

The Annual Quality Assurance Report (AQAR) of the IQAC

FROM JULY 1, 2012 TO JUNE 30, 2013

Part – A

AQAR for the year

2012-13

1. Details of the Institution

1.1 Name of the Institution

Sibsagar College, Joysagar

1.2 Address Line 1

P.O. Joysagar,

Address Line 2

District: Sivasagar

City/Town

Sivasagar

State

Assam

Pin Code

785665

Institution e-mail address

sibcoll@rediffmail.com

Contact Nos.

09435500022

Name of the Head of the Institution:

Mrs. Hira Deka Borah

Tel. No. with STD Code:

03772-270578

Mobile:

09435500022

Name of the IQAC Co-ordinator:

Mr. Bijoy Mohan

Mobile:

09435058642

IQAC e-mail address:

iqacsibcoll@rediffmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

ASCOGN11677

OR

1.4 NAAC Executive Committee No. & Date:

EC/33/245 dated 16-9-2004

(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:

<http://www.sibsagarcollege.in>

Web-link of the AQAR:

<http://www.sibsagarcollege.in/AQAR12-13.pdf>

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 st Cycle	B+	77.65	2004	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

24/03/2003

1.8 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 for 2011-12 submitted on submitted on 15/03/2013

□

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

PGDCA (Regular),
BCom, BBA, BMC, BCA, MA, MBA, MSW, MCA, D.El.Ed

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

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text" value="√"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="19"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="Nil"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="26"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

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

1. Monitoring and assessing teachers' performance for their promotion to next higher grade.
2. Preparation of academic calendar.
3. Counselling for students.
4. Planning of co-curricular and extra-curricular activities.
5. Holding of joint meeting of IQAC and HoDs.
6. Planning and execution of extension activities with different academic departments of the College.

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 *

Plan of Action	Achievements
1. Holding of international conferences, workshop, popular talks etc.	1. Two international conferences were organised, and a good number of workshops and popular talks were held.
2. Publication of books and journals	2. The proceeding volume of the international conferences were published.
3. Academic development	3. Students' performance was satisfactory. 13 got distinction and 28 got 1 st class in university examination.
4. Undertaking of outreach programmes	
5. Infrastructure development	Two important career counselling programmes were organised.
6. Undertaking research projects	
	4. Various outreach programmes and extension

	<p>activities were carried out especially for enrichment of teaching of science subject in neighbouring rural schools.</p> <p>5. Various infrastructure development projects were undertaken getting grants of Govt. of Assam and other funding agencies.</p> <p>6. Various research projects, both major and minor, were undertaken by the faculty members.</p>
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* Academic Calendar of year 2012-13 is enclosed vide **Annexure I**

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 AQAR was approved.

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	10 (ODL only)			
UG	02 (Regular) 05 (ODL)			
PG Diploma	01			
Advanced Diploma				
Diploma	01 (ODL)			
Certificate				
Others				
Total	19			

Interdisciplinary	01			
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	02
Trimester	
Annual	17

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

Revision was done by the affiliating university in some subjects.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
76	53	23	--	--

2.2 No. of permanent faculty with Ph.D.

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
--	3	--	--	--	--	--	--	--	3

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	--	41	--
Presented	--	75	--
Resource Persons	--	--	--

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

- Use of ICT tools,
- Giving note for difficult topics,
- interaction with students,
- taking test at regular intervals,
- take revision classes according to student feedback,
- encouraging them to study books and go through internet for extra learning,
- use of models for some topics,
- organizing seminars corresponding to syllabus,

2.7 Total No. of actual teaching days

185

during this academic year

2.8 Examination/ Evaluation Reforms initiated by

the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

1. Sessional tests were conducted twice a year for each semester.
2. Answer scripts were shown to the students on demand.
3. Very short /multiple choice questions as well as descriptive questions are provided in sessional examinations
4. Home Assignments, Group Discussions and Seminars are arranged for each semester.
5. Internal Assessment (IA) Marks are given on the basis of Home Assignments, Group Discussions, Seminars, Sessional test and attendances.
6. A database of students' IA marks were created through a dedicated software
7. Some departments collected home assignments from students through e-mail

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

		06
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as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

78%

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.	203	2	10	59		69
B.Sc.	64	14	38	44		88

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

IQAC contribute and monitor the teaching & learning process of the College through:

- feedback from the students and parents,
- meetings of HoDs, teaching staffs, Board of Examination etc.,
- the analysis of the performance of the students in the end semester examinations

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	4
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	1
Faculty exchange programme	--
Staff training conducted by the university	--
Staff training conducted by other institutions	--
Summer / Winter schools, Workshops, etc.	18
Others	--

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	10	01	01	01
Technical Staff	29	05	-	14

Criterion – III

3. Research, Consultancy and Extension

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

Regarding Promotion of Research, the College undertakes the following initiatives and measures –many minor research projects of UGC are being carried out in all the departments. The College has formed two separate research committee for Arts and Science streams for addressing different issues of research. The efforts made by the institution in developing scientific temper and research culture and aptitude among students are – holding national and international conferences, seminars, talks, arranging field work, visit to research institutions etc.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	--	2	--	--
Outlay in Rs. Lakhs	--	` 16.59 lakh	--	--

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	3	--	--
Outlay in Rs. Lakhs	` 7.82 lakh	` 4.02 lakh	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	35	61	--
Non-Peer Review Journals	--	--	--
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	2 years	UGC	` 16,59,000/-	` 16,59,000/-
Minor Projects	1.5 years	UGC	` 5,84,900/-	` 4,02,000/-
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	-	-	` 22,43,900/-	` 20,61,000/-

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	2	2	-	-	40
Sponsoring agencies	UGC	UGC	-	-	From College fund

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 :

From funding agency 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
03	1	02				

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:

University level State level
National level International level

3.22 No. of students participated in NCC events:

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

- Departments of Physics, Chemistry and Mathematics conducted a workshop for school students and teachers entitled 'Outreach Science Teaching Programme by College for Rural Schools' in collaboration with ASTEC, Govt. of Assam on 04/04/2013 to 29/04/2013.
- Department of Chemistry organised a state level Chemistry Olympiad.

- Department of Economics participated in a flood relief camp at Dikhowmukh and Majuli areas and distributed relief materials among the flood victims.
- World Literacy Day was observed by the Department of Education on 08/09/2012.
- Department of Economics provided financial help to two ex-students for pursuing higher studies.

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	34.38 acres	-	-	34.38 acres
Class rooms	36	-	-	36
Laboratories	10	-	-	10
Seminar Halls	4	-	-	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	6	7	-	13
Value of the equipment purchased during the year (Rs. in Lakhs)	-	23.56	UGC & Own fund	23.56
Others	-	-	-	-

4.2 Computerization of administration and library

The central office and the library have already been computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	53078	--	795	--	53873	--
Reference Books	3558	--	352	--	3910	--
e-Books	--	--	--	--	--	--
Journals	24	--	24	--	--	--

e-Journals	N-list	--	--	--	N-list	--
Digital Database	SOUL 1	--	--	--	SOUL 1	--
CD & Video	07	--	02	--	09	--
Others (specify)	104 (manuscripts)	--	--	--	104 (manuscripts)	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	64	25	15	15	25	5	16	3
Added	15	10	-	-	10	-	-	5
Total	79	35	15	15	35	5	16	8

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

- Installation of video conferencing
- Installation of LCD projectors in classrooms and seminar rooms

4.6 Amount spent on maintenance in lakhs :

i) ICT	` 21,000/-
ii) Campus Infrastructure and facilities	` 1,65,150/-
iii) Equipments	` 55,800/-
iv) Others	` 56,000/-
Total :	` 2,97,950/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

The IQAC has made following contributions in enhancing awareness about Student Support Service:

- Ensuring quality teaching-learning processes
- Holding of career counselling programme
- Guidance to students while participating in inter-college events – sports, culture, debating etc.
- Monitoring of grievance redress mechanism
- Monitoring the remedial coaching schemes
- Supervision of various students oriented programmes and festivals.

5.2 Efforts made by the institution for tracking the progression

- Students’ performance in university examinations are recorded, analysed and send to individual departments for betterment
- Students’ progression in co-curricular and extra-curricular activities are also monitored and guided to do better

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1627	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

No	%
1007	62

Men

No	%
620	38

Women

Last Year						This Year					
General	SC	ST	OB C	Physically Challenged	Total	Genera l	SC	ST	OBC	Physicall y Challeng ed	Total
249	80	53	753	0	1135	358	99	84	1086	0	1627

Demand ratio

1 : 1.7

Dropout %

28 %

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

The Career Guidance and Counseling Unit conducted guidance and counseling sessions keeping in view the needs of the students, especially in relation to career advancement.

Event Held on the Career Guidance and Counseling during the Session are

- (i) A career guidance cum counselling was done for ‘tea plantation and management as profession’. Resource person was Mr. Ranjan Bhuyan, Director < Tea Plantation and Management, Jorhat, Assam
- (ii) A counselling was done for entry into higher studies/programmes/courses in various institutions/universities.

No. of students beneficiaries

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

As mentioned in point 5.4 various students counselling and career guidance programme were held in the college.

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 Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Such programmes were not held in this particular year

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 events

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	40	` .81 lakh
Financial support from government	98	` 1.69 lakh
Financial support from other sources	01	` .05 lakh
Number of students who received International/ National recognitions	--	--

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: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The Vision of the College speaks of providing knowledge and working for excellence in the fields of Social Science, humanities and science education and also to ensure the benefits of research worth in tune with the global developments, and is communicated to all its stakeholders – students, teachers, staff, guardians and local community.

The Mission of the college is to educate students so that they become resources capable of contributing to improve the living standards of their families, society, state and the nation as a whole.

6.2 Does the Institution has a management Information System

Yes, the College has made the following initiatives in respect of management information system through some dedicated software:

- Use of SCSAL for accounting
- Use of Academic DCL for students' admission and record keeping
- Use of a SQL based database programme for examination system
- Use of SOUL for library management system

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

6.3.1 Curriculum Development

- Holding of a special counselling at the beginning of the academic session,
- Arrangement of mid semester feedback assessment

6.3.2 Teaching and Learning

- Exposure of students to web-based learning contents besides conventional ones
- Sharing of learning materials through group e-mail ids, e-forums, academic social networking sites like Research Gates etc.
- Discussion and practising of syllabi oriented model questions
- Remedial classes for ST/SC students
- Creation of easy learning contents for slow learners

6.3.3 Examination and Evaluation

- Conduction of two sessional tests
- Obtaining students feedback on evaluated answer scripts
- Awarding of Internal Assessment (IA) Marks on the basis of Home Assignments, Group Discussions, Seminars, Sessional test and attendances.
- Running of Dirbrugarh University end semester answer-script evaluation zone

6.3.4 Research and Development

- Creation of two research monitoring committees for Arts and Science
- Research & development on medicinal plants
- Research on DNA/RNA estimation, tissue culture etc. in Biotech Hub along with creating awareness on applications of biotechnology
- Advance research on nanotechnology - synthesis of polymer capped quantum dots (QDs), nanomagnetic materials, bio-synthesis of metal nanoparticles and study and development of inorganic solar cells in the Material Science Laboratory
- Research on thin-film fabrication and characterisation
- Research on medieval military technology and weaponry
- Research on gender discrimination and empowerment
- Research on culture, ethnicity, folklore, literature, religion etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Conservation of rare manuscripts of medieval Assam
- Purchase of new text and reference books
- Development of keep-ups of museum displays
- Upgradation of internet cell
- Enhancement of Book Bank facility for students

6.3.6 Human Resource Management

- Career counselling for students
- Putting up of placement information in separate notice-board
- Special coaching for entry into bank and civil service
- Creation of a new Book Bank for competitive examinations
- Sending of faculty members to various faculty development programmes
- Provision of training for non-teaching staffs on matters of office management

6.3.7 Faculty and Staff recruitment

Transparent mechanism for recruitment of faculty members and non-teaching employees as per the government/UGC rules and regulations

6.3.8 Industry Interaction / Collaboration

- Provision of on site visit of students to industries/factories
- Interaction with PSU giant ONGCL on matters of infrastructure development, academic, co-curricular and extra-curricular programmes

6.3.9 Admission of Students

- Advertisement regarding admission is given in newspapers and details of admission info is provided in Prospectus
- Transparent admission policy and publication of merit lists after thorough scrutiny of admission forms and documents by the admission committee
- Observance of reservation policies as per government and university rules
- Provision of three preferential options of choosing major and non-major subjects
- Waiving and reduction of admission fee for students of poor economic background

6.4 Welfare schemes for

Teaching	03
Non teaching	01
Students	08

6.5 Total corpus fund generated

` 91.77 lakh

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	No		Yes	Principal
Administrative	No		No	

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

For UG Programmes Yes No

For PG Programmes Yes No

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?

NA

6.11 Activities and support from the Alumni Association

Alumni are part and parcel of the College. Many a times they provide necessary support, advice, expertise, inspiration etc. as and when called for, and also sometimes voluntarily on their own for the greater benefit of the existing students. e.g.

1. Noted film personality, Mr. Jahnu Baruah, organised a workshop “Cinema, Photography as a Career”.
2. Dr. R. Baruah, Director NEIST, Dr. S.N. Baruah, V.C. KKHSOU, Prof. P. Mahanta, Prof. G. Phukan, Prof. A. Baruah etc. came to college as resource persons in various academic programmes for knowledge sharing with students.
3. Three alumni (one IAS, one IPS and one professor of NEHU) had donated a book bank for competitive examinations

6.12 Activities and support from the Parent – Teacher Association

At the beginning and at the end of this academic session, Parent Teachers Association (PTA) meetings were conducted by each department of the college. Valuable advices and suggestions from the parents regarding progress and improvement students were collected and follow up actions has been taken to fulfil them.

6.13 Development programmes for support staff

The College has made a continuous effort for uplift of the standard of the support staff through various development programmes held throughout the year. Moreover, through various welfare schemes of the College the aspect of the material wellbeing of them are also looked into.

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

- Tobacco, alcohol and other nicotine drugs are strictly prohibited in the institution.
- Food items packed or sealed in polythene packets are not allowed in college canteen.
- Plantation of flower and trees
- Proper disposal of waste materials
- Water harvesting from surface water reservoir system by conserving groundwater
- Use of internet service for academic and official purpose to reduce the paper consumption
- Adoption of the habit of car-pooling by employees to reduce carbon emission

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Holding of International Seminars/ National Conference:

- a. An International Seminar and Workshop on Energy, Sustainability and Development was successfully organized by the department of Physics in collaboration with CSIR-NEIST, Jorhat from the 12th to the 14th October 2012.
- b. An International Seminar on Ethnicity, Identity and Literature (ISEIL)-2012 was organized by the Department of English, Sibsagar College, Joysagar, Assam from 11th to 14th October/2012 in collaboration with Institute of Distance and Open Learning (IDOL), Gauhati University, OKD Institute of Social Change and Progress, Gauhati and the Royal Group of Institutions, Gauhati.
- c. North East Conference: 14th North East Economic Association (NEEA) Conference (Souvenir and abstract volumes were published).

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

1. International Seminars organized:
 - a. An International Seminar and Workshop on Energy, Sustainability and Development was successfully organized by the department of Physics in collaboration with CSIR-NEIST, Jorhat from the 12th to the 14th October 2012.
 - b. An International Seminar on Ethnicity, Identity and Literature (ISEIL)-2012 was organized by the Department of English, Sibsagar College, Joysagar, Assam from 11th to 14th October/2012 in collaboration with Institute of Distance and Open Learning (IDOL), Gauhati University, OKD Institute of Social Change and Progress, Gauhati and the Royal Group of Institutions, Gauhati.
2. Conference organized:
 - a. North East Conference : 14th North East Economic Association (NEEA) Conference (Souvenir and abstract volumes were published).
3. Workshop organized
 - a. Pre conference Workshop on Research Methodology on 13th December 2012 under NEEA 14-15th Dec. 2012
 - b. Workshop on Environmental Economics- Resourch person: Dr. Gautom Purakayastha from Margherita College.
 - c. The Career Guidance and Counseling on 'Tea Plantation and Management' was held. The Resource person was Mr. Rangan Bhuyan, Director, Tea Plantation and Management, Jorhat.
 - d. A three day workshop on 'Cinema, Photography as a Career' was held during the year. One of the internationally acclaimed filmmakers and multiple national and international award winning Indian film director from Assam Jahnu Boruah was one of the resorce persons attained the occasion.
 - e. A workshop for school students and teachers entitled "Outreach Science Teaching Programme By College For Rural Schools" in collaboration with ASTEC, Govt. of Assam was organized by the department from 4th April to 29th April 2013.
4. Popular Talk organized:
 - a. Late Radhanath Baruah Memorial Talk, 2nd November 2012. Resourch person: Dr. Ruma Bhattacharya from AAU, Jorhat, HoD. Food and Nutrition Department.
 - b. A popular talk on Importance of Fish in Food Security was delivered by Eminent Fishery Scientist and World Food Prize Laureate Dr. M. V. Gupta on 9th April, 2013.

6. Book Published:
 - a. The abstracts and some selected research papers of the International Seminar and Workshop on Energy, Sustainability and Development was published in the form of a book having ISBN No. 81-925299-0-8.
 - b. The abstract vol of the Seminar on Ethnicity, Identity and Literature (ISEIL)-2012 was Published in the Seminar on 13th October, 2012.
7. Research project(s):
 - a. Total 05 numbers of research projects were going on in the institution
 - b. 01 Number of research projects has been completed during this year of report.
8. Schemes undertaken by the college with financial assistance from State Govt., UGC or any other funding agency, within this period:
 - a. College with Potential for Excellence
 - b. XIth Plan Development Grant
 - c. DST/NER/FIST project for undergraduate colleges in northeast
 - d. Govt. Fund for infrastructure development of rural college under ACA during the year 2011-12
9. Students' performance was satisfactory. 13 got distinction and 28 got 1st class in university examination
10. Two important career counselling programmes were organised.
11. Various outreach programmes and extension activities were carried out especially for enrichment of teaching of science subject in neighbouring rural schools.

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

- Promotion of research culture amongst the faculty members and students
- Participatory method in the working environment of the college

****Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

The practices adopted by institution are creating awareness amongst students and society to:

- Avoid and eradicate the consumption of any intoxicant substance.
- Reduce the use and disposal of polythene and other non-biodegradable material to surroundings.
- To plantation saplings to increase greenery

- For proper harvesting and reduction of wastage of water
- To reduce the paper consumption by using electronic facilities

7.5 Whether environmental audit was conducted? Yes No

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

As any other information we wish to put the following SWOC analysis of our College.

Strengths:

- A dedicated team of teaching and non-teaching employees headed by the principal. Many of them are PhD degree holders and M.Phil degree holders and a few are doing PhD. Moreover, few teachers are doing project works funded by UGC/DST etc.
- The college has the facility to accommodate considerable numbers of students coming from distant places in its boys and girls hostels.
- College also provide the facility of residential houses for teaching and non-teaching staffs.
- The institution is located in a beautiful green and peaceful environment that supports good academic environment.
- The institution has a strong governing body comprising some leading academicians having experience and expertise in the field of higher education.
- High enrolment of students every year and many of them are bright and meritorious.
- The institution is equipped with central library with rich collections of text books, rich reference books, journals, news papers, magazines, research volumes and a spacious reading room etc. with computer assisted automation facility. It also has a museum with a good collection of items. Moreover, all departments have individual library facility.
- College has adequate physical facilities like ICT/Digital Classroom, conference/seminar hall, auditorium, computer labs, internet surfing centre etc. for facilitating teaching-learning process.
- Language laboratory and psychology laboratory are also available in the institution.

Weakness:

- The institution has not yet been practiced for consultancy services, because the social climate is not congenial for adopting this kind of programmes.
- The process of construction of indoor stadium of the college yet not been materialised scarcity of fund.
- Most of the college buildings are very old and are in dilapidated condition. Construction of multi-storied building is not viable because of soil condition.

- College lacks a full-fledged placement-cell for students
- A few regular/sanctioned posts in both teaching and non-teaching staff are lying vacant since last three / four years.
- Autonomy has not been granted.

Opportunity:

- The UGC and State Government provide financial assistance to students in the form of scholarships of different category.
- The college offers flexibility of programme options both in the major and pass-course level as reflected in the prospectus of the college.
- Proper emphasis is given on practical, field-works, project, educational excursions etc. that expose the students to learning and self assessment.
- The college has been utilising new methods and innovations in teaching like the application of electronic gadgets.
- The admission procedure of the college is fully transparent and follows a well framed pattern in conformity with the university and government norms.
- Civic responsibilities are being successfully injected into the students mental make-up through different programmes both academic and non-academic.
- A green pollution free campus amidst a serene environment as well as historical relics and monuments.
- A Strong, progressive and supportive Governing body with leading academicians having experience and expertise in the field of higher education.

Challenges:

- Salary burden of temporary teachers and non-teaching staff on management.
- Reconstruction and/or renovation of old and dilapidated buildings with limited fund.
- Need to increase number of scholarship and freeship to economically disadvantaged students.
- Limited flexibility in curriculum designing and framing due to University affiliation system

8. Plans of institution for next year

1. Many latest ICT gadgets were installed in classrooms
2. Construction of Indoor Stadium was started
3. Proposal for introduction B.Ed. programme was sent NCTE for recognition

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Annexure I

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

SIBSAGAR COLLEGE, JOYSAGAR**Academic Calendar**

Session: 2012-2013

Sl. No.	Event/Programme	Date
1.	Commencement of 3rd Year Classes as per existing routine	12 th May, 2012
2.	Admission into T.D.C. 1st. Semester/3 rd Semester Classes	2 nd Week of June, 2012
3.	Notification of Class Routine for 1 st Semester and 3 rd Semester students.	14 th July, 2012
4.	Commencement of Classes a) 3 rd Semester b) 1st Semester c) 3 rd Year	16 th July, 2012 17 th July, 2012 16 th July, 2012
5.	Notification of course plan for 1st & 3 rd Semester classes	16 th July, 2012
6.	Interaction with 1 st & 3 rd Semester students by the Principal and the Teachers	20 th July, 2012
7.	Issue of Registration Form to 1st Semester Students	On the day of admission.
8.	Freshers' Social (Hostel Freshers by 27 th July, 2012)	28 th July, 2012
9.	Submission of filled-in Registration Form by 1st Semester students a) Arts b) Science	1 st August, 2012 2 nd August, 2012
10.	1 st Unit Test for 1st Semester & 3rd Semester classes	6 th - 8 th August, 2012
11.	1st Sessional Examination for 1st Semester classes	27 th August – 1 st September, 2012
12.	Election to Students' Union a) Notification b) Issue of Nomination Paper c) Submission of Nomination d) Withdrawal of Nomination e) Scrutiny of Nomination Papers f) Campaigning g) Voting, Counting and Result h) Oath taking and installation of New Executive Body of SCSU	1 st September, 2012 3 rd September, 2012 4 th September, 2012 6 th September, 2012 6 th September, 2012 7 th September, 2012 10 th September, 2012 12 th September, 2012

13.	2 nd Unit Test for 1st Semester & 3rd Semester classes	20 th – 22 nd September, 2012
14.	Notification of Result of 1st Sessional Examination in the Department Notice Board	28 th September, 2012
15.	Students Counseling & Mid-Semester Feedback Assessment	29 th September, 2012
16.	Form fill-up of End Semester Examination by 1 st Semester students a) Arts b) Science	3 rd October, 2012 4 th October, 2012
17.	Form fill-up of End Semester Examination by 3 rd Semester students a) Arts b) Science	5 th October, 2012 6 th October, 2012
18.	2nd Sessional Examination for 1st Semester classes	12 th - 19 th October, 2012
19.	Last date of giving Assignment to 1st Semester & 3rd Semester students	16 th October, 2012
20.	Field Work for Environment Studies for 3 rd Semester students for both Arts and Science	17 th October, 2012
21.	Academic Excursion/ Field Work, if any	21 st – 29 th October, 2013
22.	Last date of submission of Assignment by 1st Semester students	30 th October, 2012
23.	Last date for submission of the Report of Field Work on Environment Studies by 3 rd Semester students	31 st October, 2012
24.	College Foundation Day Celebration	2 nd November, 2012
25.	Notification of result of 2nd Sessional Examination in the Department Notice Board	10 th November, 2012
26.	Completion of courses of 1 st & 3 rd Semester classes	By 10 th November, 2012
27.	Completion of evaluation of the Field Work Reports of Environment Studies of 3 rd Semester students by concerned teachers and display of grades in the Notice Board	10 th November, 2012
28.	Study break for 1 st & 3 rd Semester students	11 th – 22 nd November, 2012
29.	Submission of internal assessment marks of 1 st & 3 rd Semester students by the Departments to the Principal	16 th November, 2012
30.	End Semester Examination	23 rd November – 15 th December, 2012
31.	Terminal Examination for 3rd year classes	26 th November – 3 rd December, 2012

32.	Break/ Vacation	16 th December, 2012 – 15 th January, 2013
33.	College Week	17 th – 22 nd December, 2012
34.	Notification of Class Routine for 2 nd & 4 th Semester classes	17 th January, 2013
35.	Programme for welcoming New Year	1 st January, 2013
36.	Notification of course plan for 2 nd & 4 th Semester classes	17 th January, 2013
37.	Commencement of Classes of 2 nd Semester	17 th January, 2013
38.	Commencement of Classes of 4 th Semester	17 th January, 2013
39.	Resumption of 3 rd year classes	17 th January, 2013
40.	1 st Unit Test for 2 nd Semester & 4 th Semester classes	7 th - 9 th February, 2013
41.	Completion of course of 3 rd year classes	10 th February, 2013
42.	Declaration of results of 1 st & 3 rd End Semester Examination	15 th February, 2013
43.	1 st Sessional Examination for 2 nd & 4 th Semester classes	20 th - 26 th February, 2013
44.	TDC Part II Examination	21 st February, 2013
45.	Notification of result of 1 st Sessional Examination in the Department Notice Board	15 th March, 2013
46.	Students Counseling & Mid-Semester Feedback Assessment	16 th March, 2013
47.	2 nd Unit Test for 2 nd & 4 th Semester classes	21 st – 23 rd March, 2013
48.	Last date of giving Assignment to 2 nd & 4 th Semester students	1 st April, 2013
49.	TDC Part III Examinations	As per DU Notification in due course.
50.	Last date of submission of Assignment by 2 nd & 4 th Semester students	12 th April, 2013
51.	2 nd Sessional Examination for 2 nd & 4 th Semester classes	18 th - 24 th April, 2013
52.	Form fill-up of End Semester Examination by 2 nd Semester students a) Arts b) Science	26 th April, 2013 27 th April, 2013

53.	Form fill-up of End Semester Examination by 4 th Semester students a) Arts b) Science	29 th April, 2013 30 th April, 2013
54.	Notification of result of 2 nd Sessional Examination in the Department Notice Board	9 th May, 2013
55.	Completion of courses of 2 nd & 4 th Semester classes	By 10 th May, 2013
56.	Study break for 2 nd & 4 th Semester students	11 th May – 19 th June, 2013
57.	End Semester Examination	20 th May - 15 th June, 2013
58.	Declaration of the result of TDC Part II Examination by the University	31 st May, 2013
59.	Break/ Vacation	16 th June – 15 th July, 2013
60.	Declaration of the result of TDC Part III Examination by the University	28 th June, 2013

Practice I:

- **Title of the practice:** Solidarity, Cooperation and Participation
- **Goal:** Goal of this practice is to achieve excellence in every sphere of the College through solidarity and co-operation among the authority, teachers, non-teaching staff and students, and participation of them in all activities. Four vital components of any educational institute are - student, teacher, office staff and administration. These constituent parts must create a symphony with well-balanced attitude of solidarity and cooperation, which opens up avenue for a participatory approach to achieve the desired goal of the College. To achieve the main motto of this college i.e. quest for light, solidarity and cooperation are very necessary and the intention behind this practice is to create a conducive atmosphere to achieve excellence in the institute and to create 'human resource' inspiring good citizenry.
- **Context:** Sibsagar College is one of the premier educational institutes of Assam. This institute has the pleasure of organising various academic events. Apart from doing routine academic activities like holding of classes, practical, examinations, assessment and evaluation etc, it has also organised international and national seminars, conferences, workshops, popular talk etc. and also different co-curricular and extra-curricular activities. Moreover, this institute has never compromised to improve its qualitative aspect conducting many academic programmes and for the success of such programmes solidarity, cooperation, participation and mutual understanding among all are imperative. So, it is in this context cooperation is regarded and nourished /fostered as the best practice in the institute. As the success of an educational institute lies not only in imparting knowledge within the four walls of a classroom, even though a good result is an inevitable expectation of the institute. So, along with it, to create human resource, to make good citizen who can contribute to the country and serve the nation is also another wider perspective of the college and with a view to achieve such noble intention, the institute highlights and concentrates on such best practice.
- **Practice:** The solidarity, cooperation and participation of the authority, teachers, non-teaching staff and students in some important matters related to college have created a positive impact on the smooth functioning of the college which contribute to the achievement of the institutional objectives and the quality improvement of the college.

Cooperation of everyone belonging to the college is reflected in the active participation of each and everyone when situation demands. For instance in preparation and submission of proposals and its utilization under different schemes of UGC, CPE, University, Govt and other agency like ONGC, NEC etc., faculty members are actively involved. Even they used to participate in some other activities which are usually within the periphery of the College administration such as arrears, promotion related activity, income tax matter, admission, budget, utilization etc. In some academic matters like preparing academic calendar, class routine, prospectus, functioning zonal evaluation centre of the University semester end examinations, organizing seminar, conference teachers are thoroughly involved. Moreover, in hostel management, in sports and culture, in observing special day like foundation day, teachers' day, Gandhi Jayanti, World Environment Day, in holding inter college events, in holding college election for constituting students' union body, in various activities of students' union – teachers, students, library staff, and office staff – all are involved as per responsibility entrusted to them and used to work together in a concerted way. In fact, besides these activities, the mutual funds like STWS, TMBF, Teachers' Welfare Fund, Teachers' Academic Excellence Promotional Fund etc also express 'interdependence' and unity amongst all. The promotional funds inspire, motivate and also guide the students providing financial help and extending moral support contributing to the overall development of the college.

- **Evidence of success:** As a result of this practice everything is so well managed and balanced in the institute and success of this institute becomes evident in every sphere. A few of them are mentioned below which are not at all exhaustive.
 - Preparation and submission of proposals to different funding agencies, utilisation documents etc. are always being done regularly.
 - Infrastructure development projects are being successfully and properly carried out.
 - A concerted effort of all the stakeholders of the College has been noticed in the matter of obtaining permission, recognition and affiliation from the NCTE and Dibrugarh University for establishing an institute for running teacher education programme under the jurisdiction of Sibsagar College.
 - International and national seminars, conferences, workshops, popular talk etc. could be successfully organised in which participation of large number of scholars/delegates across the nation as well as different countries especially for the international event has been noticed.
 - Inter college events like youth festival, volleyball tournament etc. Could be successfully

organised.

- **Problems encountered and resources required :**

- As in the institute semester system is going on and semester system is a system of continuous performance and assessment, so lack of time sometimes stands as a barrier in extending service in each and every activity of the college to some extent.
- Since the College was established way back in 1947, many of the old building are not in good form and they need reconstruction. But, due to paucity of fund some of them have been either repaired or partially renovated. The Government and UGC should intervene the matter and a good infrastructure should be developed as soon as possible.
- A few teaching and non-teaching positions are lying vacant due to lack of prompt initiative of the Government/ Department. This problem needs to be addressed immediately for maintaining a good working human resource capital.
- But still with the dexterous hands and minds, up till now it is well managed and because of this practice of cooperation, our college manifests victory in every sphere marching towards excellence in a harmonious rhythm.

Practice II :

- **Title of the Practice :** Research Culture:
- **Goal:** The chief objective of the practice is to foster intellectual culture, because the vitality of an institute of higher learning lies in its research activities. Because research activity can lead the institute towards the goal of excellence. The prime concern of this practice of research activities is to provide quality education to students. Because, the first and foremost presupposition for quality education is to increase the number of qualified faculty through research activity. A brilliant teacher researcher can provide the best guided tours to the most updated world of knowledge. To do something innovative in the field of knowledge and learning, research activity is really necessary.
- **The Context:** In an educational institute fertile research culture is the sign of progress, advancement in the world of learning as it increases the sum of knowledge, analytical power and faculty of argumentation. So, it obviously helps in improving the overall quality of teaching-learning situation providing updated knowledge. In our educational institute it is observed that students are from varied social group, from different background with different ability. There are some students with extra-ordinary merit and excellence with a very good result. Specially to cater the intellectual need of those students updated knowledge of the faculty is really necessary. These students are provided with advanced knowledge of latest journal and books. Thus research-education technology is interdependent, so discerning the integral connection between research and education, our institute gives focus on the sphere. In fact, it is realized that academic excellence can generate creative talent and in this context, research culture is fostered in the institute.
- **The Practice:** Among the teachers research culture is reflected in their individual research publications, Minor Research Project sponsored by UGC, Major Research Project etc. Many teachers of the college obtained Ph.D degree during this period, some teachers got opportunity to conduct research work under Faculty Development Programme sponsored by UGC. Long hours of intellectual incubation and effort are visible in the annual Research publication of the college with ISSN number. It is a good sign that many faculty members are involved in many national international research bodies and also act as peer reviewer in some refereed journal. Many research papers are

presented in seminars of national and international level. Besides, the most remarkable fact is that even the students are also touched by this intellectual adventure. Because, they are taught in the seminar class—the style of writing a research paper with proper format and citation and also the way to present a paper. Moreover, in the seminar class the students are evaluated practically in this field.

- **Evidence of Success:** It is found that a student initially with poor ability achieves tremendous success at the final stage. The students are inspired to present seminar paper under the guidance of teachers, so they are used to present student seminar in different colleges besides general seminars for all scholars. One best example of such kind of activity is apparent in the fact that students of the English major presented a paper in the International Seminar organized by the Department of English in 2012. In 2014 some of the students are allowed to attend an International seminar organized by CKB College, Teok. In this way students are inspired and motivated to take part in research activities from their learning stage. One specifically student-based programme entitled ‘Simulation’ was organized by English Department in 2010 where students act as teacher. This kind of interesting activity shows the urge of students in research activities. Moreover, books with ISBN and many research papers published in reputed journals by faculty members are the outcome of their strenuous research related activity.
- **Problems Encountered and Resources Required:** Shortage of infrastructure can be regarded as an impediment in this regard. Because, separate section is required for research activity. In addition to it, more research-based journal of international standard is required.