

The Annual Quality Assurance Report (AQAR) of the IQAC

FROM JULY 1, 2014 TO JUNE 30, 2015

Part – A

AQAR for the year

2014-15

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

Dist. 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:

Dr. Profulla Kalita

Tel. No. with STD Code:

03772-270578

Mobile:

09435500022

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

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 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 :

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 2010-11 submitted on 15/03/2013
- ii. AQAR for 2011-12 submitted on 15/03/2013
- iii. AQAR for 2012-13 submitted on 06/05/2016
- iv. AQAR for 2013-14 submitted on 06/05/2016

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 (ODL)

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 UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

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

Training of faculty members on Management of Institutional Database and Individual Career Profile

2.14 Significant Activities and contributions made by IQAC

- Preparation SSR for 2nd cycle of assessment and accreditation.
- Monitoring and assessing teachers' performance for their promotion to next higher grade.
- Preparation of academic calendar.
- Counselling for students.
- Planning of co-curricular and extra-curricular activities.

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. Introduction of B.Ed. programme	1. B.Ed. programme has been permitted to start from 2015-16
2. Opening of Biotech Hub	2. Biotech Hub is created
3. Enhancement of ICT infrastructure	3. Many latest ICT gadgets were installed in classrooms

* *Attach the Academic Calendar of the year as Annexure.* Academic Calendar of year 2014-15 is enclosed

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.

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	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.

Planning for starting of B.Ed programme from academic session 2015-16 was done

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	69	30	39		

2.2 No. of permanent faculty with Ph.D. 29

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
		10								10

2.4 No. of Guest and Visiting faculty and Temporary faculty 13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	8	5
Presented	5	13	1
Resource Persons	-	5	3

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

- Use of ICT tools,
- Giving note for difficult topics,
- interaction with students,
- Using audio- visual aids for some classes such as LCD projector, table, charts OHP etc.,
- 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,
- use of students' group e-mail id (google drive etc.) for sharing of study materials/references,

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

183

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 within a semester.
2. Answer scripts were shown to the students on demand.
3. 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 as member of Board of Study/Faculty/Curriculum Development workshop

08

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.	170	-	54(32%)	96 (56%)	-	150
B.Sc.	126	-	64(51%)	31(25%)	-	95

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	2
Faculty exchange programme	3
Staff training conducted by the university	1
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	9
Others	3

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 – the establishment of a research centre in the capacity of ‘Thin Film Laboratory’, establishment and running of ‘Material Science Laboratory’ in the Department of Physics, ‘Bio-technology Hub’, Ph. D. research centres in - i) Department of Electronics, Department of Zoology, Department of Botany etc. Moreover, numerous 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	1	03	02	-
Outlay in Rs. Lakhs	` 4.98 lakh	` 96.83 lakh	` 7.84 lakh	-

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	02	-	01
Outlay in Rs. Lakhs	-	` 3.5 lakh	-	` 1.17 lakh

3.4 Details on research publications

	International	National	Others
Peer Review Journals	11	12	01
Non-Peer Review Journals	01	08	-
e-Journals	01	01	-
Conference proceedings	01	-	-

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	` 7.84 lakh	` 5.47 lakh
Minor Projects	1.5 years	UGC	-	` 3.1 lakh
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total			` 7.84 lakh	` 8.57 lakh

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	-	-	-	-	20

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

34 numbers of cadets from 10th Assam Bn NCC Unit joined CATC. Along with them 02 cadets joined NIC, 02 joined Thal Sena and 02 joined Army Attachment Camp. In this session 07 cadets got 'B' and 02 got 'C' certificates. 10th Assam Bn NCC Unit of Sibsagar College, Joysagar has got 1st prize in Drill Competition on Independence Day Parade, 2015 at Boarding Field Sivasagar, organised by district administration.

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

- Collaborated with 10th Bn NCC Unit of Sibsagar College Unit to organise World Heart Day on 29th Sept. 2014.
- Observed World Disabled Day on 3rd December 2014 in association with KOUMUDALAY, Joysagar, Sivasagar

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	1	DBT	12
Seminar Halls	4	-	-	4
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	-	-
Value of the equipment purchased during the year (Rs. in Lakhs)	-	.50	UGC	-
Others	-	20.68	UGC & Own fund	-

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	54678	--	917	Rs. 1,01,803/-	55595	--
Reference Books	4295	--	123	Rs. 45,848/-	4418	--
e-Books	--	--	--	--	--	--
Journals	22	--	--	--	--	--
e-Journals	N-list	--	--	--	--	--
Digital Database	SOUL 1	--	--	--	--	--
CD & Video	09	--	--	--	09	--
Others (specify)	104 (manuscripts)	--	--	--	104 (manuscripts)	--
	59109				60126	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsin g Centres	Computer Centres	Office	Depart -ments	Others
Existing	82	35	15	15	35	8	16	8
Added	2	-	-	-	-	-	-	2
Total	84	35	15	15	35	8	16	10

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

Such programmes were not carried out in this particular year.

4.6 Amount spent on maintenance in lakhs :

i) ICT

` 03.25 lakh

ii) Campus Infrastructure and facilities

` 20.41 lakh

iii) Equipments

` 1.23 lakh

iv) Others

` 38.39 lakh

Total :

` 63.28 lakh

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
1566	-	-	-

(b) No. of students outside the state

(c) No. of international students

No	%
968	61.8%

Men

No	%
598	38.2%

Women

Last Year 2013-2014						This Year 2014-2015					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
257	120	94	1106	0	1577	303	94	108	1061	0	1566

Demand ratio

Dropout %

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

- A counselling programme for various competitive examinations was organised by Career Counselling Cell of the College during October, 2015.
- Various information were put in the Notice board in front of the Central Library

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	79	` 1.05 lakh
Financial support from government	139	` 1.16 lakh
Financial support from other sources	12	` 0.13 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 ResearchGates 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
- Purchase of computers
- 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.
- Sending of faculty members to various faculty development programmes.
- Promotion of a research culture for both teachers and students as a whole and the former in particular ; encouragement to faculty members to take up research projects and FIP scheme for M.Phil/Ph.D research.
- Provision of training for non-teaching staffs on matters of office management
- Mentoring of the students in co-curricular and extra-curricular activities, encouragement to them towards participation in inter-collegiate events and also guidance to them to become coherent to environmental issues.
- Provision of remedial classes for SC/ST/OBC students.
- Separate welfare schemes for - 1) faculty members, 2) non-teaching employees, and 3) students.

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 information 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

` 227.97 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

Meetings of Parent Teacher Association (PTA) are held regularly at the beginning and also at the middle of the academic session by each and every department of the college. Suggestions of the parents are given due importance and at the same time they are also apprised about the progression of their wards. This practice has helped the institution’s overall teaching learning process.

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

- Plantation of saplings within and outside the campus
- Participation of students, teacher, administrative and technical staffs of institution in the Swachh Bharat Abhiyaan - स्वच्छ भारत अभियान (SBA)
- Students participation in Green Sivasagar Rally
- Systematic and scientific disposal of waste
- Water harvesting from surface water reservoir system by conserving groundwater
- Many official works are done online to reduce the use paper
- Sharing of vehicles to reduce carbon emission in the campus

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.

Planning was done for opening of a separate institution within the ambit of Sibsagar College for starting Teacher Education programmes as per NCTE guidelines.

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

- Permission obtained from NCTE for starting B.Ed. programme from 2015-16 academic session
- Biotech Hub was established
- ICT infrastructure was enhanced
- Data collection for preparation of SSR has been started

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

- Maintenance of a green campus with regular plantation of saplings
- A symposium at institutional level on 'Relevance of the Policies of Mahatma Gandhi towards Conservation of Environment' was organised by Teachers' Unit.
- World Environment Day was observed in which particularly the students were made aware of the newer concepts of conserving our nature. A students' rally was done to mark the significance of the occasion.
- Participation of students, teacher, administrative and technical staffs of institution in the Swachh Bharat Abhiyaan - स्वच्छ भारत अभियान (SBA)
- Students participation in Green Sivasagar Rally

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 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.
- A dedicated team of teaching and non-teaching employees headed by the principal.
- High enrolment of students every year and many of them are bright and meritorious.
- The up to date technologies and facilities available in the College and used by the faculty for effective teaching.
- An automated Library with text books, rich reference books, journals, news papers, magazines, research volumes and a spacious reading room, and a Museum is attached with it.
- Adequate physical facilities for facilitating teaching-learning process.
- Sufficient classrooms both in Science and Arts Section, technology enabled learning spaces, seminar halls, departmental Laboratories and libraries, Biotech Hub Lab, Botanical garden.
- Language laboratory and psychology laboratory.
- NSS unit, NCC units (both army and navy) for both boys and girls.
- A formal and operational Career Counselling Cell.
- Various equipments for teaching, learning and research – sufficient LCDs, OHPs, Smart Boards, Video Conferencing Unit, Computers, Internet Terminals, Audio-systems, Xerox and Printers, E-Journals etc.
- A formal and fully operational Board of examination which takes all decision for conducting the internal examinations as well as end semester examinations.

Weaknesses:

- Almost all buildings of the college are very old and dilapidated condition.
- Being situated at the bank of the large Joysagar Tank, soil condition is not suitable for construction of multi-storied building.
- Problem of transport and communication.

- Most of the students belonging to rural community and much of them hailing from poor economic background.
- 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.

Opportunities:

- The College has received grant from different organizations like UGC, DST, DBT, DeitY and other Govt. Organization.
- The UGC has accorded the college the prestigious status of “College with potential for excellence” (CPE).
- Besides its general B.A. and B.Sc. programmes, there are a few Certificate, Diploma, Post Graduate programmes offered through both regular and ODL modes, which are basically professional and skill oriented in such a manner that it can facilitate its students to earn twinning /dual degree.
- The College has recently added two years B.Ed. programme recognized by NCTE.
- The college has study centres and offers various programmes under ODL mode recognized by Krishna Kanta Handique State Open University, and M.A in various subjects under ODL mode recognized by Dibrugarh University.
- The College publishes a research journal called *Journal of Frontline Research in Arts and Science* (JFR) with ISSN No. and thus the faculty and the students are getting opportunity to publish their research articles.
- Holding regular extension programmes to inspire the students to owe responsibility towards the society, and also to promote institution-neighbourhood-community network.
- Host of co-curricular and extra-curricular activities are being promoted to expose the potentialities and talents of the students.
- The College publishes its prospectus annually.
- The College has a dynamic website of its own.
- In addition the routine bound regular classes, there is facility of mentoring, tutoring, remedial classes, library classes etc.
- Using the ICT tools teachers have the opportunity to make lectures more interactive.
- A learn and earn culture among the students is facilitated to face their final examinations.
- Three mutual welfare funds are running among and for the teaching and non-teaching employees of the College.

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 disadvantageous students.
- Limited flexibility in curriculum designing and framing due to University affiliation system.

8. Plans of institution for next year

- Starting of PG in more departments
- Digitalization of Library resources
- Construction of a multi-storeyed building for administrative set-up.
- Construction of additional buildings for classroom and laboratory
- Completion of half-built Indoor Stadium

Name _____

Name _____

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

SIBSAGAR COLLEGE, JOYSAGAR**Academic Calendar****Session: 2014-2015**

Sl. No.	Event/ Programme	Date
1.	Admission to BA/B Sc 1st Semester Classes	2nd June – 14th June, 2014
2.	Issue of Registration Form to 1st Semester Students	On the day of admission.
3.	Admission to BA/B Sc 3rd and 5th Semester Classes	1st July – 15th July, 2014
4.	Commencement of Classes a) 3rd and 5th Semester b) 1st ^t Semester	16th July, 2014 17th July, 2014
5.	Notification of Class Routine for 1st Semester, 3rd Semester and 5th Semester students.	16th July, 2014
6.	Notification of course plan for 1st , 3rd and 5 th Semester classes	16th July, 2014
7.	Interaction with 1st Semester students by the Principal and the Teachers	19th July, 2014
8.	Fresher's Social (Hostel Fresher's Social by 25th July, 2014)	26th July, 2014
9.	Submission of filled-in Registration Form by 1st Semester students a) Arts b) Science	11th and 12th August, 2014 13th and 14th August, 2014
10.	1st Sessional Examination for 1st , 3rd and 5th Semester classes	26th August – 30th August, 2014
11.	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	19th September, 2014 22th September, 2014 23th September, 2014 24th September, 2014 25th September, 2014 26th & 27th September, 2014 29th September, 2014 10th October, 2014
12.	Notification of Result of 1st Sessional Examination in the Department Notice Board	20th September, 2014
13.	Students Counseling & Mid-Semester Feedback Assessment for BA / B Sc 1st, 3rd and 5th Semester Students	24th September, 2014
14.	Academic Excursion/ Field Work, if any	1st – 7th October, 2014
15.	Form fill-up of End Semester Examination by	

	1st Semester students a) Arts b) Science	9th and 10th October, 2014 13th and 14th October, 2014
16.	Form fill-up of End Semester Examination by 3rd Semester students a) Arts b) Science	14th and 15th October, 2014 16th and 17th October, 2014
17.	Form fill-up of End Semester Examination by 5th Semester students a) Arts b) Science	16th and 17th October, 2014 20th and 21th October, 2014
18.	Submission of Budget for College Week	16th - 17th October, 2014
19.	Last date of giving Assignment to 1st, 3rd & 5th Semester students	17th October, 2014
20.	2nd Sessional Examination for 1st, 3rd & 5th Semester classes	21st - 25th October, 2014
21.	College Week	27th – 31st October, 2014
22.	Last date for Assignment Submission by the students	1st November, 2014
23.	Submission of Internal Assessment Marks of 1 st , 3rd & 5th Semester students by the departments to the Principal	1st November, 2014
24.	College Foundation Day Celebration	2nd November, 2014
25.	Notification of result of 2nd Sessional Examination in the Department Notice Board	10th November, 2014
26.	Completion of courses of 1 st , 3rd & 5th Semester classes	By 11th November, 2014
27.	Study break for 1st, 3rd & 5th Semester students	12th – 19th November, 2014
28.	End Semester Examination of the B A / B Sc programmes	20th November - 15th December, 2014
29.	Break/ Vacation	16th December, 2013 - 15th January, 2015
30.	Programme for welcoming New Year in the College	1st January, 2015
31.	Notification of Class Routine for 2nd, 4th & 6th Semester classes	16th January, 2015
32.	Notification of course plan for 2nd, 4th & 6th Semester classes	16th January, 2015
33.	Commencement of Classes of 2nd, 4th & 6th Semester	16th January, 2015
34.	Declaration of results of 1st, 3rd & 5th End Semester Examination	20th - 28th February, 2015
35.	1st Sessional Examination for 2nd, 4th & 6th Semester classes	25th February – 28th February, 2015

36.	Notification of result of 1st Sessional Examination in the Department Notice Board	16th March, 2015
37.	Students Counseling & Mid-Semester Feedback Assessment	17th March, 2015
38.	Last date of giving Assignment to 2nd, 4th & 6th Semester students	11th April, 2015
39.	2nd Sessional Examination for 2nd, 4th & 6th Semester classes	22nd - 25th April, 2015
40.	Last date of submission of Assignment by 2nd, 4th & 6th Semester students	27th April, 2015
41.	Form fill-up of End Semester Examination by 2nd Semester students a) Arts b) Science	27th and 28th April, 2015 29th and 30th April, 2015
42.	Form fill-up of End Semester Examination by 4th Semester students a) Arts b) Science	27th and 28th April, 2015 29th and 30th April, 2015
43.	Form fill-up of End Semester Examination by 6th Semester students a) Arts b) Science	27th and 28th April, 2015 29th and 30th April, 2015
44.	Notification of result of 2nd Sessional Examination in the Department Notice Board	8th May, 2015
45.	Completion of courses of for 2nd, 4th & 6th Semester classes	By 9th May, 2015
46.	Study break for 2nd, 4th & 6th Semester students	11th - 16th May, 2015
47.	End Semester Examination	18th May - 15th June, 2015
48.	Break/ Vacation	16th June - 15th July, 2015

Sd/-
(Mrs. H. D. Borah)
Principal, i/c

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.