



YEARLY STATUS REPORT - 2022-2023

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.	6000347405	
• Mobile No:	7002894988	
• Registered e-mail	sdm06@rediffmail.com	
• Alternate e-mail	sonaramkalita93@gmail.com	
• Address	P.O.- Pathalipahar, Dist- Lakhimpur (Assam), PIN-784163	
• City/Town	Bandardewa	
• State/UT	Assam	
• Pin Code	784163	
2.Institutional status		
• Affiliated / Constitution Colleges	Affiliated	
• 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. Bijaya Konwar				
• Phone No.	8638539104				
• Alternate phone No.	8474047587				
• Mobile	8474047587				
• IQAC e-mail address	iqacsdm44@gmail.com				
• Alternate e-mail address	konwar.bijaya@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sdm.org.in/uploads/files/AQAR%202021-22.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/uploads/files/Academic%20Calendar%202022-23.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	72.25	2004	04/11/2004	03/11/2009
Cycle 2	B+	2.64	2023	11/04/2023	10/04/2028
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
Sankardeva Mahavidyalaya	Free Waiver Scheme	Higher Education, Government of Assam	2022-23	25,04227.00
Sankardeva Mahavidyalaya	RMSA Toilet Repairing	RMSA	28/09/2022	43,829.00
Sankardeva Mahavidyalaya	NSS Special Scheme	Dibrugarh University	02/12/2022	17,000.00
Sankardeva Mahavidyalaya	ICHR National Seminar	ICHR	25/01/2023	64800.00

8. Whether composition of IQAC as per latest NAAC guidelines	Yes
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	05
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
1. Submission of Data for NIRF.	

2. Submission of Data for AISHE.

3. A three-day Workshop on Research Methodology was organised by Research Cell and IQAC of Sankardeva Mahavidyalaya from 20 February to 22 February.

4. A Career Counselling programme on Internship opportunity in Tourism Industry was organised by Career Guidance Cell in collaboration with IQAC and Centre for Tourism Studies, North Lakhimpur.

5. Collection of Feedbacks**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
AQAR preparation and submission have been prepared and submitted	AQAR 2022-23
Submission of Data for NIRF	Achieved
Submission of Data for AISHE	Achieved
Collection of Feedbacks	Achieved
Collection of SSS	Achieved
Organised Workshop on Research Methodology	Achieved
Organised Career Counselling programme	Achieved
Introduced Certificate courses	Achieved

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	30/09/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	27/01/2024

15. Multidisciplinary / interdisciplinary

Sankardeva Mahavidyalaya has been stressing on a holistic and overall personality development of students by implementing the CBCS curriculum and also vision laid in NEP 2020. The college aims at imparting an education that shall develop the intellectual, aesthetic, social, physical, emotional and moral values in students. The college has initiated seminars and workshops with a view to expanding the horizons of knowledge for students. Important days like International Yoga Day, International Mother Tongue Day, International Women's Day, Environment Day, Basanta Utsav, Bibhajan and Bibhisikha Smriti Divas, National Sports Day, NSS Day, Rastriya Ekta Divas, National Education Day, World AIDS Day, Voter's Day etc are celebrated and observed. 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. To promote the spirit of social responsibility and encourage holistic education, the college has adopted the 'Adarsha Gaon' village where faculty members and students interacted with the village locals and carrying out other extension activities.

16. Academic bank of credits (ABC):

Being affiliated to Dibrugarh University, Sankardeva Mahavidyalaya follows its rules and regulations. As a parent institution Dibrugarh University is registered for ABC. Hence, under Dibrugarh University the college has created ABC Account of the students from 2022-2023 academic sessions. The college has assigned an ABC Coordinator. The college aims to digitalise the credits earned by the students to avail the benefit of multiple entries and exits.

17. Skill development:

Sankardeva Mahavidyalaya has started a computer certificate course. The college is planning to start more Skill Development programmes like Public Speaking, Painting, Sewing & Knitting, Mushroom cultivation 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. Students of our college are encouraged to take vocational/skill development courses.

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

Sankardeva Mahavidyalaya actively engaged in spreading the rich heritage of our country and traditional knowledge in the fields of arts, literature and culture. The college has adopted three language systems for running the programmes of UG and PG. The college uses English as an international language, Hindi as the national language and Assamese as a state / regional language in our curriculum. The college is specialized in Assamese, Hindi and English literature. All the Humanity subjects are taught in bilingual mode i.e. Assamese and English. To encourage Indian Knowledge System, special days are celebrated in the college to remember and enrich the cultural values like Matribhasa Divas, Hindi Divas, National Voters' Day, Constitution Day, Women Day, International Yoga Day etc. Each year, cultural events and rallies are organised during the Annual College Week celebration where various Indian culture, tradition and knowledge system are presented with active participation of the students. The college magazines and wall magazines published articles in Assamese, English, Hindi etc. by the different departments. The college inculcates 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):

The college has adopted the CBCS pattern of Dibrugarh University for UG Course. As per CBCS guidelines, the university reconstructed the syllabus of all the programmes. The college focuses to capture the OBE in teaching-learning practices by maximising learning outcomes by developing their knowledge in accordance with the vision laid in NEP 2020. Teachers conduct various quizzes, discussions and class interactions, seminars, assignments, group discussion, etc. In restructured programmes, the university included the outcomes in the form of objectives of the courses and programmes. The teachers discuss with the student regarding the course and program outcomes at the end of the academic year. The teachers of the college verify these outcomes through various attainment methods.

20.Distance education/online education:

Sankardeva Mahavidyalaya offers post-graduation courses in some disciplines under Krishna Kanta Handique State Open University (KKSOU), Guwahati, Assam. Whenever necessary, online classes are taken by the teachers for the betterment of the students. The faculties of college developed e-contents for the students.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	09
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	626
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	207
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	93
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	19
File Description	Documents
Data Template	View File

3.2	22
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	28
Total number of Classrooms and Seminar halls	
4.2	2629856.00
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 prioritizes effective curriculum execution by closely following the Academic Calendar provided by the University. The class timetable is prepared by the college at each session's commencement. The academic calendar serves as a guiding document, outlining the schedule for classes and facilitating curriculum implementation. It considers various factors like holidays, examination periods, and significant events. Each department contributes by documenting and displaying essential information on notice boards like the Class Routine, Sessional Examination Schedules, Records of Sessional Examinations, Class Test Routines, Home Assignments, Seminar Presentation Records, and Group Discussion Records. Additionally, each department maintains registers to comprehensively document academic activities. The Students' Attendance Register captures attendance records, ensuring a detailed account of student participation. The Teachers' Log Book tracks faculty activities, aiding in tracking teaching engagements. The departmental library register documents the utilization of academic resources, aiding in efficient management.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sdm.org.in/uploads/files/Academic%20Calendar%202022-23.pdf

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

The institute is affiliated with Dibrugarh University and implements the curriculum prepared by them. However, the institute has also developed a structured and documented process for implementing the curriculum. The process is as follows: Before the semester classes commence, the Class Timetable Preparation Committee creates an academic calendar based on the schedule provided by the affiliating University. This academic calendar includes dates for sessional examinations, seminars, workshops, expert talks, and other co-curricular and extra-curricular activities.

The Routine Preparation Committee of the college effectively prepares the timetable, considering all requirements, and distributes it to the respective departments before the full swing of semester classes. The respective department provides students with a course plan containing the class timetable, semester calendar, and syllabus. This information is also published on the college website and notice board. Faculty members ensure the completion of their courses on time and prepare or update their lecture materials. The internal evaluation process aids both students and faculty in tracking their improvement and taking appropriate steps for those underperforming. Internal marks are awarded based on performances in class tests, sessional exams, group discussions, seminar presentations, and class attendance.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sdm.org.in/uploads/files/Academic%20Calendar%202022-23.pdf

1.1.3 - Teachers of the Institution participate in D. Any 1 of the above 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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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

09

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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)

1

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

45

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

45

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 institution integrates cross-cutting issues like Gender, Environment, Sustainability, and Human Values into its curriculum, aligning with Dibrugarh University's syllabus. In Assamese 3rd and 6th Semesters (Honours), there are dedicated papers on Women Studies and Gender respectively. Education 2nd Semester includes Women Studies, while Political Science 6th Semester focuses on Women's Studies and 2nd Semester on Feminism in India. Geography 2nd Semester emphasizes environmental studies, and B.A first semester incorporates Disaster Management. Environment Studies is integrated into the 2nd and 4th Semesters. Economics (Honours) 6th Semester has a paper on Environment. Beyond curriculum, the NCC, NSS Unit, and Women's Cell organize programs on gender sensitization, equality, and celebrate events like International Women's Day and Voters' Day. National festivals like Independence Day and Republic Day instill patriotic and moral values.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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)	View File

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

54

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the **C. Any 2 of the above**

**syllabus and its transaction at the institution
from the following stakeholders Students
Teachers Employers Alumni**

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)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sdm.org.in/uploads/files/Feedback%20analysis%20Report%202022.pdf

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

330

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

207

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 and 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 plan special programmes for advanced learners and slow learners to assess the learning levels of the students, their knowledge about the course. They conduct different levels of in their respective departments and after analyzing the result, they divide the students into two groups-advanced learner and slow learner. 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 students also assist slow learners through group discussions, fostering a collaborative learning environment. They 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. To support slow learners, the department provides study materials and offers remedial classes through course discussions to enhance their academic progress.

File Description	Documents
Link for additional Information	https://sdm.org.in/uploads/files/Slow%20and%20Advanced%20Learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
626	19

File Description	Documents
Any additional information	View File

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 employs numerous measures to implement Outcome-Based Education (OBE) successfully. It gives more importance on different student centric learning methods to enhance the learning ability of the students.

Participative Learning: To encourage active engagement in the classroom, brainstorming sessions, role-plays, and debates are organized on relevant subjects. Students collaborate on team projects, participate in seminars, conferences, and workshops, fostering a sense of teamwork among them. Extracurricular and co-curricular activities are promoted to ensure students' holistic development.

Experiential learning Experiential learning is facilitated through various methods including fieldwork, case studies, laboratory demonstrations, book reviews, and industrial visits. 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.

Problem-Solving Learning: 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. By collecting data from field visits with structured questionnaire, they try to understand the problems, causes of emerging the problems and on the basis of data analysis, they prepare their respective reports.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sdm.org.in/data/page/extension-activities/

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

The college emphasizes the integration of ICT (Information and Communication Technology) to enhance the teaching and learning process. Faculty members are actively engaged in utilizing various online software such as Zoom, Google Classroom, Google Meet, Microsoft Teams etc. and ICT tools to enrich their teaching methods. This approach fosters interactive activities, making students enthusiastic about learning and practicing new concepts. The college offers numerous benefits by incorporating ICT tools into the teaching process. Faculty members leverage technologies like LCD projectors, OHP, SMART CLASSROOM, WEB 2.0 platforms like Internet, projectors, AVs, and presentations. The teachers are effectively using ICT enabled tools like laptops, headphones, internet, video-lectures, audio-lectures, PPT presentations through android phone, YouTube links etc. In classrooms, LCD projectors, computers, laptops, and tablets are commonly used for making teaching-learning process more interactive. Communication and teaching occur through platforms such as YouTube, E-mails, WhatsApp groups, Telegram, Zoom, Google Classroom and the college website. These platforms serve various purposes, including teaching, sharing course materials, making announcements, conducting tests, uploading assignments, giving presentations, addressing queries, providing mentorship, and sharing information. 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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sdm.org.in/data/page/ict-classroom/

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

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

7

File Description	Documents
Any additional information	View File
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)	View File

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

246

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 the college is affiliated to Dibrugarh University, it strictly follows guidelines of the university and conducts various assessment tests for internal assessment. The following methods are adopted for ensuring transparency and robustness in the conduct of the said assessments:

1. Constitution of a central exam committee comprising of faculties from different departments by the principal for conduct of examination.
2. Display of notifications relating to the conduct of examinations in college and departmental notice board.
3. Results of the examinations are published within one week of conduct of examination.
4. All examinations are conducted in classrooms with CCTV surveillance and any unfair methods are dealt strictly by the examination committee and the college authority.
5. 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	View File
Link for additional information	https://sdm.org.in/uploads/files/Academic%20Calendar%202022-23.pdf

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. The internal assessment test schedules is prepared in advance and communicated to the students through college's website and whatsapp groups. 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 faculties discuss the performances of the students in the internal examination and offers suggestions for betterment. 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	View File
Link for additional information	https://sdm.org.in/uploads/files/Academic%20Calendar%202022-23.pdf

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 42 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. The

college conducts orientation programme for the students at the beginning of each academic session to make them aware about the programme and courses offered by the institution and their outcomes. 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. 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. The modalities of curriculum and assessment are discussed in details by the faculties with the students in the class. 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	View File
Paste link for Additional information	https://sdm.org.in/uploads/files/PSO_edit.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The supposed outcomes of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (Cos) are relayed to students' community by Course Induction Programme at the beginning of each academic session. The institution follows the specific syllabus pattern of Dibrugrah University and gave specific emphasis 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 level of attainment of PO's, PSO's and CO's are evaluated as follows:

1. PO's, PSO's and CO's are evaluated in each semester through mid- semester, end-semester exam, home assignments, seminar paper presentations etc.
2. Continuous and comprehensive evaluation is done to understand the students' attainments of POs and COs.
3. Assessment of overall performance of the students in the classroom and outside through internal and external

assessments, extension activities etc.

4. Departmental teaching diaries are maintained by the faculties to evaluate completion of courses.
5. Teaching plans are formulated.
6. Records relating to student placement and progression are maintained.

Conduct of students satisfaction survey related to academic and general environment of the college and analysis of the feedback received is carried out.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sdm.org.in/uploads/files/PSO_edit.pdf

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

93

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sdm.org.in/uploads/files/Annual%20Report%201ST%20JAN%202023%20TO%2031ST%20DEC%202023%20DU%20edited%20(1).pdf

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%202022-23.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)

00

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)	View File

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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
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

19

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

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

4

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

16

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

In order to sensitise the students about the role and responsibilities in different social issues as a concerned citizen, the Sankardeva Mahavidyalaya has taken several extension activities

in collaboration with different Units of the College as well as different government organisations, NGOs and educational institutions . For the academic year from July, 2022 to June, 2023, Sankardeva Mahavidyalaya has conducted about 35 different extension activities includes Blood Donation Camp, International Lecture Series, Student Interaction Programme, observation of World Environment Day, International Women's Day, Book Inauguration ceremony, Self- Defence Training Programme, National Unity Day, Clean India Campaign, Awareness Programme on Road safety, Parent-Teachers Meet etc. In these extension activities, the College has made collaboration with different organisations, institutions, NGOs like Assam sahitya Sabha, Lakhimpur Medical College, Centre for Tourism, Lakhimpur, Team Humanity etc. This initiatives helps the students to actively participate in different societal activities to learn and understand about social responsibilities and duties as a concerned citizen of the country.

File Description	Documents
Paste link for additional information	https://sdm.org.in/data/page/extension-activities/
Upload any additional information	View File

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

480

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=gndnQ0Fumu8

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. 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	View File
Paste link for additional information	https://sdm.org.in/data/page/shooting/

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	View File
Paste link for additional information	https://sdm.org.in/data/page/ict-classroom/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

25.66

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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 10,868 text books and 6442 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 7 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 Wi-Fi. 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sdm.org.in/data/page/library/

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

67200

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

7:45

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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. Constant guidance is provided to the students and at the very same time, they are encouraged to restrain their digital surfing in accordance with the syllabi or any other related arena. The College has a Computer Laboratory with requisite numbers of computer and these computers are made accessible to the students to instill the IT skill in them. The college has developed one smart classroom and an ICT enabled seminar hall, for conducting classes for the students. Seminars, various Workshops are also conducted in the Seminar hall cum smart classroom. The college is in possession of 27 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	View File
Paste link for additional information	https://sdm.org.in/data/page/ict-classroom/

4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

25.66

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 has its own rules and regulations and the librarian of this institution is well aware of those ethics. 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	View File
Paste link for additional information	https://sdm.org.in/uploads/files/4_4_2%2C%20maintaining%20.pdf

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

433

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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)	View File

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	https://sdm.org.in/data/page/extension-activities/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2

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

2

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

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

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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**

19

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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**

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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 concensus. 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	https://sdm.org.in/uploads/files/5_3_2%20sup%20porting%20documents.pdf
Upload any additional information	View File

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

2

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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	https://sdm.org.in/uploads/files/5_4_1%20supporting%20Documents.pdf
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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	https://sdm.org.in/data/page/mission-vision/
Upload any additional information	View File

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. Therefore, the 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.

In general, the Governing Body is the top management body of taking any decision of the college. Participative management is reflected in composition of governing body that has representatives from both teaching and non-teaching staff on rotation basis, which shows the democratic culture of the institution. All the Administrative and Academic management activities are normally monitored 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.

Apart from that various committees have been different responsibilities to look after various activities of the College. It helps in smooth conducting of all activities of the College.

File Description	Documents
Paste link for additional information	https://sdm.org.in/uploads/files/6_2_2%20Institutional%20Organogram%20SDM.pdf
Upload any additional information	View File

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. The College plans to promote research culture and innovation through forming Research Cell. It organized workshop on "Research Methodology" both for students as well as for teachers timely. The College follows an academic calendar of Dibrugarh University for conducting all its academic activities. The College also tries to shift the teaching learning process from teacher centric to students centric by implementing NEP 2020. 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 MoU with Jawaharjyoti Higher Secondary School, MoU with Borbali H.S. School, MoU with Rangati H.S. School and department of political science, Sankardeva Mahavidyalaya with

department of political science, North Lakhimpur College (A). The admission criterion is based on the percentage of marks obtained by the applicants in the Higher Secondary level exam. The reservation policy is followed strictly as per the Assam government reservation rules. In this way, the admission process followed by the college is transparent and dynamics.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sdm.org.in/data/page/memorandum-of-understanding/
Upload any additional information	View File

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.

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. In consultation of Academic officer i.e Vice Principal, the authority 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. Furthermore, the committees are formed in 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. The appointment and service rules of the institution are guided by Government of Assam and the University Grants Commission. The faculty is recruited as per the latest UGC norms and the rule of Assam government. The non-teaching staff is recruited as per the vacancy and recruitment rules of the government. Rules and Regulations are formed for efficient management of administrative work and proper functioning of the Institution.

File Description	Documents
Paste link for additional information	https://sdm.org.in/uploads/files/Prospectus2021-22.pdf
Link to Organogram of the Institution webpage	https://sdm.org.in/uploads/files/6_2_2%20Institutional%20Organogram%20SDM.pdf
Upload any additional information	View File

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	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

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	https://sdm.org.in/uploads/files/Welfare%20easures%20for%20Teaching.pdf
Upload any additional information	View File

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

05

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

03

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

13

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

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- In-charges and also screened by the IQAC. 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	https://sdm.org.in/uploads/files/Self%20Appraisal%20Format%20pdf.pdf
Upload any additional information	View File

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	View File

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)

3100

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

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	View File

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	https://sdm.org.in/uploads/files/IQAC%20%20REPORT%20(2022-23).pdf
Upload any additional information	View File

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

The IQAC of the college takes number of initiatives to review 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.

IQAC has constituted a feedback committee which seeks feedback regularly from all stakeholders. 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. The IQAC collects the student's feedback as per the following norms:

- All the students are allowed to give feedback on faculty, teaching learning process and evaluation so that actual picture is ascertained.
- After evaluating the feedback from students, the teacher if evaluated with low performance is instructed accordingly.
- The whole process is being operated through IQAC and no other faculty member is involved at any stage.

To monitor the academic activities, there is an Academic monitoring 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. There is also provision of remedial classes initiated by IQAC.

File Description	Documents
Paste link for additional information	https://sdm.org.in/uploads/files/Feedback%20analysis%20Report%202022.pdf
Upload any additional information	View File

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	https://sdm.org.in/uploads/files/Annual%20Report%201st%20Jan%202022%20to%2031st%20Dec%202022%20(1).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

At present, Gender equality is one of the key challenges in society. The institute conducts regular gender equity promotion programs. Guest speakers from prominent fields are invited to speak on the given topic which highlights the importance and contribution of women in society.

The gender equity promotion programs organized by the institution are given below:

Sankardeva Mahavidyalaya has a strong ethical work culture that is based on inclusivity. It observes the highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinion, national or social origin, property, birth or other status.

Safety, security, and well-being, along with gender equity and a friendly working atmosphere are the issues of prime concern to Sankardeva Mahavidyalaya. One week self-defense training programme was organized especially for the girls so that they could build their personality and develop self-confidence.

File Description	Documents
Annual gender sensitization action plan	https://sdm.org.in/uploads/files/7_1%20Action%20plan%20(1).pdf
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	https://sdm.org.in/uploads/files/Annual%20gender%20sensitization%20action%20plan%202022-23.pdf

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	View File
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

Sankardeva Mahavidyalaya has taken the initiative for the waste management aspect also. As there are no science streams and practical labs and others, liquid waste and biomedical waste are not generated. Solid Waste:

The waste is generated by all sorts of routine activities carried out in the College that include paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and sourced in different dustbins. The administration has taken good steps like providing dustbins in each block and ensuring that the waste on each floor is collected at designated time intervals. The block safai workers on each floor collect, clean, segregate and compile the waste in the dustbins (Green, Yellow, and Blue) provided and the black dustbin in the girl's washroom. The floor dustbins are emptied in movable containers/dustbins provided for each block and are taken to the dumping yard provided by the College. Degradable materials are used as manures for the plants and trees on the campus. Non-

degradable materials like plastic products are given to vendors for recycling.

Waste recycling system:

For recycling the waste, a new dustbin was constructed near the canteen. The waste is collected from the canteen and girls' hostel and deposited here. These wastes are dumped into the soil and are used for gardening and growing vegetables.

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	View File

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 D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File
Any other relevant documents	No File Uploaded

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

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	View File

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).

The institution tries its best in providing an inclusive environment for everyone with to lerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports, cultural and other activities are organized inside the college to promote harmony towards each other.

The institution through the NSS wing in collaboration with Disaster Management Cell organized a flood relief programme on 02th July, 2022 for the college students who are in the flood zone i.e Phulabhug, Bikrampur, Lakhimpur, Assam.

Commemorative days like Women's Day, Yoga Day and National Unity Day are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of the students irrespective of the cultural, regional, linguistic, communal socio economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Sankardeva Mahavidyalaya takes lot of pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works up on to develop the much better citizens of the country. In this aspect, the institution, apart from imparting professional education, inculcates a feeling of oneness among the student community through various practices and programs.

The College ensures that the students participate very enthusiastically in all such activities.

1. National Identities and Symbols:

The College has always taken various direct and indirect steps which promote awareness about various National Identities and Symbols. The Indian Tri-colour stands tall at the administration of the College and in this way the College spreads the message of nation first policy. The College has also taken the initiative like Har Ghar Tiranga by distributing the National Flag to the people through the NSS unit. The College celebrates the Independence Day & Republic Day with great pomp and vigour through NCC. Department of Political Science organizes and celebrates the Constitution Day and the National Voters Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals.

1. Fundamental Duties and Rights of Indian Citizens:

The Faculty of Political science department and NSS, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students of have enthusiastically participated in various programs like lecture program, seminar, Expert talks, etc which have enriched the awareness about these aspects.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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 **A. All of the above**

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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	View File
Any other relevant information	View File

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

The institution celebrates or organizes national and international commemorative days, events and festivals without differentiating irrespective of the caste, creed and religion. They are Har Ghar Tiranga, Independence Day, Teachers Day, Celebration of NSS Day, Clean India Campaign 2.0, National Unity Day, Observation for Sambidhan Diwas, Celebration of 13th National Voters Day, Republic Day, International Mother Tongue Day, International Women's Day, World Environment Day, Observation of the 9th International Day of Yoga e.t.c.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

The two best practices successfully implemented by the institution as per NAAC format are-

1. **Eco-friendly Campus-** To create a place where friendly practices and education are combined to promote eco-friendly practices in the campus. Eco-friendly campus was practice in the following ways-

- Four types of dustbins are installed at different places all over the campus to dispose of different kinds of waste (a) Blue dustbins (b) Green dustbin (c) Yellow dustbin and (d) Black dustbin.
- A dustbin was constructed near the canteen to deposit all kinds of waste.
- For new applicants in the college, a sampling needs to be planted in their locality.
- Many plantations' programs were initiated and implemented.

1. **Clean India Campaign 2.0-** To celebrate and be part of the clean campaign. To create awareness among the local people about the importance of cleanliness and depositing the waste properly. Clean India Campaign 2.0 was practice in the following ways-

- The Institution and NSS unit would lead the campaign in the following manner.

Day-1: Interaction with the locality and creating about the importance of cleanliness. Cleaning the market area, college campus, and college girl's hostel.

Day-2: Cleaning the college playground.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Sankardeva Mahavidyalaya performs has taken reach not only to its neighboring places, adopted places but also to distant places for the noble social causes and purposes. The following steps are undertaken in this direction.:

1. Distribution of basic needs and amenities were given to the students in the flood area zone of Phulbhug, Bikrampur, Lakhimpur, Assam through the support of the NSS wing and Disaster Management Cell.
2. A food distribution program was organized at Assam Blind Child School, Bihpuria, Lakhimpur, Assam to 40 students with the help of the NSS unit and faculties of different departments of the institution.
3. To create awareness among the people, the institution has led the Clean India Campaign 2.0 and the cleanliness drive was conducted thoroughly in the market area, college campus, girls' hostel, and playground where about 92 kg of plastic was collected.
4. On the occasion of National Unity Day, a run for unity was organized to create social harmony in the society from the college campus to the Torajuli village.
5. One-week Self Defense Training Programme was organized for the students to protect themselves from the social evils in society, especially for the girl students.

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 prioritizes effective curriculum execution by closely following the Academic Calendar provided by the University. The class timetable is prepared by the college at each session's commencement. The academic calendar serves as a guiding document, outlining the schedule for classes and facilitating curriculum implementation. It considers various factors like holidays, examination periods, and significant events. Each department contributes by documenting and displaying essential information on notice boards like the Class Routine, Sessional Examination Schedules, Records of Sessional Examinations, Class Test Routines, Home Assignments, Seminar Presentation Records, and Group Discussion Records. Additionally, each department maintains registers to comprehensively document academic activities. The Students' Attendance Register captures attendance records, ensuring a detailed account of student participation. The Teachers' Log Book tracks faculty activities, aiding in tracking teaching engagements. The departmental library register documents the utilization of academic resources, aiding in efficient management.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sdm.org.in/uploads/files/Academic%20Calendar%202022-23.pdf

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

The institute is affiliated with Dibrugarh University and implements the curriculum prepared by them. However, the institute has also developed a structured and documented process for implementing the curriculum. The process is as follows: Before the semester classes commence, the Class Timetable Preparation Committee creates an academic calendar based on the schedule provided by the affiliating University. This academic

calendar includes dates for sessional examinations, seminars, workshops, expert talks, and other co-curricular and extra-curricular activities.

The Routine Preparation Committee of the college effectively prepares the timetable, considering all requirements, and distributes it to the respective departments before the full swing of semester classes. The respective department provides students with a course plan containing the class timetable, semester calendar, and syllabus. This information is also published on the college website and notice board. Faculty members ensure the completion of their courses on time and prepare or update their lecture materials. The internal evaluation process aids both students and faculty in tracking their improvement and taking appropriate steps for those underperforming. Internal marks are awarded based on performances in class tests, sessional exams, group discussions, seminar presentations, and class attendance.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sdm.org.in/uploads/files/Academic%20Calendar%202022-23.pdf

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

D. Any 1 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

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	
09	
File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File
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)	
1	
File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File
1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year	
45	
1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year	
45	

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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 institution integrates cross-cutting issues like Gender, Environment, Sustainability, and Human Values into its curriculum, aligning with Dibrugarh University's syllabus. In Assamese 3rd and 6th Semesters (Honours), there are dedicated papers on Women Studies and Gender respectively. Education 2nd Semester includes Women Studies, while Political Science 6th Semester focuses on Women's Studies and 2nd Semester on Feminism in India. Geography 2nd Semester emphasizes environmental studies, and B.A first semester incorporates Disaster Management. Environment Studies is integrated into the 2nd and 4th Semesters. Economics (Honours) 6th Semester has a paper on Environment. Beyond curriculum, the NCC, NSS Unit, and Women's Cell organize programs on gender sensitization, equality, and celebrate events like International Women's Day and Voters' Day. National festivals like Independence Day and Republic Day instill patriotic and moral values.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

3

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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)	View File

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

54

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

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	C. Any 2 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)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sdm.org.in/uploads/files/Feedback%20analysis%20Report%202022.pdf

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

330

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

207

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

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 and 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 plan special programmes for advanced learners and slow learners to assess the learning levels of the students, their knowledge about the course. They conduct different levels of in their respective departments and after analyzing the result, they divide the students into two groups- advanced learner and slow learner. 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 students also assist slow learners through group discussions, fostering a collaborative learning environment. They 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. To support slow learners, the department provides study materials and offers remedial classes through course discussions to enhance their academic progress.

File Description	Documents
Link for additional Information	https://sdm.org.in/uploads/files/Slow%20and%20Advanced%20Learners.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
626	19

File Description	Documents
Any additional information	View File

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 employs numerous measures to implement Outcome-Based Education (OBE) successfully. It gives more importance on different student centric learning methods to enhance the learning ability of the students.

Participative Learning: To encourage active engagement in the classroom, brainstorming sessions, role-plays, and debates are organized on relevant subjects. Students collaborate on team projects, participate in seminars, conferences, and workshops, fostering a sense of teamwork among them. Extracurricular and co-curricular activities are promoted to ensure students' holistic development.

Experiential learning Experiential learning is facilitated through various methods including fieldwork, case studies, laboratory demonstrations, book reviews, and industrial visits. 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.

Problem-Solving Learning: 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. By collecting data from field visits with structured questionnaire, they try to understand the problems, causes of emerging the problems and on the basis of data analysis, they prepare their respective reports.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sdm.org.in/data/page/extension-activities/

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

The college emphasizes the integration of ICT (Information and Communication Technology) to enhance the teaching and learning process. Faculty members are actively engaged in utilizing various online software such as Zoom, Google Classroom, Google Meet, Microsoft Teams etc. and ICT tools to enrich their teaching methods. This approach fosters interactive activities, making students enthusiastic about learning and practicing new concepts. The college offers numerous benefits by incorporating ICT tools into the teaching process. Faculty members leverage technologies like LCD projectors, OHP, SMART CLASSROOM, WEB 2.0 platforms like Internet, projectors, AVs, and presentations. The teachers are effectively using ICT enabled tools like laptops, headphones, internet, video-lectures, audio-lectures, PPT presentations through android phone, YouTube links etc. In classrooms, LCD projectors, computers, laptops, and tablets are commonly used for making teaching-learning process more interactive. Communication and teaching occur through platforms such as YouTube, E-mails, WhatsApp groups, Telegram, Zoom, Google Classroom and the college website. These platforms serve various purposes, including teaching, sharing course materials, making announcements, conducting tests, uploading assignments, giving presentations, addressing queries, providing mentorship, and sharing information. 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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sdm.org.in/data/page/ict-classroom/

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**

29

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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**

7

File Description	Documents
Any additional information	View File
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)	View File

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

246

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

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 the college is affiliated to Dibrugrah University, it strictly follows guidelines of the university and conducts various assessment tests for internal assessment. The following methods are adopted for ensuring transparency and robustness in the conduct of the said assessments:

1. Constitution of a central exam committee comprising of faculties from different departments by the principal for conduct of examination.
2. Display of notifications relating to the conduct of examinations in college and departmental notice board.
3. Results of the examinations are published within one week of conduct of examination.

4. All examinations are conducted in classrooms with CCTV surveillance and any unfair methods are dealt strictly by the examination committee and the college authority.

5. 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	View File
Link for additional information	https://sdm.org.in/uploads/files/Academic%20Calendar%202022-23.pdf

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. The internal assessment test schedules is prepared in advance and communicated to the students through college's website and whatsapp groups. 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 faculties discuss the performances of the students in the internal examination and offers suggestions for betterment. 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	View File
Link for additional information	https://sdm.org.in/uploads/files/Academic%20Calendar%202022-23.pdf

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 42 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. The college conducts orientation programme for the students at the beginning of each academic session to make them aware about the programme and courses offered by the institution and their outcomes. 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. 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. The modalities of curriculum and assessment are discussed in details by the faculties with the students in the class. 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	View File
Paste link for Additional information	https://sdm.org.in/uploads/files/PSO_edit.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The supposed outcomes of Programme Outcomes (POs), Programme

Specific Outcomes (PSOs) and Course Outcomes (Cos) are relayed to students' community by Course Induction Programme at the beginning of each academic session. The institution follows the specific syllabus pattern of Dibrugrah University and gave specific emphasis 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 level of attainment of PO's, PSO's and CO's are evaluated as follows:

1. PO's, PSO's and CO's are evaluated in each semester through mid- semester, end-semester exam, home assignments, seminar paper presentations etc.
2. Continuous and comprehensive evaluation is done to understand the students' attainments of POs and COs.
3. Assessment of overall performance of the students in the classroom and outside through internal and external assessments, extension activities etc.
4. Departmental teaching diaries are maintained by the faculties to evaluate completion of courses.
5. Teaching plans are formulated.
6. Records relating to student placement and progression are maintained.

Conduct of students satisfaction survey related to academic and general environment of the college and analysis of the feedback received is carried out.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sdm.org.in/uploads/files/PSO_edit.pdf

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

93

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://sdm.org.in/uploads/files/Annual%20Report%201ST%20JAN%202023%20TO%2031ST%20DEC%202023%20DU%20edited%20(1).pdf

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%202022-23.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)

00

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)	View File

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

00	
File Description	Documents
List of research projects and funding details (Data Template)	View File
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	
19	
File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File
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	
4	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

16

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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

In order to sensitise the students about the role and responsibilities in different social issues as a concerned citizen, the Sankardeva Mahavidyalaya has taken several extension activities in collaboration with different Units of the College as well as different government organisations, NGOs and educational institutions . For the academic year from July, 2022 to June, 2023, Sankardeva Mahavidyalaya has conducted about 35 different extension activities includes Blood Donation Camp, International Lecture Series, Student Interaction Programme, observation of World Environment Day, International Women's Day, Book Inauguration ceremony, Self- Defence Training Programme, National Unity Day, Clean India Campaign, Awareness Programme on Road safety, Parent- Teachers Meet etc. In these extension activities, the College has made collaboration with different organisations, institutions, NGOs like Assam sahitya Sabha, Lakhimpur Medical College, Centre for Tourism, Lakhimpur, Team Humanity etc. This initiatives helps the students to actively participate in different societal activities to learn and understand about social responsibilities and duties as a concerned citizen of the country.

File Description	Documents
Paste link for additional information	https://sdm.org.in/data/page/extension-activities/
Upload any additional information	View File

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

3

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

480

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

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 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.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.youtube.com/watch?v=gndnQ0Fumu8

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. 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	View File
Paste link for additional information	https://sdm.org.in/data/page/shooting/

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	View File
Paste link for additional information	https://sdm.org.in/data/page/ict-classroom/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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)

25.66

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

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 10,868 text books and 6442 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 7 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 Wi-Fi. 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.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sdm.org.in/data/page/library/

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

67200

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

7:45

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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. Constant guidance is provided to the students and at the very same time, they are encouraged to restrain their digital surfing in accordance with the syllabi or any other related arena. The College has a Computer Laboratory with requisite numbers of computer and these computers are made accessible to the students to instill the IT skill in them. The college has developed one smart classroom and an ICT enabled seminar hall, for conducting classes for the students. Seminars, various Workshops are also conducted in the Seminar hall cum smart classroom. The college is in possession of 27 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	View File
Paste link for additional information	https://sdm.org.in/data/page/ict-classroom/

4.3.2 - Number of Computers

30

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)**

25.66

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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 has its own rules and regulations and the librarian of this institution is well aware of those ethics. 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	View File
Paste link for additional information	https://sdm.org.in/uploads/files/4_4_2%2C%20maintaining%20.pdf

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

433

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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)	View File

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	https://sdm.org.in/data/page/extension-activities/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

2

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

2

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

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

2

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

19

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

2

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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	https://sdm.org.in/uploads/files/5_3_2%20supporting%20documents.pdf
Upload any additional information	View File

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

2

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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)	View File

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	https://sdm.org.in/uploads/files/5_4_1%20supporting%20Documents.pdf
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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	https://sdm.org.in/data/page/mission-vision/
Upload any additional information	View File

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. Therefore, the 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.

In general, the Governing Body is the top management body of taking any decision of the college. Participative management is reflected in composition of governing body that has representatives from both teaching and non-teaching staff on rotation basis, which shows the democratic culture of the institution. All the Administrative and Academic management activities are normally monitored 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.

Apart from that various committees have been different responsibilities to look after various activities of the College. It helps in smooth conducting of all activities of the College.

File Description	Documents
Paste link for additional information	https://sdm.org.in/uploads/files/6_2_2%20Institutional%20Organogram%20SDM.pdf
Upload any additional information	View File

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. The College plans to promote research culture and innovation through forming Research Cell. It organized workshop on "Research Methodology" both for students as well as for teachers timely. The College follows an academic calendar of Dibrugarh University for conducting all its academic activities. The College also tries to shift the teaching learning process from teacher centric to students centric by implementing NEP 2020. 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 MoU with Jawaharjyoti Higher Secondary School, MoU with Borbali H.S. School, MoU with Rangati H.S. School and department of political science, Sankardeva Mahavidyalaya with department of political science, North Lakhimpur College (A). The admission criterion is based on the percentage of marks obtained by the applicants in the Higher Secondary level exam. The reservation policy is followed strictly as per the Assam government reservation rules. In this way, the admission process followed by the college is transparent and dynamics.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sdm.org.in/data/page/memorandum-of-understanding/
Upload any additional information	View File

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.

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. In consultation of Academic officer i.e Vice Principal, the authority 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. Furthermore, the committees are formed in 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. The appointment and service rules of the institution are guided by Government of Assam and the University Grants Commission. The faculty is recruited as per the latest UGC norms and the rule of Assam government. The non-teaching staff is recruited as per the vacancy and recruitment rules of the government. Rules and Regulations are formed for efficient management of administrative work and proper functioning of the Institution.

File Description	Documents
Paste link for additional information	https://sdm.org.in/uploads/files/Prospectus2021-22.pdf
Link to Organogram of the Institution webpage	https://sdm.org.in/uploads/files/6_2_2%20Institutional%20Organogram%20SDM.pdf
Upload any additional information	View File

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	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

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	https://sdm.org.in/uploads/files/Welfare%20Measures%20for%20Teaching.pdf
Upload any additional information	View File

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

05

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

03

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	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

13

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

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- In-charges and also screened by the IQAC. 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	https://sdm.org.in/uploads/files/Self%20Appraisal%20Format%20pdf.pdf
Upload any additional information	View File

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	View File

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)

3100

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

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	View File

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	https://sdm.org.in/uploads/files/IQAC%20%20REPORT%20(2022-23).pdf
Upload any additional information	View File

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

The IQAC of the college takes number of initiatives to review 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.

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

To monitor the academic activities, there is an Academic monitoring 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. There is also provision of remedial classes initiated by IQAC.

File Description	Documents
Paste link for additional information	https://sdm.org.in/uploads/files/Feedback%20analysis%20Report%202022.pdf
Upload any additional information	View File

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	https://sdm.org.in/uploads/files/Annual%20Report%201st%20Jan%202022%20to%2031st%20Dec%202022%20(1).pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

At present, Gender equality is one of the key challenges in society. The institute conducts regular gender equity promotion programs. Guest speakers from prominent fields are invited to speak on the given topic which highlights the importance and contribution of women in society.

The gender equity promotion programs organized by the institution are given below:

Sankardeva Mahavidyalaya has a strong ethical work culture that is based on inclusivity. It observes the highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or other opinion, national or social origin, property, birth or other status.

Safety, security, and well-being, along with gender equity and a friendly working atmosphere are the issues of prime concern to Sankardeva Mahavidyalaya. One week self-defense training programme was organized especially for the girls so that they could build their personality and develop self-confidence.

File Description	Documents
Annual gender sensitization action plan	https://sdm.org.in/uploads/files/7_1%20Action%20plan%20(1).pdf
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	https://sdm.org.in/uploads/files/Annual%20gender%20sensitization%20action%20plan%202-23.pdf

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	View File
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

Sankardeva Mahavidyalaya has taken the initiative for the waste management aspect also. As there are no science streams and practical labs and others, liquid waste and biomedical waste are not generated. Solid Waste:

The waste is generated by all sorts of routine activities carried out in the College that include paper, plastics, glass, metals, foods, etc. The waste is segregated at each level and sourced in different dustbins. The administration has taken good steps like providing dustbins in each block and ensuring that the waste on each floor is collected at designated time intervals. The block safai workers on each floor collect, clean, segregate and compile the waste in the dustbins (Green, Yellow, and Blue) provided and the black dustbin in the girl's washroom. The floor dustbins are emptied in movable containers/dustbins provided for each block and are taken to the dumping yard provided by the College. Degradable materials are used as manures for the plants and trees

on the campus. Non-degradable materials like plastic products are given to vendors for recycling.

Waste recycling system:

For recycling the waste, a new dustbin was constructed near the canteen. The waste is collected from the canteen and girls' hostel and deposited here. These wastes are dumped into the soil and are used for gardening and growing vegetables.

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	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
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	View File

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).

The institution tries its best in providing an inclusive environment for everyone with to lerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports, cultural and other activities are organized inside the college to promote harmony towards each other.

The institution through the NSS wing in collaboration with Disaster Management Cell organized a flood relief programme on 02th July, 2022 for the college students who are in the flood zone i.e Phulabhug, Bikrampur, Lakhimpur, Assam.

Commemorative days like Women's Day, Yoga Day and National Unity Day are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background.

Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of the students irrespective of the cultural, regional, linguistic, communal socio economic and other diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

Sankardeva Mahavidyalaya takes lot of pride in the fact that apart from preparing a sound academic foundation of the student community; the college constantly works up on to develop the much better citizens of the country. In this aspect, the institution, apart from imparting professional education, inculcates a feeling of oneness among the student community through various practices and programs.

The College ensures that the students participate very enthusiastically in all such activities.

1. National Identities and Symbols:

The College has always taken various direct and indirect steps which promote awareness about various National Identities and Symbols. The Indian Tri-colour stands tall at the administration of the College and in this way the College spreads the message of nation first policy. The College has also taken the initiative like Har Ghar Tiranga by distributing the National Flag to the people through the NSS unit. The College celebrates the Independence Day & Republic Day with great pomp and vigour through NCC. Department of Political Science organizes and celebrates the Constitution Day and the National Voters Day on an annual basis and thus contributes to the spreading of Constitutional values and ideals.

1. Fundamental Duties and Rights of Indian Citizens:

The Faculty of Political science department and NSS, have organized various academic and co-curricular activities for the propagation of the Fundamental Duties and Rights of the Indian citizens. The students of have enthusiastically participated in various programs like lecture program, seminar, Expert talks, etc which have enriched the awareness about these aspects.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File
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	View File
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	View File
Any other relevant information	View File
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>The institution celebrates or organizes national and international commemorative days, events and festivals without differentiating irrespective of the caste, creed and religion. They are Har Ghar Tiranga, Independence Day, Teachers Day, Celebration of NSS Day, Clean India Campaign 2.0, National Unity Day, Observation for Sambidhan Diwas, Celebration of 13th National Voters Day, Republic Day, International Mother Tongue Day, International Women's Day, World Environment Day, Observation of the 9th International Day of Yoga e.t.c.</p>	

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

The two best practices successfully implemented by the institution as per NAAC format are-

1. Eco-friendly Campus- To create a place where friendly practices and education are combined to promote eco-friendly practices in the campus. Eco-friendly campus was practice in the following ways-

- Four types of dustbins are installed at different places all over the campus to dispose of different kinds of waste (a) Blue dustbins (b) Green dustbin (c) Yellow dustbin and (d) Black dustbin.
- A dustbin was constructed near the canteen to deposit all kinds of waste.
- For new applicants in the college, a sampling needs to be planted in their locality.
- Many plantations' programs were initiated and implemented.

1. Clean India Campaign 2.0- To celebrate and be part of the clean campaign. To create awareness among the local people about the importance of cleanliness and depositing the waste properly. Clean India Campaign 2.0 was practice in the following ways-

- The Institution and NSS unit would lead the campaign in the following manner.

Day-1: Interaction with the locality and creating about the importance of cleanliness. Cleaning the market area, college campus, and college girl's hostel.

Day-2: Cleaning the college playground.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Sankardeva Mahavidyalaya performs has taken reach not only to its neighboring places, adopted places but also to distant places for the noble social causes and purposes. The following steps are undertaken in this direction.:

1. Distribution of basic needs and amenities were given to the students in the flood area zone of Phulbhug, Bikrampur, Lakhimpur, Assam through the support of the NSS wing and Disaster Management Cell.
2. A food distribution program was organized at Assam Blind Child School, Bihpuria, Lakhimpur, Assam to 40 students with the help of the NSS unit and faculties of different departments of the institution.
3. To create awareness among the people, the institution has led the Clean India Campaign 2.0 and the cleanliness drive was conducted thoroughly in the market area, college campus, girls' hostel, and playground where about 92 kg of plastic was collected.
4. On the occasion of National Unity Day, a run for unity was organized to create social harmony in the society from the college campus to the Torajuli village.
5. One-week Self Defense Training Programme was organized for the students to protect themselves from the social evils in society, especially for the girl students.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic year are the following

1. Plan to implement an add-on course in the college for all the departments.
2. Plan to organize lecture series at both International and National levels in the institution.
3. Plan to organize national seminars in the institution.
4. Plan to implement a workshop in the college.

To Sign MoU's with various schools and colleges.