

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution

Sarupathar College

1.2 Address Line 1

Naharani

Address Line 2

P.O. Sarupathar

City/Town

Sarupathar

State

Assam

Pin Code

785601

Institution e-mail address

sprcollege@yahoo.co.in

Contact Nos.

+917399059209 (Principal)

+917896446525 (IQAC Coordinator)

Name of the Head of the Institution:

Dr. Siddheswar Bora

Tel. No. with STD Code:

03774-277103

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCogn 18879)

1.4 NAAC Executive Committee No. & Date:   
(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

#### 1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B		2004	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

**1.8 AQAR for the year (for example 2010-11)**

2011-12

**1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)**

- i AQAR 2007-08 submitted to NAAC on 22/01/2009
- ii AQAR 2008-09 submitted to NAAC on 15/02/2010
- iii AQAR 2009-10 submitted to NAAC on 15/02/2010
- iv AQAR 2010-11 submitted to NAAC on 22/01/2012

**1.10 Institutional Status**

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

**1.11 Type of Faculty/Programme**

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science    
Management

Others (Specify)

BA, BPP & PG Courses under KKHSOU,  
Guwahati, Assam

1.12 Name of the Affiliating University (*for the Colleges*)

**Dibrugarh University,**  
Dibrugarh, Assam (India)

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR  
etc

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

NO

UGC-CE

NO

UGC-Special Assistance Programme

NO

DST-FIST

NO

UGC-Innovative PG programmes

NO

Any other (*Specify*)

NO

UGC-COP Programmes

NO

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

5

2.2 No. of Administrative/Technical staff

3

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2.6 No. of any other stakeholder and  
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution  
Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- The IQAC played a vital role in inspiring the teachers as well as students to do meaningful work in the realm of knowledge.
- It ensured the completion of syllabus of all courses.
- Feedback questionnaires were filled up by students and analysed.
- The IQAC asked HoDs of all departments to conduct SWOC analysis of students and staff

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

<i>Plan of Action</i>	<i>Achievements</i>
i) Plan to organise a workshop on 'Fishery and Animal Husbandry' for the students	i) Five-days long workshop was organized on 'Fishery and Animal Husbandry in the month of February, 2012
ii) Planning to form a cultural organization in the college for the cultural development of the students as well as teachers.	ii) Cultural Forum was formed in 2012.
iii) Preparation of Academic Calendar for the session 2011-2012.	iii) Academic Calendar of the college was prepared.
iv) Publication of Wall magazines and Departmental journals in the respective departments.	iv) Several departments of the college published wall magazines. Department of Assamese published the Annual Print journal titled <i>Panchoi</i> (Vol. V, Issue I).
v) Planning to organise an NSS camp	v) An NSS camp was organised on 21.12.2012

\* Attached the Academic Calendar of 2011-12 as Annexure

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

The management asked IQAC to update all information for the year 2011-12 till the date of finalisation of AQAR. It also suggested uploading the AQAR in the college website.

Part – B

**Criterion – I**

### **1. Curricular Aspects**

### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	02(KKHSOU)			
UG	10(DU), 02 (KKHSOU)			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	01 (KKHSOU)			
<b>Total</b>	<b>15</b>			

Interdisciplinary		01 (Interdisciplinary class from 02/09/2011 to 29/05/2012)		
Innovative				

### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective options / Open options

--The institution has both core and elective option in case of curriculum.

### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	UG (newly introduced semester system)
Trimester	
Annual	15 (UG, PG including open and distance learning)

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

\* *Provided an analysis of the feedback in the Annexure-II*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Restructuring and Revision of the syllabi is as prescribed by DIBRUGARH UNIVERSITY. The university introduced semester system in 2011 after revision. The first cycle of semester system will be completed in 2014.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No new department centre has been introduced in this year.

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	6	11	0	0

2.2 No. of permanent faculty with Ph.D.

03



2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	02	00	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

0	0	17
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	16	04
Presented	Nil	17	05
Resource Persons	Nil	01	Nil

2.6 Innovative processes adopted by the institution in Teaching and Learning:

The following are some of the practices adopted by the institution in the area of Teaching and Learning:

- i Tutorial classes were held.
- ii A Career Awareness programme in collaboration with 9ACM, Jorhat was organised by the Career Guidance Cell on 03.08.2011.
- iii Moral Value Education Classes were held to impart value education to the students under 35 different topics.
- iv) A workshop on 'Flower Vase' was organised by the Women Cell on 08.09.2011.
- v) Organised departmental seminars, group discussions etc.
- vi) Students' counselling programmes were organised by the Women Cell.

2.7 Total No. of actual teaching days during this academic year

180 days

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Governed by Rules and Regulations of Dibrugarh University

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

NIL	NIL	NIL
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2.10 Average percentage of attendance of students: 77%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Part III (Old Course)	195	NIL	03 (2.00)	42 (28.00)	105 (70.00)	150 (76.92)
B.Com Part III (Old Course)	22	NIL	1 (4.54%)	13 (59.09%)	8 (36.37)	22 (100%)

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

The IQAC contributes to improve the Teaching-Learning process by taking the following responsibilities:

- IQAC Conducts meeting with the teaching staff.
- Collects feedback from parents and students through meetings and questionnaires.
- Oversees internal assessment conducted by each department.
- Encourages and help faculty to use modern technologies using ICT.

- Prepares and circulates Academic Calendar to convey examination schedule, teaching days, celebration, results, holidays etc. to students as well as teachers.
- Each department of the college are asked to maintain teaching plans and progress registers for effective implementation of the courses.
- Publication of departmental Wall Magazines.
- Organises Students' Seminar and Workshops.
- Organises field trips and study tours.

### 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	02
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	04
Others	02

### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	NIL	11	NIL
Technical Staff	NIL	NIL	NIL	NIL

### Criterion – III

#### 3. Research, Consultancy and Extension

##### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Faculty members are encouraged to publish books, articles and to participate in National/ International seminars/ workshops etc.
- Students are encouraged to present their research in National and International academic events.
- Students are mentored by teachers of their departments for writing research papers for presentation in the department
- Providing Internet facilities in the UGC – Network Resource Centre for both teacher and students.
- IQAC promotes a conducive research environment in the college.

##### 3.2.Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakhs	NIL	NIL	NIL	NIL

##### 3.3.Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

##### 3.4.Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			06
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	--	--	--	--
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total	--	--	--	--

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.9 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	NIL	NIL	01	NIL	NIL
Sponsoring agencies	-	-	ACTA	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: NIL

From Funding agency UGC  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	—
	Granted	—
International	Applied	—
	Granted	—
Commercialised	Applied	—
	Granted	—

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
NA	--	--	--	--	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: 131 Nos.

University level  State level

National level  International level

3.22 No. of students participated in NCC events: 131 Nos.

University level  State level

National level  International level

3.23 No. of Awards won in NSS:

University level  State level

National level  International level

3.24 No. of Awards won in NCC:

University level  State level

National level  International level

3.25 No. of Extension activities organized

University forum  College forum

NCC  NSS  Any other

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

i) The IQAC organised a special programme on the occasion of ‘National Voters’ Day’ on 25<sup>th</sup> January, 2012.

ii) Mr. Barun Karmakar was appointed as contractual employee to run the UGC-Network Resource Centre.

#### Criterion – IV

#### 4. Infrastructure and Learning Resources

##### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	45 Bighas			
Class rooms	20		UGC	
Laboratories	NIL			
Seminar Halls	01			
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	83 Nos. (equipments )	66 (equipments)	UGC	149 (equipments )
Value of the equipment purchased during the year (Rs. in Lakhs)	2117561.00	1769600.00	UGC	3887161.00
Others	NIL	9700.00	UGC	9700.00

##### 4.2 Computerization of administration and library

The administration and library of the institution is presently partially computerized. Full computerization of library and administration is likely to be installed soon.

##### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9964	1421626/-	882	149148/-	10846	1570774/-
Reference Books	2109	299696/-	274	32059/-	2383	331755/-
e-Books	-	-	-	-	-	-
Journals	482	10620/-	—	—	482	10620/-



e-Journals	-	-	-	-	-	-
Digital Database	SOUL 2.0	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (newspapers)	3285	14965/-	—	—	3285	14965/-

#### 4.4 Technology up gradation (overall)

	Total Computer s	Compute r Labs	Internet	Browsin g Centres	Compute r Centres	Offic e	Depar t- ments	Othe rs
Existing	31		06	12	05	03	03	02
Added	12					05	06	01
Total	43		6	12	5	08	09	03

#### 4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

- The administration, Accounts Section, Library, Departments etc. are partially computerised. Computers in the administration and office have internet access.
- Data management in the library through SOUL software was planned to be installed.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT

NIL

ii) Campus Infrastructure and facilities

NIL

iii) Equipments

3750.00

iv) Others

450.00

**Total :**

4,200.00
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**Criterion – V**

**5. Student Support and Progression**

**5.1 Contribution of IQAC in enhancing awareness about Student Support Services**

- The College notice board carry relevant information pertinent to student support services
- Information about Student Support services such as Entry into Service Cell, Career Guidance Cell, Grievance Redress are mentioned in the Prospectus
- Career guidance cell provides latest job informations to suitable students.

**5.2 Efforts made by the institution for tracking the progression**

- The progress of students is monitored through departmental seminars, group discussions, assignments, sessional examinations etc.
- Tutorial classes are held regularly and reading materials were supplied
- Remedial classes are arranged for slow learners
- Compulsory participation of students in seminar, group discussion, home assignment, etc.

**5.3 (a) Total**

UG	PG	Ph. D.	Others
1211	NIL	NIL	NIL

**Number of students**

UG	PG	Ph. D.	Others
1211	NIL	NIL	NIL

(b) No. of students outside the state 

NIL
-----

(c) No. of international students 

NIL
-----

No	%	Men
588	48.55	

No	%	Women
623	51.45	

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
260	42	127	472	NIL	901	251	58	186	716	NIL	1211

Demand ratio= 2.00%

Dropout = 23%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Career Counselling Cell and Entry into Services Cell of the college look after the aspects of career guidance by providing reference books especially for competitive examinations like UPSC, ACS, SSB, SSC, etc.

No. of students beneficiaries

59(issued books from Career Counselling Cell)

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

##### Career Awareness Programme

(a) Name of Resource Persons: i)Mr. Gopinath Singh, ii) Mr. Manash Pratim Dutta, iii)Mr. Manik Ch. Sarmah and iv) Asin Sonuwal

(b) Number of Students: 95, (d) Date: 03.08.2011

No. of students benefitted

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students	Number of Students Placed	Number of Students Placed

	Participated		
NIL	NIL	NIL	Records are not available

### 5.8 Details of gender sensitization programmes

Every year the Women Cell of our college observes 'Women's Day' where students are encouraged to participate.

### 5.9 Students Activities

#### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

#### 5.9.2 No. of medals /awards won by students in Sports, Games and other event

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	22	22,000.00
Financial support from government	649	1066440.00
Financial support from other sources	NIL	NIL
Number of students who received International/ National recognitions	NIL	NIL

### 5.11 Student organised / initiatives

Fairs : State/ University level National level International level  
 Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: The following grievances were redressed by the Grievance Redressal Cell during the year 2011-12

Sl. No.	Grievance Reported	Grievance Redressed
1.	Improvement of student's Toilet	Done
2.	Over crowded B.A. classes	Sections were created
3.	Request to keep the library self open during college hours	The librarian was requested to keep the book service as requested by students
4.	Hostel facility for students at low cost	Done

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

Vision: To impart quality education to the poor and down-trodden students belonging to ST, SC, OBC, MOBC, Ex-TGL and Minorities

Mission: The College has clear cut mission as underlined below:

- To provide value based education
- To provide competitive environment among the students with good value system to face the contemporary challenging world
- To provide facilities for knowledge application regarding expansion of all round development
- To widen the intellectual horizon of the students and to make them globally competent so as to avail jobs and other opportunities opened by Liberalisation, Privatisation and Globalisation

6.2 Does the Institution has a management Information System

The common information systems are Notice Board, Website etc. Notices are circulated among teachers and non-teaching staff as and when required. The authority also discusses important issues by convening meeting with HoDs, staff members and students whenever necessary.

### 6.3 Quality improvement strategies adopted by the institution for each of the following:

#### 6.3.1 Curriculum Development

- i) As prescribed by Dibrugarh University
- ii) One of our faculty members is member of syllabi revision committee of Dibrugarh University.

#### 6.3.2 Teaching and Learning

- The institution emphasizes students' attendance in the class.
- The college subscribed more journals and periodicals.
- Departmental seminars, Group Discussions, Literary Competitions etc. were organised to train the students in various course related fields.
- Student feedback was collected and analysed. The report was given to teachers for corrective measures and improvement.

#### 6.3.3 Examination and Evaluation

- i An Examination Committee conducts all the examination as per academic calendar and appoint invigilators in the ratio of 25:1.
- ii Every department conducts two sessional examinations along with group discussions, seminar paper presentations, home assignments etc to evaluate the students internally. On the other hand the concerning university sets up Script evaluation zones in different colleges under it and invites faculties to evaluate the performances of the students.

#### 6.3.4

- Students are mentored by teachers of their departments for writing research papers for presentation in the departmental Seminars
- Several Departments publish print Journals every year.
- One minor project is progressing in the department of Sociology.
- Three faculty members have completed their PhD. Provisional registration.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- The institution has installed ICT facilities in the classrooms for effective teaching & learning such as Digital boards, Digital Podiums etc.
- Book bank facility has been introduced in the library.
- Complete digitization of the library is an ongoing project.

### 6.3.6 Human Resource Management

- Biometric devices are used to maintain daily attendance and working day records of teaching and non-teaching staff.
- The college encourages teachers to participate in various faculty development programmes in the shape of RC, OC, Workshops, Summer Schools, Short-term Courses etc
- Computer training is provided to the Teaching and Non-teaching Staff.

### 6.3.7 Faculty and Staff recruitment

- i Recruitment of faculty members and staff of the college are made strictly by adhering to the norms/ rules and regulations laid down by the UGC and Govt. of Assam. The institution has a Governing body constituted as per Govt. rules. The GB invites a panel of experts of concerning subjects to conduct interviews for recruitment. Before that vacancy advertisements are published in local leading dailies to invite applications. After selection, approval of appointment is sought from the Govt.
- ii To run the institution smoothly, the college also appoints contractual teacher and other supporting staff.

### 6.3.8 Industry Interaction / Collaboration

The college collaborated with the 9ACM, Jorhat and department of Fishery, Govt. of Assam for the career development of the students.

### 6.3.9 Admission of Students

i) An admission committee is formed every year for smooth functioning of the admission process. The committee comprises of Vice-Principal, Heads of the Departments, General Secretary of Students Union of the college, Head assistant and other office staff related to admission. The committee notifies the dates of admission, issue of forms etc. as per the prescription of the Dibrugarh University. It also prepares the phase-wise lists of selected candidates as per the seat capacity of the institution.

ii) Moreover each department of the institution has their own sub-level admission committee that holds major entrance tests and select students for pursuing major in the concerned subjects. The departmental admission committee submits the lists of selected candidates to the college admission committee and with the approval of the principal the final lists are prepared, displayed in the general and departmental notice boards

iii) There is provision for differential fee structure for economically weaker students. The admission process is manual and is well documented by the committee. The entire process of admission is completed within stipulated time.

iv) Admission is conducted on the basis merit and the reservation system as per Government norms.

### 6.4 Welfare schemes for

Teaching	As prescribed by Govt. of Assam and UGC
Non teaching	As prescribed by Govt. of Assam and UGC
Students	i)Financial assistance to economically backward students from the Students' Aid Fund iii)Free Remedial classes for academically weak students iv)Book bank facilities for all students

### 6.5 Total corpus fund generated

4525300.00



6.6 Whether annual financial audit has been done  Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic			Yes	IQAC and Management
Administrative			Yes	Principal, Administrative Officer and Management

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes  NA  No  NA

For PG Programmes Yes  NA  No  NA

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

NA

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The University has given administrative autonomy to the college. The university does not interfere with the functioning of college administration except academic matters. The college is governed by a Governing Body which is statutory in nature. In terms of academics, the university has given the autonomy to assess and evaluate internally the students with 20 percentages of marks for each and every subject.

#### 6.11 Activities and support from the Alumni Association

The Alumni Associations meetings are held occasionally.

#### 6.12 Activities and support from the Parent – Teacher Association

The institution doesn't have any formal Parent-Teacher association till now. However, Parent-Teacher interactions are organized occasionally.

#### 6.13 Development programmes for support staff

- A sports complex has been developed.
- The College encourages its administrative and accounts staff to undergo trainings in bodies approved by the University.

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- The green enclave of the campus is regularly maintained through the voluntary efforts of the staff and students of the college.
- There is an active Nature Club functioning in the college
- Litters/ rubbish/ trash, scraps are effectively disposed of.

### **Criterion – VII**

#### **7. Innovations and Best Practices**

- 1 Internet service was made available to students, teachers and employees.
- 2 Open Access book bank facility has been introduced in the library.
- 3 The College has been able to strengthen its physical infrastructure, evidence for which is borne by the new digitized classrooms, pavilion, power generator etc.
- 4 The college has taken initiative to improve access to drinking water in the campus through installation of aqua guards at various sites]

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- 1 Library facilities have been improved by purchasing more books, journals, news papers etc.
- 2 Internet service was made available to students, teachers and employees.
- 3 Infrastructural facilities were improved with the construction of Girls' hostel and Boys' hostel.
- 4 Reprography facility was introduced in the college library to provide photocopies at cheaper price to the students as well as teachers.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Among the best practices of the Institution, the following can be cited:

- i Fisheries for pisciculture has been developed.
- ii The Women's Cell is actively functioning in the college.

7.4 Contribution to environmental awareness / protection

The Nature Club of the college carried on plantation works in the college campus including developing the medicinal herbs garden and flower garden. Garbage bins have been installed in the campus to ensure effective waste disposal.

7.5 Whether environmental audit was conducted? Yes  No

7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

#### Strengths:

- Majority of the classrooms are ICT enabled equipped with smart boards, projectors, spectrum etc.
- All the departments have libraries with adequate books
- Students come from diverse caste and ethnic background and it has provided tremendous opportunity to get diversified knowledge.

#### Weakness:

- The student-teacher ratio of the college is imbalanced
- No National or International Seminars, Conferences etc could be organised in 2011-12.
- Most of the students belong to poor economic background.
- Educational background of guardians is very poor.
- Percentage of irregular students is high.

#### Opportunities:

- There is scope for extending infrastructure in order to introduce new courses like BBA, MBA, MCA, and other Self financing courses
- There is scope to initiate collaborative programmes with different colleges or universities in the field of teaching learning
- To conduct Major and Minor Research Project with the help of financial assistance from UGC
- Opportunities of self employment are available through the small scale industries on the basis of local production like- rice, bettle-nut, ethnic costumes, livestock of preparing the students for global level competition.

#### Threats:

- In absence of sufficient teachers and infrastructure facilities some students move to other institutions.
- Enrolment of students in the departments of Economics and History is declining

- The institution plans to introduce Science stream in the college
- To install internet facility in all departments
- To strengthen Sports facilities by renovating playground.
- To reconstruct the entrance gate of the college
- To introduce evening shift
- Renovation of classrooms in progress

Name: PRANJAL DUTTA

BORA

*Pranjal Dutta*  
07/12/2017

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Signature of the Coordinator, IQAC

Name: DR. SIDHESWAR

*Siddheswar*  
07/12/17

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Signature of the Chairperson, IQAC

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**Abbreviations:**

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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SARUPATHAR COLLEGE

ACADEMIC CALENDAR OF THE COLLEGE FOR 2011-12

Month	No. of Working Days	No. of Teaching Days	No. of Exam Days	No. of Sun Days	No. of Holidays	No. of other Days to be observe by the College
May 1-31, 2011	25	25		5	1	
June 1-30, 2011	0	0		4	26	
July 1-30,2011	26	25		5	0	1
August 1-31,2011	22	22		4	5	
September1-30,2011	26	17		4		9
October 1-31,2011	19	19		5	7	
November1-30,2011	26	15	8	4		3
December 1-31,2011	8	0		4	19	8
January1-31,2012	21	12	9	5	5	
February1-29,2012	23	19	4	4	2	
March1-31,2012	26	26	26	4	1	
April1-30,2012	22	0	22	5	3	
	244	180	69(-26)	53	69	21

Date(s)	Event(s)
May 1-31, 2011	Commencement of H.S.Final Year Class and continuation of Degree part I Exam.
June 1-31, 2011	1.Summer Vacation 2.Completion of admission process of Degree 1 <sup>st</sup> Semester, 2 <sup>nd</sup> Semester & 3 <sup>rd</sup>

	<p>Semester classes.</p> <p>3. Completion of admission process of H.S. 1<sup>st</sup> &amp; 2<sup>nd</sup> year Final year classes.</p>
July 1, 2011	<p>1) Commencement of the B.A. 1<sup>st</sup> Semester Classes.</p> <p>2. Commencement of the H.S 1<sup>st</sup> year Classes.</p> <p>3. Re-Commencement of the H.S. Final year Classes.</p> <p>4. Notification of class routine in the college.</p> <p>3. Notification of Course Plan/ Departmental Class Routine in the Departmental Notice Boards of the College.</p>
July 4, 2011	Commencement of the Degree 2 <sup>nd</sup> , and 3 <sup>rd</sup> year Classes.
July 8 & 9, 2011	Application Forms seeking major in various subjects of Degree 1 <sup>st</sup> year
July 11 & 12, 2011	Entrance Test for Major (Arts),
July 14, 2011	<p>1. Interaction with the 1<sup>st</sup> Semester students by the Principal and teachers of the College.</p> <p>2. Freshers' Social.</p>
July 15, 2011	1 Admission into Major/ Speciality Programme of Degree 1 <sup>st</sup> Semester.
July 16, 2011	Major/ Speciality Programme of Degree 1 <sup>st</sup> Semester Classes to commence.
July 27-30, 2011	Activities of Rover and Crew with the continuation of regular classes.



August 16-24, 2011	1 <sup>st</sup> Sessional Exam for Degree 1 <sup>st</sup> Semester classes to be conducted by the teaching departments. Degree 2 <sup>nd</sup> & 3 <sup>rd</sup> year classes to continue.
August 19-24, 2011	Holding of 1 <sup>st</sup> Unit Test for H.S. Final Year. H.S. 1 <sup>st</sup> year classes to continue.
August 26, 2011	Students counselling & Mid Semester Feedback Assignment for Degree 1 <sup>st</sup> Semester Classes.
August 27-31, 2011	1 Unit Test for H.S. students. 2. Departmental Seminar/ Home Assignment/Group Discussion/Unit Tests of Degree 2 <sup>nd</sup> & 3 <sup>rd</sup> year classes/ Activities of Nature's Club, N.S.S., Rover and Crew, Extension Education Programme with continuation of Higher Secondary classes.
September 12-19, 2011	College Week.
September 20, 2011	Prize Distribution Ceremony.
September 21, 2011	Students' Union Election
September 22, 2011	Notification of 1 <sup>st</sup> Sessional examination marks in the Departmental notice board.
September 23-30, 2013	Internal Assessment through Seminar/Group discussion. 2. 2 <sup>nd</sup> Sessional examination for Degree 1 <sup>st</sup> Semester.
September 30, 2013	Last date for Submission of Assignment.
October 15, 2011	1 Last date of Form fill-up of the Degree and Semester Examinations (1 <sup>st</sup> Semester)
October 21, 2011	Last date of submission of filled-in Examination Forms of Degree End Semester Examination (1 <sup>st</sup> Semester).
October 28, 2011	Notification of 2 <sup>nd</sup> Sessional Examination marks in the Departmental Notice Board.

October 27-31, 2011	<p>1. Departmental Seminar/ Home Assignment/Group Discussion/Unit Tests of Degree 2<sup>nd</sup> &amp; 3<sup>rd</sup> year classes/ Activities of Nature's Club, N.S.S., Rover and Crew, Extension Education.</p> <p>2. Holding of 2nd Unit Test for H.S. Final Year and H.S. 1<sup>st</sup> year.</p>
October 31, 2011	Completion of Odd Semester Classes.
November 9, 2011	Last date of Submission of Internal Assessment Record/Marks.
November 11-19, 2011	<p>1. End Semester Examinations(1<sup>st</sup> Semester) of Degree 1<sup>st</sup> year class.</p> <p>2. 1<sup>st</sup> Sessional Examinations of Degree 2<sup>nd</sup> &amp; 3<sup>rd</sup> year class.</p> <p>3. Terminal Examination of H.S 1<sup>st</sup> and Final year.</p>
November 21-30, 2011	Continuation of regular classes.
November 28-30, 2011	Activities of Nature's club, NSS, Rover Crew, Extension Education.
Nov. 21-Dec. 15, 2011	Evaluation of End Semester Answer scripts at Zones.
December 12-31, 2011	Semester End Vacation.
January 1, 2012	Programme for welcoming New year 2012
January 2, 2012	<p>1 Commencement of the Even Semester Classes(2<sup>nd</sup> Semester).</p> <p>2. Notification of Class Routine for the Even Semester.</p> <p>3 Notification of Course plan for the Even Semester.</p> <p>4. Recommencement of Degree 2<sup>nd</sup> &amp; 3<sup>rd</sup> year classes.</p> <p>5. Recommencement of H.S. Final year</p>

	classes.
January 5-14, 2012	H.S. 1 <sup>st</sup> year annual examination.
January 31, 2012	Declaration of the Degree 1 <sup>st</sup> Semester Examination results.
Up to February 11, 2012	Regular classes of Degree and H.S. Final year to continue.
February 6-15, 2012	1.Notification of 1st Sessional Examination Marks of the Degree 2 <sup>nd</sup> Semester in the Departmental Notice Board.
March 1-31, 2012	1 Continuation of Degree 2 <sup>nd</sup> Semester classes. 2. Continuation of Final Exams. Of the other classes.
April 2-12, 2012	2 <sup>nd</sup> Sessional Exams.(2 <sup>nd</sup> Semester classes) to be conducted by the teaching departments.
April 12, 2012	1.Last date of submission of Assignment. 2. Last date for Form fill-up of the BA/B.Sc./B.com End Semester Examinations(2 <sup>nd</sup> Semester)
April 25, 2012	Last date for submission of filled in Examination Form of the BA/B.Sc./B.com End Semester Examinations(2 <sup>nd</sup> Semester) by the colleges to the University.
April 2-30, 2012	Continuation of Final Exams. Of Degree 3 <sup>rd</sup> year.
May 2-5, 2012	Notification of 2 <sup>nd</sup> Sessional Exams. Marks of the 2 <sup>nd</sup> Semester B.A./B.Com/B.Sc. Programmes in the Departmental Notice Boards.
May 5, 2012	Completion of B.A./B.Com/B.Sc. Programmes.
May 1-31, 2012	End Semester (2 <sup>nd</sup> Semester)Examination

	of the B.A./B.Com/B.Sc. Programmes.
May 14, 2012	Last date of Submission of Internal Assessment records(marks) of the B.A./B.Com/B.Sc. 2 <sup>nd</sup> Semester Examination.
May 21- June 10, 2012	Evaluation of End Semester Answer scripts of the B.A./B.Com/B.Sc. 2 <sup>nd</sup> Semester Examination.at Zones.
June 1-30, 2012	Semester End Vacation.
June 20, 2012	Last date of Submission of Evaluated scripts of the End Semester (2 <sup>nd</sup> Semester) Examinations of the B.A./B.Com/B.Sc. Programmes with relevant documents by the Zonal Officers to the University.
July 20, 2012	Declaration of the 2 <sup>nd</sup> Semester Examination Results.

## ANNEXURE II

### IQAC, SARUPATHAR COLLEGE

#### STUDENTS FEEDBACK MECHANISM 2011-12

Sl. No	Questions/Aspects	Feedback Options			
		Yes:82%	No:18%		
1.	Unit Tests/class tests are held regularly	Yes:82%	No:18%		
2.	Percentage of course covered per session/semester	(Below 30%) covered :08%	(30%-50%) covered :03%	(50%-80%) covered :45%	(Above 80%):44%

3.	Departmental Seminars and group discussions are held at regular intervals	YES:79%	NO:21%		
4.	Teachers come to class well prepared	Yes:82%	No:	Mostly:12%	Sometimes:06%
5.	Accessibility of Teachers	Most Often:81%	Sometimes:19%	Not at all:	
6.	Inter-Disciplinary classes are taken	Yes:43%	No:57%		
7.	Involvement in departmental projects	Yes:49%	No:51%		
8.	Satisfaction in case of current teaching method	Yes:79.50%	No:20.50%	Sometimes:	
9	Problem with classroom atmosphere	Yes:81%	No:19%		
10.	Opportunity for educational tours/field study	Yes:50%	No:50%		
11.	Library Service	Excellent:75%	Satisfactory:20%	Below average:05%	