the opportunity to opine his views. General secretary and other twelve portfolios play pivotal role in co-curricular and extra-curricular activities. Festivals like Saraswati Puja, Sankardeva Tithi etc are perform under the aegis of festival secretary, Literary secretary holds various literary competitions including debating, Symposium, Wall magazine competition etc. Cultural secretary arranges cultural programs including Borgeet competition, Cultural procession, Freshers function etc. Sports secretary organizes various sports events outdoor and indoor to accelerate the quality of students in sports as a whole. Thus, Sankardeva Mahavidyalaya students union get enough scope and advantage to steer the direction of the authority in favour of the student as a whole.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

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

03

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	<a href="#">View File</a>

### 5.4 - Alumni Engagement

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

Sankardeva Mahavidyalaya Alumni Association is a strong body devoted to good of the entire college environment. On 20th August 2021, an executive meeting of the Alumni Association was held at the house decided to reconstitute the executive committee of the Association. On that meeting, the members propose to celebrate the coming teacher's day on 5th September 2021. The meeting further discussed to extent the number of members covering all batches of students. The meeting was adjourned to be held on 28th August with increased number of members from Alumni. On 28th August 2021, the Annual General Meeting of Alumni Association was held at the conference hall of Sankardeva Mahavidyalaya. The meeting was presided by Mr. Badan Bora, President of Alumni Association. The General Secretary Mr. Robin Bhuyan told the aims and objective of the meeting to the house and after due procedure the selection of new committee started

unanimously. Accordingly, Mr. Bhaskar Bhuyan became the new president and Mr. Nayanjyoti Kakoti became the new general secretary. A total of 21 members committee was framed democratically.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/data/page/alumni-registration-form/">https://sdm.org.in/data/page/alumni-registration-form/</a>
Upload any additional information	<a href="#">View File</a>

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

The Vision of Sankardeva Mahavidyalaya is "educating the deprived and depressed class of society with the available means. Another important vision of the college is to produce at least one graduate from each family from the catchment area of the college."

The Missions of the college are-

1. To encourage the poor and meritorious students to pursue higher education at any cost.
- .2. To raise an appropriate platform for teaching-learning exercise.
3. To promote extracurricular activity among the student to create worthy citizens for the future.
4. To establish a congenial bridge between the college family and the local people.

This is being translated through effective governance. The college management is headed by the Principal and is involved in

coordinating the functions of the college to its logical end. Various committees are formed under the supervision of IQAC comprising members of teaching and non-teaching staff so that curricular, co-curricular affairs and administrative functions of the institution could be done smoothly. So, all functions of the college have been distributed to various committees and some active teachers have been appointed as coordinator, some others have been appointed as members of these committees. These committees have been given full power within their jurisdiction and accordingly they work for successful working of all activities in the college.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/data/page/mission-vision/">https://sdm.org.in/data/page/mission-vision/</a>
Upload any additional information	<a href="#">View File</a>

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

The College advocates the practice of decentralization and participative management not only in words but also in action. The two practices that may be mentioned over here are as follows:

1. Administrative and Academic management monitor by the Principal, Vice Principal, Coordinator of IQAC with the help of representative from faculty member and non-teaching staff.

2. Apart from that so many committees have been formed to look into various activities of the College. They have given full autonomy as per which they work independently. It helps in smooth conducting of all activities of the College.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/data/page/cellscommittees/">https://sdm.org.in/data/page/cellscommittees/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Internal Quality Assurance Cell is well conveyed from its vision



and mission statements. To cope up with its vision and mission, strategic plan and action plan are designed in such a manner that this quality policy is driven and deployed during every process. Each process is regularly reviewed by IQAC of the college.

The aspects considered for inclusion for the session 2020-21 are

1. **Promoting research culture and innovation:** The College plans to promote research culture and innovation through the research committee and plans to publish more books from the Self Publication House of the College. The college also plan to strengthen already existed "Sankardeva Study and Research Centre" for motivating students to conduct research on Mahapurush Sankardeva.
2. **Green Initiatives:** Under Green initiatives, the IQAC of the college plans to plant sapling given by the students during their free admission at college campus. Further, the college also plans to conduct Green Audit of the college campus through NSS, NCC, and Environment Protection Squad.
3. **Waste Management:** The College will take an initiative for proper disposal waste materials through various cells such as NSS, NCC, GSERT and Environment Protection Squad of the college.
4. **Strengthening the infrastructure:** The College plans to upgrade the central library by installing latest technology with Soul 3.0. Up gradation of Shooting Range with more facilities. The college has also plans to create ICT enabled classroom so as to create awareness about the use of ICT.
5. **Strengthening feedback system:** The College plans to strengthen the feedback system. It makes structured questionnaire to obtain feedback from various stakeholders such as Students, Teachers, Employers, Alumni, Parents and others.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	<a href="https://sdm.org.in/data/page/shooting/">https://sdm.org.in/data/page/shooting/</a>
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Sankardeva Mahavidyalaya is governed by Higher Education Department

of Assam., which has the responsibility to take care of all the colleges in the state of Assam. However, the administration of Sankardeva Mahavidyalaya is the responsibility of the Principal who is directly accountable to the Department of Higher education. The Principal is involved in overlooking the implementation of plans of the College. With the help of Academic officer i.e Vice Principal, he ensures that regular day to day operations are properly conducted. The Heads of Departments ensure that the plans communicated to them by the Principal are implemented systematically.

Further, the committees are formed at the beginning of the year and are assigned the tasks according to the institutional plans, for the curricular activities that enhance overall development of the students. Administrative Committees like Examinations, Scholarships, Purchase, Discipline, Sports, Admissions, Library, Anti-ragging, Parents Teachers Association, Canteen, Student's Welfare, NSS Advisory, IT Cell, Entrepreneur & Skill Development, Girls' Hostel Management, Disaster Management, KKHSOU Management, Research Cell, Grievance Redressal, Information & Career Guidance and Placement Cell etc. have been formed. For smooth conduct of all administrative activities according to requirements of academic bodies and government rules, the committees are headed by senior faculty to guide the function.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://sdm.org.in/uploads/files/Institutional%20Organogram%20SDM.pdf">https://sdm.org.in/uploads/files/Institutional%20Organogram%20SDM.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

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

### 6.3 - Faculty Empowerment Strategies

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

The college has a Teachers' Welfare Fund which helps the teachers to a longer extent. Apart from that the college has a Teacher & Employ Welfare Fund which helps both the Teaching & Non-teaching employees in their need.

Further being the Govt. college, the Assam Govt. offers the following welfare schemes for all its employees.

- Summer and winter vacation to both teaching and non-teaching staff. The order is issued by the higher education department, which is strictly followed by the college.
- Maternity (180 days) leave, Child Care Leave (CCL).
- Casual leave of 12 days for the employees.
- Medical Insurance facility for the employees of the college.
- Provident fund for the employees of the college.
- Staff common room with washrooms.
- Canteen facilities.
- Outdoor and Indoor sports facilities.
- Staff parking area.
- Library facilities.
- Clean drinking water facilities.
- Teacher Employee Welfare Fund

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/data/page/games-sports/">https://sdm.org.in/data/page/games-sports/</a>
Upload any additional information	<a href="#">View File</a>

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

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

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

09

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The IQAC of Sankardeva Mahavidyalaya always maintains a Performance Appraisal System for both teaching and Non-Teaching Staff. The teaching as well as the non-teaching staff members of the college need to submit their performance report in a prescribed format provided by IQAC.

In case of teaching faculty, the teachers have to provide the information about their research works, presentations in seminar, publications in journal and books, contributions to corporate life, co-curricular activities, and others. It needs to be mentioned that the teachers of the college join different seminars, workshops, conferences, orientation programme, and refresher courses with due permission from the college. Even sometime, faculties have been given financial assistance from the college with due consultation of IQAC.

In case of Non-Teaching staff, they need to submit the data of attending various workshops, computer training programme etc. Like teaching staff, the Non-teaching staff of the college also requires permission for attending such programmes.

After getting the information's provided by the teaching and Non-Teaching staff in the performance appraisal report, it is verified and authenticated by IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

Financial audit of the accounts is an important process and is strictly followed by the Sankardeva Mahavidyalaya, Pathalipahar. In general, all financial dealings (i.e., Payments and receipts) of the college during the financial year are verified by the headAssistant and cross-verified by the Principal of the college.

Apart from that 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.

External Audit is done by Office of the Assistant Director of Audit (Local Fund), Government of Assam. Whatever queries and objections are raised by the auditors, it is resolved by the college authority in due time.

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

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

3,70,000.00

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

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

The institution is run by the government so the funds to be utilized are primarily allotted through the Higher Education Department of Government of Assam. Funds to be allotted for the institution comethrough according to the government schemes under education department.

Optimum end use of the funds is made as per the rules and regulations and is subjected to audit by the government. Within the institution funds are mobilized out of a specific percentage of the fee collected from the students. These funds are grouped under heading "Local Funds". These funds are utilized for the benefit of students and for meeting other minor expenses of the college. To ensure the optimum end use of these funds college development and purchasing committees are framed.

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

### 6.5 - Internal Quality Assurance System

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

Like other institution, colleges or universities, the Internal Quality Assurance Cell (IQAC) of our college also plays an important role in institutionalizing quality assurance strategies and processes. It takes initiatives to identify parameters of qualities, strategies, and chalks out a plan of action for their completion. To make it successful, regular meetings of IQAC are conducted under the chairmanship Principal with the fixed agenda and suggestions are

taken from all the members of IQAC for improvement and better implementation of curriculum.

In order to enhance the quality of the institution in all spheres, various quality assurance strategies initiated by the IQAC of the institution are as under:

1. All the faculty members are encouraged and supported to participate in Orientation, Refresher Courses, Faculty Development Programmes, Workshops, Seminars and Conferences related to the teacher-learning process and research.
2. Teachers do not have Ph.D. are also encouraged and motivated to act as pursue their research.
3. The IQAC also support and encourage participating in examination and evaluation processes.
4. The poor and needy students are provided with financial aid by the college local fund known as "Students Welfare Fund". The college administration with the help of IQAC provides the transport facility to the needy students at lowest possible bus fare.
5. All the teachers are encouraged to use audio-visual teaching aids, charts, models etc. for effective teaching-learning processes.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/data/page/composition-of-iqac/">https://sdm.org.in/data/page/composition-of-iqac/</a>
Upload any additional information	<a href="#">View File</a>

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

The IQAC of the college takes number of initiatives to review its teaching learning process, structure and methodologies of operations and learning outcomes at periodic intervals. IQAC ensures that 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.

The IQAC also takes initiatives for collecting student's feedback on



faculty teaching learning process and evaluation. The feedback collected from the students significantly shows the actual quality of teaching learning process. The IQAC collects the student's feedback as per the following norms: a. All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained. b. After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly. c. The whole process is being operated through IQAC and no other faculty member is involved at any stage.

To monitor the academic activities, there is an Academic monitoring constructed in consultation with IQAC. The academic monitoring committee headed by Vice-Principal conducts regular visit to the classes regarding the regularity and punctuality of class work.

There is also provision of remedial classes initiated by IQAC. The teachers conduct remedial classes and revision for the students whenever needed. To do so, faculty members are instructed by the college authority in support of IQAC to engage tutorial and remedial classes for slow learners. To improve the learning habits of the students, departmental seminars, group discussions, work-shops are being organized regularly.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/uploads/files/Programme%20Outcomes%202020-21.pdf">https://sdm.org.in/uploads/files/Programme%20Outcomes%202020-21.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sdm.org.in/data/page/activity/">https://sdm.org.in/data/page/activity/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 - Institutional Values and Social Responsibilities

#### 7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender equality is one of the major challenges of the society in present time. The college is very concerns about this fact and for that Sankardeva Mahavidyalaya always encourages the students, specially the females for higher education. The college has separated girls common room equipped with basic facilities for the girls students. The college also creates NSS wings for girls. There is provision for enrolling boys and girls in NCC. Moreover, the college has a separate Women Cell to guides and addresses their problems. For gender sensitization, the Women Cell organizes various programmes in the college and at the adopted village.

Annual gender sensitization action plan taken in Sankardeva Mahavidyalaya is as follow:

Name of the Programme

Date

No. of participants

International Women's Day

8th March, 2021

112

Specific facilities provided for women in Sankardeva Mahavidyalaya

are as follows:

- Safety and Security
- Hostel for girls with security.
- Security checkpoint at the college entrance so that any outsider cannot enter to the college without permission.
- The Women Cell of the college is responsible for any kind of gender related issue of the college.
- The campus is under CCTV surveillance.
- 
- Special counseling is provided to the girls by the education department and Women's Cell of the college whenever the situation arises. The counseling is given when the girls is in depression, anxiety, mental trauma etc.
- Career Counseling centre gives special importance to the girls related to various job and opportunities both in Govt. and private sectors.
- Common Room
- The college has separate common rooms for female. The girls common room is equipped with basic amenities like loo, benches and table, chairs, dressing mirror.
- Indoor games like Ludo, Chess, and Carom Board provided in the common room.
- Drinking water facility is also provided in the common room.
- First Aids box is also provided to them.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sdm.org.in/data/page/girls-hostel/">https://sdm.org.in/data/page/girls-hostel/</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-**

**D. Any 1 of the above**

**based energy conservation Use of LED bulbs/  
power efficient equipment**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Awareness about waste pollution and difficulties in disposal is spread among students through talks on environment conservation and they are encouraged to create least waste and properly dispose it. There is no any other facility within the college. Moreover, due to non availability of laboratory facility, there is no chemical waste generated in the college campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for**

C. Any 2 of the above

greening the campus are as follows:

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

C. Any 2 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of**

E. None of the above

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

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

Sankardeva Mahavidyalaya has strived to provide opportunities to diverse strata of the society in the locality of the since its inception. Mentioned may be made that the college adheres to equal gender participation in the academic and others field. The college has also strictly followed the reservation system as per the government directive so no one was discriminated on the ground of their gender, caste, creed and religion. The college always strives to promote unity in diversity among the students of the college. The institution, which is located in the district of Lakhimpur in Assam, has continued to strive for the welfare of all communities by making education available to all section of the peoples irrespective of their backgrounds. The college has also been successful in making education accessible to low-income families. Because the institution is located in an area where one's community's cultural effect plays a significant role in the development and shaping of an individual, the college places a strong emphasis on allowing students to bloom and prosper in activities that reflect their cultural background. The institution encourages and engages students by delivering cultural and artistic programmes from time to time in accordance with the region's huge cultural momentum.

Some of the activities initiated by the college are:

1. Celebration of "Republic Day" to aware the students about the causes and importance of celebrating the event. It will ingrain the patriotic feeling in their mind and sense of feeling oneness among the citizen.

2. The celebration of "International Women's Day" by the Women Cell of the college.

3. The college has celebrated like "Saraswati Puja" Sankardev Tithi and other significant festivals".

4. NSS Day

5. International Yoga Day etc.

The college authority encouraged the students to showcase their cultural heritage and providing them the platform for the same through the organization of functions like college week, freshmen social amongst many.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college has always encourages its stakeholders to become good citizens. Every year the college used to celebrate various Regional and National festivals with great enthusiasm and national pride. In this session, the college celebrates Independence Day, Republic Day, International Yoga Day, Voter's Awareness Programme and Cleanliness Drive in and around the college campus and in the girls' hostel. Teaching and non-teaching staff participated in the last Assam Assembly election held on 28 March, 2021. The NSS, NCC and Environment Protection Squad of the college promote Swachhata related activities to create feeling of responsibility and habit towards cleanliness.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code**

**B. Any 3 of the above**

of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website. There is a committee to monitor adherence to the Code of Conduct. Institution organizes professional ethics programmes for students, teachers, administrators and other staff. 4. Annual awareness programmes on Code of Conduct are organized.

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

The college celebrates birth and death anniversaries of our national leaders and great personalities of our state as well as the national festivals. The Independence Day and Republic Day are celebrated with great zeal. The students are motivated to develop spirit of nationalism and contribute towards the development of their society and nation at large. Besides these, the college is also observed International Women's Day, International Yoga Day, National Voter's Day, Human Rights Day, World Environment Day etc. every year.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices



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

#### Best Practice - 1

**Title of the Practice: PLANTATION PROGRAMME**

**Objectives:** The main objective of the plantation programme is to create awareness towards the environment among the students and to develop a green environment in the college.

**Context:** Degradation in environment is becoming one of the major problems in present time. So it is everyone's duty and responsible to take care of the environment. Educational institutions are one of the most influential institutions of the society. In this context to set an example of our responsibility to save the environment, the college took this initiative of the plantation programme.

**The Practice:** On the occasion of World Environment Day, 5th June 2021, Environment Protection Squad of Sankardeva Mahavidyalaya organized plantation programme in the college campus. At that time due to COVID-19, educational institutions were closed as per government order; so the students of our college celebrated the world environment day by planting trees at their own place. On 5th September, 2021, another initiative was undertaken on the occasion of 40th College foundation day, the NSS wings of Sankardeva Mahavidyalaya organized plantation programme at the college campus. In this programme, around 75 saplings, fruits and medicinal plants were planted by the invited guests along with the NSS, NCC and College Staff.

**Evidence of Success:** We have achieved the target as per the action plan. We have planted 0.27 hectares of various saplings collected from the forest department. The Ministry of Education, Mahatma Gandhi National Council of Rural Education (MGNCRE) awarded One District One Green Champion Award for the year 2020-21 for maintaining Swachhta activities in the college.

**Problem Encountered and Resources:** After the plantation programme Swachhta was completed, some of the problems were encountered. The problems were to protect the saplings from the scorching hit of the sun, insects, fungi, animals etc. the college needs a higher maintenance of resources like the pipeline for the regular watering, regular gardener etc. is required.

#### Best Practice- 2

**Name of Practice: COVID Vaccination Programme**

**Objectives:** To help the local PHE Block to successfully complete the vaccination programme and to maintain all the disciplinary activity related to COVID Protocol.

**Context-** The local inhabitants of the area are not so aware of the disease and the protocols. So to inform them about the vaccination and to maintain sanitization, college took this initiative.

**The Practice:** On 15th May, 2021, the NSS unit of Sankardeva Mahavidyalaya participated in the programme of COVID Vaccination. The programme was organized by Dhalpur, PHE Block where NSS volunteers of the college actively participated. The programme was continued for three days. In this programme, daily 16 NSS volunteers did their work shift wise i.e. in morning shift 8 volunteers were involved and in day time, other 8 volunteers were involved and maintain the continuity of the work.

**Evidence of success:** Daily 150 people were vaccinated in all three days and there was no loss of vaccination kit.

**Problem Encountered and Resources Required:** The situation of that time was very tough. Positive cases were increasing day by day. In such a crucial time volunteers did their duty with a great risk pertaining to their life. The resources encountered were sanitizer, hand gloves, face mask, hand soap etc.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

#### Institutional Distinctiveness

##### ADOPTION OF VILLAGE

In this session, Sankardeva Mahavidyalaya restarted the village adoption and development programme. For this, nearby village named "Adarsh Gaon" was selected. The adopted village is very backward situated at the border area of Assam and Arunachal Pradesh. The

village comprises of nearly 200 peoples from various caste and tribes. The main for the adoption is to uplift the socio-economic condition of the village.

The objectives of the village adoption scheme are as followed-

- To sensitize the village about cleanliness, hygiene and environment protection.
- To aware them about the importance of education, especially for the girl child.
- To aware the villagers about the consequences of early marriage and the necessary care that should be given to mother and the child to eliminate such practice.
- To help them to get information and benefit of various government schemes.

Sankardeva Mahavidyalaya shall establish a good relationship with the villagers so that the villagers will be able to share their internal problems with the college authority without any hesitation. Teaching and non-teaching staff of the college will visit the village from time to time to discuss their social, economic, educational and health related problems. At present, there is no school and pharmacy in the village. Earlier there was a non-provincialized school but it has been closed for years due to lack of basic facilities and teachers. In a meeting between the village development committee and college authority the committee gave proposal to establish an Anganbari Kendra (Pre-primary school) at the village. The college is working on it. After the adoption programme, college professors and B.A. final year students go to the village to interact with the children through the medium of music, games etc. The programmes were halted due to COVID and lockdown situation it was not safe to frequently go to the village and gather the villagers or the children. At present, the situation is becoming normal, so the college is planning to organize a felicitation programme to encourage the student those who passed class 10th and 12th board exam and able to get admission in colleges in the year 2021. The other programmes that the college is planning to conduct for the development of the village are as follows;

- Well planned plantation for village beautification
- Cleanness drive
- Arrange weekly co-curricular activities
- Empower the women economically by helping them to start self-helped groups.

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

### 7.3.2 - Plan of action for the next academic year

1. To conduct Academic and Administrative Audit.
2. To organise placement activities by the Information & Career Guidance Cell.
3. To upgrade the general classrooms to ICT enabled Class Rooms.
4. To organise staff orientation programme.
5. To organise popular talk on different topics.
6. To conduct employability oriented certificate courses.
7. To modernise the shooting range of the college.
8. Technological upgradation of new computer laboratory by networking, purchase of new computer and networked UPS, upgrading college server, upgradation of CCTV system.