



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1. Name of the Institution

Sankardeva Mahavidyalaya

- Name of the Head of the institution

Dr. Sonaram Kalita

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

9435749169

- Mobile No:

6000347405

- Registered e-mail

sdm06@rediffmail.com

- Alternate e-mail

sonaramkalita93@gmail.com

- Address

P.O-Pathalipahar, Lakhimpur

- City/Town

Bandardewa

- State/UT

Assam

- Pin Code

784163

##### 2. Institutional status

- Affiliated / Constitution Colleges

- Type of Institution

Co-education

- Location

Rural

- Financial Status

Grants-in aid

- Name of the Affiliating University **Dibrugarh University**
- Name of the IQAC Coordinator **Dr. Nitul Gogoi**
- Phone No. **70024346907**
- Alternate phone No. **9854042116**
- Mobile **7002434690**
- IQAC e-mail address **iqacsdm44@gmail.com**
- Alternate e-mail address **nitulgogoi423@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://sdm.org.in/uploads/files/AQAR%202020-21.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sdm.org.in/data/page/academic-calendar/>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>72.25</b>	<b>2004</b>	<b>04/11/2004</b>	<b>03/11/2009</b>

**6. Date of Establishment of IQAC**

**22/02/2005**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Sankardeva Mahavidyala</b>	<b>Seminar</b>	<b>ICHR</b>	<b>2/2/2022</b>	<b>120000</b>
<b>Sankardeva Mahavidyala</b>	<b>Revovation of shooting range</b>	<b>Deputy commisioner fun</b>	<b>4/2/2022</b>	<b>2000000</b>
<b>Sankardeva Mahavidyala</b>	<b>Fee weiver</b>	<b>Govt. of Assam</b>	<b>7/4/2022</b>	<b>1272147</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year** 3

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** No

- If yes, mention the amount

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

1. Installation of two more projectors to convert the ordinary classrooms into ICT enabled rooms.
2. The process of adoption of village "Adarsha Gaon" is completed and related activity has been started.
3. MOU sign with Pub-Dikrong College, Laholial, Lakhimpur, Assam
4. Celebration of National Girl Child Day at Adasha Gaon, Pathalipahar
5. One Day workshop on "Cyber Security Awareness" in collaboration with Gratia Technology

**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
To increase the teachers' competency	Teachers were encouraged to participate in the workshops, seminars and conferences
To strengthen the relations activities with the stakeholders	Various extension were organized
To interact with the social surroundings, we took initiative to adopt a nearest village.	The classroom teaching is not only the process of the teaching learning system. The students need to interact with society as a future citizen of the country. So, we have adopted a nearest village Adarsha Gaon, and took various measures to improve the lifestyle of the villagers. The students participate in this social activity and aware about the present social status of their surroundings.

**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**

## 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>9435749169</b>
• Mobile No:	<b>6000347405</b>
• Registered e-mail	<b>sdm06@rediffmail.com</b>
• Alternate e-mail	<b>sonaramkalita93@gmail.com</b>
• Address	<b>P.O-Pathalipahar, Lakhimpur</b>
• City/Town	<b>Bandardewa</b>
• State/UT	<b>Assam</b>
• Pin Code	<b>784163</b>
<b>2.Institutional status</b>	
• Affiliated / Constitution Colleges	
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>Dibrugarh University</b>
• Name of the IQAC Coordinator	<b>Dr. Nitul Gogoi</b>
• Phone No.	<b>70024346907</b>

• Alternate phone No.	9854042116				
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• 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%202020-21.pdf">https://sdm.org.in/uploads/files/AQAR%202020-21.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/data/page/academic-calendar/">https://sdm.org.in/data/page/academic-calendar/</a>				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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<b>6.Date of Establishment of IQAC</b>			22/02/2005		
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Sankardeva Mahavidyala	Revovation of shooting range	Deputy commisioner fun	4/2/2022	2000000	
Sankardeva Mahavidyala	Fee weiver	Govt. of Assam	7/4/2022	1272147	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>3</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>		
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2. The process of adoption of village "Adarsha Gaon" is completed and related activity has been started.		
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<b>13.Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14.Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	19/01/2023
<b>15.Multidisciplinary / interdisciplinary</b>	
Sankardeva Mahavidyalaya shall focus on a holistic and overall personality development of students by inculcating 21st century skills of learners. The college aims at imparting an education that shall develop the intellectual, aesthetic, social, physical,	



emotional and moral values in students. The college shall initiate seminars and workshops with a view to expanding the horizons of knowledge for students. Important days like International Yoga Day, International Women's Day, Environment Day, Road Awareness Programmes, Voter's Day etc are to be celebrated and observed bringing together all the disciplines of the college. The University has made it compulsory to study "Environmental studies" and Specific Enhancement Course "NSS" in their regular curriculum as flexible and innovative curricula that includes credit-based courses and projects in the areas of community engagement and service and environmental education towards the attainment of a holistic and multidisciplinary education.

#### **16.Academic bank of credits (ABC):**

Sankardeva Mahavidyalaya is an affiliated college under Dibrugarh University. The college is running regular programmes and courses in the curriculum scheme are delivered. In the direction of Academic Bank of Credits the guidelines issued by the affiliating university is being implemented by the college and the registration process of students have been started in the month of last part of January 2023.

#### **17.Skill development:**

The college is yet to start any Skill Development Course but shall soon start with programmes like Public Speaking, Painting, Sewing & Knitting, Nursery management etc. The College has made all efforts to build healthier and harmonious working environment with respect to issues related to Gender, Environment and Sustainability, Human values and Professional Ethics into the curriculum.

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

Our college actively engaged in spreading the rich heritage of our country and traditional knowledge in the fields of arts, literature and culture. We adopted three language systems for running the programmes of UG and PG. We use English as an international language, Hindi as the national language and Assamese as a state / regional language in our curriculum. We specialize in Assamese, Hindi and English literature. All the Humanity subjects are taught in bilingual mode i.e Assamese and English. To preserve and spread Indian culture and tradition we organized various activities such as traditional day celebrations, Mehendi, Rangoli, Dance, Singing and various

festivals. We inculcate Indian culture and values through the participation of students in university level youth festivals.

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

Our college has adopted the CBCS pattern of Dibrugarh University since 2019-20 for UG Course. As per CBCS guidelines, the university reconstructed the syllabi of all the programmes. In restructured programmes university included the outcomes in the form of objectives of the courses and programmes. We discuss with the student regarding the course and program outcomes at the end of the academic year. We verify these outcomes by various attainment methods.

#### 20.Distance education/online education:

The college offers post-graduation courses in some disciplines under Krishna Kanta Handique State Open University, Guwahat, Assam. Online classes were held regularly during the Pandemic. Online classes are taken by teachers as and when necessary for the betterment of the students.

### Extended Profile

#### 1.Programme

1.1	09
Number of courses offered by the institution across all programs during the year	

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

#### 2.Student

2.1	561
Number of students during the year	

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

2.2	113
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	65
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	16
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>
<b>4.Institution</b>	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	33.92
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
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

The college 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. 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, 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%202021-22.pdf">https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.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 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.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.pdf">https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.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** E. None of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

## 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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
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. Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also. 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. 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.

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

36

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

36

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



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	<a href="#">View File</a>
URL for feedback report	<a href="https://sdm.org.in/uploads/files/Students%20feedback%202021-22.pdf">https://sdm.org.in/uploads/files/Students%20feedback%202021-22.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

350

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

113

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 admits students from different socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of the students. The students are counseled, 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, 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. For slow learners every department conducts remedial and special classes for the slow learners as per their need.

File Description	Documents
Link for additional Information	<a href="https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.pdf">https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.pdf</a>
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
561	17

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	<a href="#">View File</a>
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 2021-22 was 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, WhatsApp 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. Jio wifi 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	<a href="https://sdm.org.in/data/page/youtube/">https://sdm.org.in/data/page/youtube/</a>

### 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

## 2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**

**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

4

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>

**2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**

**2.4.3.1 - Total experience of full-time teachers**

295

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>

**2.5 - Evaluation Process and Reforms**

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

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	<a href="http://www.sdm.org.in">www.sdm.org.in</a>

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

The institution strictly follows the guidelines and rules issued by Dibrugarh 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 each 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%2026%20Committees%202021-22.pdf">https://sdm.org.in/uploads/files/Cells%2026%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.

Sankardeva Mahavidyalaya 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 these are 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sdm.org.in/uploads/files/PROGRAM%20OUTCOMES%202021-22.pdf">https://sdm.org.in/uploads/files/PROGRAM%20OUTCOMES%202021-22.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.

Sankardeva Mahavidyalaya has distinct ProgrammeOutcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) for all programmes and they are clearly displayed on the college website. These supposed outcomes are relayed to students' community by Course Induction Programme as well as respective departments at the beginning of each academic session. Though the institutions follows the specific syllabus pattern of Dibrugarh University, yet in execution of the curriculum, specific emphasis is given to grow the sense of critical thinking, imaginative ideas, effective communication, ethical uplift, environment awareness etc. The institution intends to provide the students with knowledge regarding various scopes for employability. The attainments of POs, PSOs and COs are evaluated in each semester through mid- semester, end-semester exam, home assignments, seminar paper presentations etc. Continuous and comprehensive evaluation is done to understand the students' attainments of POs and COs. Analysis of students' performance in internal assessment is done by following the guidelines of Dibrugarh University. The allotted 20 marks for internal assessment in each course is given by taking 25 % of securing marks in written 1stSessional Examination and 25% of the marks of 2nd Sessional Examination. The same weightage is given in seminar/ Group discussion and attendance.

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

2.6.3 - 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

65

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/2021.pdf">https://sdm.org.in/uploads/files/2021.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/SSS%202021-22.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)	<a href="#">View File</a>

#### 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**

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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**

1

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

12

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

Various extension activities are taken by the institution in order to sensitize the students about social issues. Activities like National youth day, National voter's day, Voter's awareness contest etc were carried out to make the students understand about the social responsibilities and obligations to vote during the time of various elections. These activities help the students about how to choose good leaders for the society and also to exercise about the right to vote and mandatory to vote in all the elections. Activities like National Girl child day, Women's Day celebration etc. will sensitize the student's community about the gender equality in the society. Due to which at present large number of girls taking admission in the college and the drop out ratio has been decreased. NSS camp has been held for more than 5 days where the NSS students has worked significantly in the nearby villages repairing some of the toilets, planting trees etc.

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	<a href="#">View File</a>

### 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

5

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

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

2

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	<a href="#">View File</a>
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 college 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 19 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 Aqua- guard 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	<a href="https://sdm.org.in/uploads/files/ICT%20Classroom.pdf">https://sdm.org.in/uploads/files/ICT%20Classroom.pdf</a>

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

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. A sophisticated Shooting Range was set up in the college campus. The Indoor Stadium was established for Sports Training Facility to the students of college. The college has already set up an Outdoor Stadium for the benefit to the students in outdoor games in the year of. 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 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.

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

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

5

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

5

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)

32.84

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 16752 text books and 5530 reference books on various subjects such as Humanities, Social Sciences, Languages, and other related areas. In the library newspapers and Journals/Magazines are also available. 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. 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-



## 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)

255472.00

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

5:40

File Description	Documents
Any additional information	<a href="#">View File</a>
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 Sankardeva 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 instil 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 Seminar hall cum smart classroom. The college is in possession of 6 Desktops and 3 Laptops. Among the 30 computers, 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.

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

#### 4.3.2 - Number of Computers

30

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 Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
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)

33.92

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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. The college has two Generator Sets are installed on the campus to provide an uninterrupted power supply to the entire college. Fire Extinguishers, Electronic Filters, Computers, Photocopier, Generator Sets, Stabilizers, Air Conditioners, etc. are also available on the college campus.

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 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:

**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. There is a playground where students can play different outdoor games like volleyball, cricket, football, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sdm.org.in/uploads/files/Maintaini ng%20%26%20Utilizing%202021-22.pdf">https://sdm.org.in/uploads/files/Maintaini ng%20%26%20Utilizing%202021-22.pdf</a>

## 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	<a href="#">View File</a>
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**

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="https://sdm.org.in/uploads/files/23%20Jun%202022%20.pdf">https://sdm.org.in/uploads/files/23%20Jun%202022%20.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 benefited 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**

**E. None 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	<a href="#">View File</a>
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

1

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	No File Uploaded
Any additional information	<a href="#">View File</a>
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.**

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
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	<a href="https://sdm.org.in/data/page/student-union/">https://sdm.org.in/data/page/student-union/</a>
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

1

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

The college has an Alumni Association. The association is dedicated to bringing together the alumni committee on a common platform to build another channel of personal and professional support to the college family. The mission of the alumni association of Sankardeva Mahavidyalaya is to provide a vibrant, global network and forum that connects and engages the alumni with their Alma Mater. The college has no registered Alumni Association. The newly formed alumni association tried to organise an alumni meet in coming days.

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      E. <1Lakhs  
(INR in Lakhs)

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

## 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 "to undertake the challenging task of educating the deprived and depressed classes of society with the available means. The college is to grow the sense of civic responsibilities and nationalism among the students so that they will be able to participate in the socio-cultural development of the society in a democratic spirit. The vision of the college is to produce at least one graduate from each family from the catchment area of the college. Maintaining a deep attachment with students and their family for correlation is another vision of the college. "

The mission of the College is 1. To encourage the poor and meritorious students to pursue higher education at any cost. 2. To provide education to students belonging to tribal sub-plan area. 3. To promote an ideal academic environment through innovative and effective teaching learning process. 4. To encourage students participation in community services through extension activities for enhancing social responsibility. 5. To embedden the students by providing a congenial platform to face the challenges of competitive world. 6. To establish a suitable bridge between college family and the local people.

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.

Sankardeva Mahavidyalaya is a constituent college of Dibrugarh University. So, Guidelines and Statues laid out by academic and executive council of Dibrugarh University are strictly followed in

governing and running of college. Within these rules and regulations, college practices policy of Decentralization and Participative Management in attaining the vision and mission of the institution. The Governing Body is the top management body of taking any decision of the college. The culture of participative management is reflected even in composition of governing body that has representatives from both teaching and non-teaching staff on rotation basis. Next to governing Body, 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. Academic responsibilities are fairly divided among all the staff members. Therefore, right from the Governing Body Chairman to Principal to teaching and non-teaching staff and students, all the stakeholders have a role to play in running the college.

Secondly, various 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. The Heads of Departments monitor the functioning of the various departments.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/data/page/governing-body/">https://sdm.org.in/data/page/governing-body/</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

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 2021-22 are-

1. As mentioned earlier, 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. It needs to mention here that recently the publication house of the college has published a book namely "History of Oral and Folk Tradition" on February, 2022.

2. The College has taken an initiative for proper disposal waste materials through various cells such as NSS, NCC, GSERT and Environment Protection Squad of the college.
3. To strengthen the infrastructure, the college has upgraded the central library by installing latest technology with Soul 3.0. The college also increased ICT enabled classroom for various departments so as to create awareness about the use of ICT and also to make education more students friendly.
4. Sankardeva Mahavidyalaya has taken initiatives to collaborate with other institution for doing various activities as a part of perspective plan. In the current year, the college has done various activities with Pub Dikrong College as a part of collaborative initiatives. It has also organized various seminar, webinar etc in collaboration with ICT Academy, Bharatiya Itihas Sankalan Samiti and Madhabdev University.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
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	<a href="#">View File</a>

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.

In general, the college is governed by Higher Education Department of Assam., which has the responsibility to take care of all the colleges in the state of Assam. 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 students. For the smooth conduct of all administrative activities

according to requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function.

With regard to appointment and service rules of the institution is guided by Government of Assam and the University Grants Commission. The faculty is recruited as per the latest UGC norms. The non-teaching staff is recruited as per the vacancy, the cadre and recruitment rules of the government. Rules and Regulations are formed for efficient management of administrative work and proper functioning of the Institution. Backlog sanctioned post sent by the college to Higher Education Department, government of Assam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://sdm.org.in/uploads/files/6_2_2%20Institutional%20Organogram%20SDM.pdf">https://sdm.org.in/uploads/files/6_2_2%20Institutional%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	<a href="#">View File</a>
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.
- Earned Leave as per the Government norm is given to the employees in case of medical and other emergencies.
- 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.
- Departmental Common Room: All the departments have departmental common rooms.
- 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/gymnasium/">https://sdm.org.in/data/page/gymnasium/</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**

0

File Description	Documents
Upload any additional information	No File Uploaded
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

6

File Description	Documents
IQAC report summary	No File Uploaded
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 needs to submit their performance report in a prescribed format for every year which is provided by IQAC.

The teaching faculty needs 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.

Like the teaching staff of the college, the Non-Teaching staff also needs 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 attaining such programmes.

After getting the information's provided by the teaching and Non-Teaching staff in the Annual Performance Appraisal Report (APAR), it is duly verified by the concerned Teacher- Incharges and also screened by the IQAC cell. These APARs are used for the promotion purposes as well as annual reports in the form of NIRF, AISHE and NAAC.



File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/uploads/files/Self%20Appraisal%20Format%20pdf.pdf">https://sdm.org.in/uploads/files/Self%20Appraisal%20Format%20pdf.pdf</a>
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

The institution conducts internal and external financial audits regularly. So, the 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 head Assistant 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.

Thus, financial audits are regular feature in our institution. The college has a Stock Checking Committee which looks into checking the entries related to stock.

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

### 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)

24,000

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
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 come through 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	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of our college also plays an important role in institutionalizing quality assurance strategies and processes. In order to enhance the quality of the

institution in all spheres, various quality assurance strategies initiate 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 college has a functional IQAC setup as per norms that include Teacher Representatives, Members from Management, representative of Administrative Staff, nominee each from Local Society, Students, Alumni, Employers, Industry and Parent. The IQAC of the college takes number of initiatives to review it's 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.

IQAC has constituted a feedback committee which seeks feedback regularly from the students. The IQAC 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.

Based on the feedback an action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process.

To monitor the academic activities, there is an Academic monitoring committee 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.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/uploads/files/Students%20feedback%202021-22.pdf">https://sdm.org.in/uploads/files/Students%20feedback%202021-22.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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sdm.org.in/data/page/annual-report/">https://sdm.org.in/data/page/annual-report/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
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 the college 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. 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. International Women's Day is celebrated every year for the benefit of the girls student. The college has a safety and secured hostel for girls. 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. Special counselling is provided to the girls by the education department and Women's Cell of the college whenever the situation arises. Common Room The college has separate common rooms for female. The girls common room is equipped with basic facilities. 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-based energy conservation Use of LED bulbs/ power efficient equipment **D. Any 1 of the above**

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** **D. Any 1 of the above**

**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**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### **7.1.5 - Green campus initiatives include**

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

**C. Any 2 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### **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**

**E. None 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	No File Uploaded
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 reading material, screen reading**

**E. None of the above**

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.

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

Different programmes and activities are organized by the institution with support from the cells and committees to sensitize students and employees to the constitutional obligations.

- Celebration of National Girl child Day at Adarsha Gaon, Pathalipahar.
- Celebration of National Voters' Day organised by department of Political Science.
- Voter Awareness Contest Programme organised by department of Political Science.

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 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	No File Uploaded

## 7.2 - Best Practices

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

### 1. Title of the Practice: Village Adoption

The Practice: Sankardeva Mahavidyalaya believes in an all-round holistic development not only the college and its stakeholders, but also of its neighbourhood. The objective of this practice is to help the neighbouring village (Adharsha Gaon) develop socially and economically by helping them in various ways. The NSS, NCC and IQAC of the college have undertaken the "Village Adoption Programme" by adopting the village "Adharsha Gaon" under Pathalipahar Gaon Panchayat, belongs to various communities Schedule Tribes, Schedule Caste and Other Backward Classes.

### 2. Title of the Practice: Financial Aid to Poor and Meritorious students

The purpose of this approach is to help deserving and meritorious students with financial aid. Because the majority of students come from low-income families, it is difficult for them to afford higher education. The students who enroll in the classes come from several of socio economic backgrounds.

The Practice: Students who require financial assistance must apply for getting benefit at the start of the academic year and provide proof of income at the time of acceptance. The college's Admission Committee not only checks the documents they submit, but also interviews them to learn more about their financial situation.

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

The college situated at the periphery of the Assam-Arunachal border. The college has been shouldering its responsibility of spreading education among first generation learners in its primary years, which later developed into a commitment to impart quality higher education along with a holistic development to the large number of students it caters to.

The institute has never discriminated against gender, religion, language or caste and has treated each stakeholder with equal dignity. Many of the papers of different subjects like Political Science, Education, Economics, Sociology etc. are gender oriented, though the pedagogy of gender sensitization extends beyond the classroom. Each department organizes events that reinforce the institution's larger vision and mission to provide empowering education to the young learners.

The Women's Cell actively organizes various programmes and holds discussions and interactive sessions on gender equity and sensitization.

The Cell against Sexual Harassment and the Grievance Redressal Cell take care of any complaints lodged by any student about any untoward incident.

## 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

The college 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. 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, 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%202021-22.pdf">https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.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 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.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.pdf">https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.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**

**E. None of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	No File Uploaded
Any additional information	No File Uploaded

**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	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
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. Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Co-curricular and Extracurricular Activities also. 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. 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.

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

36



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

36

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>D. Any 1 of the above</b>

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	<a href="#">View File</a>
URL for feedback report	<a href="https://sdm.org.in/uploads/files/Students%20feedback%202021-22.pdf">https://sdm.org.in/uploads/files/Students%20feedback%202021-22.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**

**350**

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

**113**

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 admits students from different socio-economic backgrounds. The college conducts every possible measure to assess the learning levels of the students. The students are counseled, 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, 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. For slow learners every department conducts remedial and special classes for the slow learners as per their need.

File Description	Documents
Link for additional Information	<a href="https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.pdf">https://sdm.org.in/uploads/files/Academic%20Calendar%202021-22.pdf</a>
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
561	17

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	<a href="#">View File</a>
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 2021-22 was 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, WhatsApp 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. Jio wifi 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	<a href="https://sdm.org.in/data/page/youtube/">https://sdm.org.in/data/page/youtube/</a>

### 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

## 2.4 - Teacher Profile and Quality

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

17

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

#### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

4

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>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

295

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>

## 2.5 - Evaluation Process and Reforms

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

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	<a href="http://www.sdm.org.in">www.sdm.org.in</a>

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

bound and efficient

The institution strictly follows the guidelines and rules issued by Dibrugarh 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 each 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.

Sankardeva Mahavidyalaya 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 these are 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	<a href="#">View File</a>
Paste link for Additional information	<a href="https://sdm.org.in/uploads/files/PROGRAM%20OUTCOMES%202021-22.pdf">https://sdm.org.in/uploads/files/PROGRAM%20OUTCOMES%202021-22.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.

Sankardeva Mahavidyalaya has distinct Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) for all programmes and they are clearly displayed on the college website. These supposed outcomes are relayed to students' community by Course Induction Programme as well as respective departments at the beginning of each academic session. Though the institutions follows the specific syllabus pattern of Dibrugarh University, yet in execution of the curriculum, specific emphasis is given to grow the sense of critical thinking, imaginative ideas, effective communication, ethical uplift, environment awareness etc. The institution intends to provide the students with knowledge regarding various scopes for employability. The attainments of POs, PSOs and COs are evaluated in each semester through mid-semester, end-semester exam, home assignments, seminar paper presentations etc. Continuous and comprehensive evaluation is done to understand the students' attainments of POs and COs. Analysis of students' performance in internal assessment is done by following the guidelines of Dibrugarh University. The allotted 20 marks for internal assessment in each course is given by taking 25 % of securing marks in written 1st Sessional Examination and 25% of the marks of 2nd Sessional Examination.

The same weightage is given in seminar/ Group discussion and attendance.

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

### 2.6.3 - 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

65

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/2021.pdf">https://sdm.org.in/uploads/files/2021.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/SSS%202021-22.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)	<a href="#">View File</a>

### 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

2

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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**

1

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**

12

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

Various extension activities are taken by the institution in order to sensitize the students about social issues. Activities like National youth day, National voter's day, Voter's awareness contest etc were carried out to make the students understand about the social responsibilities and obligations to vote during the time of various elections. These activities help the students about how to choose good leaders for the society and also to exercise about the right to vote and mandatory to vote in all the elections. Activities like National Girl child day, Women's Day celebration etc. will sensitize the student's community about the gender equality in the society. Due to which at present large number of girls

taking admission in the college and the drop out ratio has been decreased. NSS camp has been held for more than 5 days where the NSS students has worked significantly in the nearby villages repairing some of the toilets, planting trees etc.

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	<a href="#">View File</a>

### 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

5

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

7

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

2

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	<a href="#">View File</a>
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 college 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 19 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 Aqua- guard 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	<a href="https://sdm.org.in/uploads/files/ICT%20Classroom.pdf">https://sdm.org.in/uploads/files/ICT%20Classroom.pdf</a>

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

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. A sophisticated Shooting Range was set up in the college campus. The Indoor Stadium was established for Sports Training Facility to the students of college. The college has already set up an Outdoor Stadium for the benefit to the students in outdoor games in the year of. 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 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.

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



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

5

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

5

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)**

32.84

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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 16752 text books and 5530 reference books on various subjects such as Humanities, Social Sciences, Languages, and other related areas. In the library newspapers and Journals/Magazines are also available. 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. 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-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

D. Any 1 of the above

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)**

<b>255472.00</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
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>
<b>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)</b>	
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>	
<b>5:40</b>	
File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>
<b>4.3 - IT Infrastructure</b>	
<b>4.3.1 - Institution frequently updates its IT facilities including Wi-Fi</b>	
<p>The Sankardeva 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 instil 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 Seminar hall cum smart classroom. The college is in possession of 6 Desktops and 3 Laptops. Among the 30 computers, 25 computers are used by the students and the rest are used by the</p>	

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.

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

#### 4.3.2 - Number of Computers

30

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 Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
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)

33.92

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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. The college has two Generator Sets are installed on the campus to provide an uninterrupted power supply to the entire college. Fire Extinguishers, Electronic Filters, Computers, Photocopier, Generator Sets, Stabilizers, Air Conditioners, etc. are also available on the college campus.

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 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:

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. There is a playground where students can play different outdoor games like volleyball, cricket, football, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://sdm.org.in/uploads/files/Maintaining%20%26%20Utilizing%202021-22.pdf">https://sdm.org.in/uploads/files/Maintaining%20%26%20Utilizing%202021-22.pdf</a>

## 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	<a href="#">View File</a>
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>
<b>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>	<b>C. 2 of the above</b>
File Description	Documents
Link to institutional website	<a href="https://sdm.org.in/uploads/files/23%20Jun%2C%202022%20.pdf">https://sdm.org.in/uploads/files/23%20Jun%2C%202022%20.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>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent</b>	<b>E. None of the above</b>

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

1

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	No File Uploaded
Any additional information	<a href="#">View File</a>
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.

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
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	<a href="https://sdm.org.in/data/page/student-union/">https://sdm.org.in/data/page/student-union/</a>
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**

1

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

The college has an Alumni Association. The association is dedicated to bringing together the alumni committee on a common platform to build another channel of personal and professional support to the college family. The mission of the alumni association of Sankardeva Mahavidyalaya is to provide a vibrant, global network and forum that connects and engages the alumni with their Alma Mater. The college has no registered Alumni Association. The newly formed alumni association tried to organise an alumni meet in coming days.

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	<a href="#">View File</a>

### 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 "to undertake the challenging task of educating the deprived and depressed classes of society with the available means. The college is to grow the sense of civic responsibilities and nationalism among the students so that they will be able to participate in the socio-cultural development of the society in a democratic spirit. The vision of the college is to produce at least one graduate from each family from the catchment area of the college. Maintaining a deep attachment with students and their family for correlation is another vision of the college. "

The mission of the College is 1. To encourage the poor and meritorious students to pursue higher education at any cost. 2. To provide education to students belonging to tribal sub-plan area. 3. To promote an ideal academic environment through innovative and effective teaching learning process. 4. To encourage students participation in community services through extension activities for enhancing social responsibility. 5. To embedden the students by providing a congenial platform to face the challenges of competitive world. 6. To establish a suitable bridge between college family and the local people.

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.

Sankardeva Mahavidyalaya is a constituent college of Dibrugarh University. So, Guidelines and Statues laid out by academic and executive council of Dibrugarh University are strictly followed in governing and running of college. Within these rules and regulations, college practices policy of Decentralization and Participative Management in attaining the vision and mission of the institution. The Governing Body is the top management body of taking any decision of the college. The culture of participative management is reflected even in composition of governing body that has representatives from both teaching and

non-teaching staff on rotation basis. Next to governing Body, 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. Academic responsibilities are fairly divided among all the staff members. Therefore, right from the Governing Body Chairman to Principal to teaching and non- teaching staff and students, all the stakeholders have a role to play in running the college.

Secondly, various 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. The Heads of Departments monitor the functioning of the various departments.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/data/page/governing-body/">https://sdm.org.in/data/page/governing-body/</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

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 2021-22 are-

1. As mentioned earlier, 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. It needs to mention here that recently the publication house of the college has published a book namely "History of Oral and Folk Tradition" on February, 2022.
2. The College has taken an initiative for proper disposal waste materials through various cells such as NSS, NCC, GSERT and Environment Protection Squad of the college.

3. To strengthen the infrastructure, the college has upgraded the central library by installing latest technology with Soul 3.0. The college also increased ICT enabled classroom for various departments so as to create awareness about the use of ICT and also to make education more students friendly.
4. Sankardeva Mahavidyalaya has taken initiatives to collaborate with other institution for doing various activities as a part of perspective plan. In the current year, the college has done various activities with Pub Dikrong College as a part of collaborative initiatives. It has also organized various seminar, webinar etc in collaboration with ICT Academy, Bharatiya Itihas Sankalan Samiti and Madhabdev University.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
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	<a href="#">View File</a>

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.

In general, the college is governed by Higher Education Department of Assam., which has the responsibility to take care of all the colleges in the state of Assam. 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 students. For the smooth conduct of all administrative activities according to requirements of academic bodies and government rules, there are committees headed by senior faculty to guide the function.

With regard to appointment and service rules of the institution is guided by Government of Assam and the University Grants Commission. The faculty is recruited as per the latest UGC norms. The non-teaching staff is recruited as per the vacancy, the cadre and recruitment rules of the government. Rules and Regulations are formed for efficient management of administrative work and proper functioning of the Institution. Backlog sanctioned post sent by the college to Higher Education Department, government of Assam.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://sdm.org.in/uploads/files/6_2_2%20Institutional%20Organogram%20SDM.pdf">https://sdm.org.in/uploads/files/6_2_2%20Institutional%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	<a href="#">View File</a>
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.
- Earned Leave as per the Government norm is given to the employees in case of medical and other emergencies.
- 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.
- Departmental Common Room: All the departments have departmental common rooms.
- 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/gymnasium/">https://sdm.org.in/data/page/gymnasium/</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**

0



File Description	Documents
Upload any additional information	No File Uploaded
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**

6

File Description	Documents
IQAC report summary	No File Uploaded
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 needs to submit their performance report in a prescribed format for every year which is provided by IQAC.

The teaching faculty needs 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.

Like the teaching staff of the college, the Non-Teaching staff also needs 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 attaining such programmes.

After getting the information's provided by the teaching and Non-Teaching staff in the Annual Performance Appraisal Report (APAR), it is duly verified by the concerned Teacher- Incharges and also screened by the IQAC cell. These APARs are used for the promotion purposes as well as annual reports in the form of NIRF, AISHE and NAAC.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/uploads/files/Self%20Appraisal%20Format%20pdf.pdf">https://sdm.org.in/uploads/files/Self%20Appraisal%20Format%20pdf.pdf</a>
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

The institution conducts internal and external financial audits regularly. So, the 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 head Assistant 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.

Thus, financial audits are regular feature in our institution. The college has a Stock Checking Committee which looks into checking the entries related to stock.

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

**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)****24,000**

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
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 come through 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	<a href="#">View File</a>

**6.5 - Internal Quality Assurance System**

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

The Internal Quality Assurance Cell (IQAC) of our college also

plays an important role in institutionalizing quality assurance strategies and processes. 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-igac/">https://sdm.org.in/data/page/composition-of-igac/</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 college has a functional IQAC setup as per norms that include Teacher Representatives, Members from Management, representative of Administrative Staff, nominee each from Local Society, Students, Alumni, Employers, Industry and Parent. The IQAC of the college takes number of initiatives to review it's 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.

IQAC has constituted a feedback committee which seeks feedback regularly from the students. The IQAC 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.

Based on the feedback an action is taken in the form of a communication to the concerned teachers and the teachers are suggested to conduct bridge courses, add-on courses and remedial courses and to use ICT based teaching methods to improve the teaching learning process.

To monitor the academic activities, there is an Academic monitoring committee 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.

File Description	Documents
Paste link for additional information	<a href="https://sdm.org.in/uploads/files/Students%20feedback%202021-22.pdf">https://sdm.org.in/uploads/files/Students%20feedback%202021-22.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)**

**B. Any 3 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://sdm.org.in/data/page/annual-report/">https://sdm.org.in/data/page/annual-report/</a>
Upload e-copies of the accreditations and certifications	No File Uploaded
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 the college 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. 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. International Women's Day is celebrated every year for the benefit of the girls student. The college has a safety and secured hostel for girls. 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. Special counselling is provided to the girls by the education department and Women's Cell of the college whenever the situation arises. Common Room The college has separate common rooms for female. The girls common room is equipped with basic facilities. 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-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

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>



<b>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</b>	<b>D. Any 1 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1. Restricted entry of automobiles</b></li> <li><b>2. Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3. Pedestrian Friendly pathways</b></li> <li><b>4. Ban on use of Plastic</b></li> <li><b>5. landscaping with trees and plants</b></li> </ol>	<b>C. Any 2 of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>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</b>	<b>E. None of the above</b>

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	No File Uploaded
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 reading material, screen reading**

**E. None of the above**

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.

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

Different programmes and activities are organized by the institution with support from the cells and committees to sensitize students and employees to the constitutional obligations.

- Celebration of National Girl child Day at Adarsha Gaon, Pthalipahar.
- Celebration of National Voters' Day organised by department of Political Science.
- Voter Awareness Contest Programme organised by department of Political Science.

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 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**

A. All of the above

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	No File Uploaded

## 7.2 - Best Practices

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

### 1. Title of the Practice: Village Adoption

The Practice: Sankardeva Mahavidyalaya believes in an all-round holistic development not only the college and its stakeholders, but also of its neighbourhood. The objective of this practice is to help the neighbouring village (Adharsha Gaon) develop socially and economically by helping them in various ways. The NSS, NCC and IQAC of the college have undertaken the "Village Adoption Programme" by adopting the village "Adharsha Gaon" under Pathalipahar Gaon Panchayat, belongs to various communities Schedule Tribes, Schedule Caste and Other Backward Classes.

### 2. Title of the Practice: Financial Aid to Poor and Meritorius students

The purpose of this approach is to help deserving and meritorious students with financial aid. Because the majority of students come from low-income families, it is difficult for them to afford higher education. The students who enroll in the classes come from several of socio economic backgrounds.

The Practice: Students who require financial assistance must apply for getting benefit at the start of the academic year and provide proof of income at the time of acceptance. The college's Admission Committee not only checks the documents they submit, but also interviews them to learn more about their financial situation.

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

The college situated at the periphery of the Assam-Arunachal border. The college has been shouldering its responsibility of spreading education among first generation learners in its primary years, which later developed into a commitment to impart quality higher education along with a holistic development to the large number of students it caters to.

The institute has never discriminated against gender, religion, language or caste and has treated each stakeholder with equal dignity. Many of the papers of different subjects like Political Science, Education, Economics, Sociology etc. are gender oriented, though the pedagogy of gender sensitization extends beyond the classroom. Each department organizes events that reinforce the institution's larger vision and mission to provide empowering education to the young learners.

The Women's Cell actively organizes various programmes and holds discussions and interactive sessions on gender equity and sensitization.

The Cell against Sexual Harassment and the Grievance Redressal Cell take care of any complaints lodged by any student about any untoward incident.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.3.2 - Plan of action for the next academic year

1. Plan to implement a certificate course on Computer training for the students.
2. Plan to implement add-on courses at least one by each department.

3. Plan to publish one Peer Reviewed ISSN journal yearly.
4. Plan to install Solar Plan in the college campus.
5. Plan to preserve water resources with rain water harvesting.
6. To sign a Memorandum of Understandings (MOU) with Madhabdev University, Kherajkhat College, Bihpuria College and Laluk College.
7. Plan to organise FDP and IPR workshop.
8. Plan to conduct more extension activities in different fields.