



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SIPAJHAR COLLEGE
Name of the head of the Institution		Dr. Pradip Chandra Deka
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03713266427
Mobile no.		9954044122
Registered Email		sipajharcollege2010@rediffmail.com
Alternate Email		pcdekarc@rediffmail.com
Address		Sipajhar Darrang
City/Town		Sipajhar
State/UT		Assam
Pincode		784145
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sultana Rezia
Phone no/Alternate Phone no.	03713266427
Mobile no.	9864188907
Registered Email	iqacsipajhar@gmail.com
Alternate Email	sultanarezia@rediffmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.sipajharcollege.org/The_Annual_Quality_Assurance_Report_2017-18.doc
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://sipajharcollege.org/websiteupdate/2/academic-calendar.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	67.35	2004	04-Nov-2004	03-Nov-2009
2	B+	2.52	2016	05-Nov-2016	04-Nov-2021

6. Date of Establishment of IQAC	11-Jun-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Timely submission of AQAR	29-Dec-2018	5

to NAAC	365	
Regular meeting of IQAC.	19-Nov-2018 1	12
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	General excursion	State govt	2019 365	1
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Significant contributions made by IQAC during the current year

1. International Yoga day was observed on 21/06/2019. Two resource persons named Sabita Devi and Silpisikha Saikia from Patanjali were participated in the program.
2. International Women 's Day was observed on 08/03/2019. Dr. Archana Barua , Senior Health Officer from Sipajhar PHC was invited to deliver a lecture on "Creating health awareness amongst adolescents and problems of menstrual health - its remedies."
3. Training course on use of ICT tools for Faculty members from 21st to 30th January, 2019. Conducted in collaboration with Mantra Associates IIT Guwahati.
4. A workshop was organised on UGCBCS on 11/06/2019. Prof. Nissar Ahmed Barua, Chairman, Committee for framing Under Graduate Choice Based Credit System Regulation, Gauhati University graced the occasion as Resource person.
5. World Environment Day was observed on 05/06/2019 and a tree plantation drive was undertaken by the faculty members led by Principal Dr. P.C. Deka.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
1. Application based teaching to be strengthened.	1. ICT tools have been made available in the digital classroom, seminars using PPT by both teachers and students using OHP have been integrated into the teaching learning process and their use have provided encouraging results.
2. Efforts to be made for development of adopted village	2. Various awareness programmes and cleanliness drives have been carried out by NSS unit of the college in the adopted village, Maroi-Bijulibari.
3. Mentoring system to be strengthened.	3. A new committee has been formed for a better implementation of the mentoring programme with Ms Gultaz Begum, Asst Professor, Dept of Economics as the Convenor.
undefined	undefined
4. Library to be upgraded and its resources augmented.	4. The Library is digitalised and internet and Wi -Fi facilities are provided for the library users.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing body	11-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

30-Sep-2019

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The colleges of Assam are provided with the courses of study and fixed syllabi which are implemented by the college authorities in collaboration with the faculty of the college. A Daily class routine is prepared for the entire college keeping in mind the requirements of all the various departments, tutorial, and practical classes. The heads of different departments are given the responsibility of ensuring equitable allocation and implementation of the routine by creating departmental routines and allotting portions of the syllabi amongst their faculty before the beginning of the academic session. Besides, the parent university also provides an academic calendar wherein dates for college week, internal examinations and end semester examinations are provided and colleges are given some flexibility in these matters except for the conduct of end-semester examinations. The institution is also much concerned with other extra -curricular activities other than teaching. The College manages provisions for sports activities, literary activities. Social service activities, extension education activities, and other non-teaching and learning activities for the students, so that they may establish themselves as honest and active citizens of the community. For each program related to such activities documentation is available. As for example, sports facilities both (outdoor and indoor) are there. Teams are sent to participate in different competitions organised by the Gauhati University. Every year College week is held where extra -curriculum activities related to Sports, Culture. The literary program, Debating, social service, Campus cleaning, etc . are performed where students take participation. The college has organised state-level debating competition, a workshop for extension education, field study for the survey of the ecological position of the locality. The college has also adopted a village which is one and a half kilometers away from the campus itself. Students and teachers occasionally go there to organise different awareness programs related to health , cleanliness , plantation, women empowerment, legal rights of the citizen and so forth . The Women Cell of the College has already organised a special talk regarding female menstrual problems where doctors from the Primary Health Centre of Sipajhar attended as Resource person. There is a trend of organising excursion from each department which are led by under the guidance of departmental teachers. They take their students to different sites related to their subject . This type of excursion may be considered to be very good program of curricular activities . Different national and international programs like - Celebration of Republic day, Independence Day, Teachers Day, Gandhi Jayanti , Women 's Day, International Yoga Divas , World Environment Day , World Health Day, Traffic Rule Awareness Programme celebration , Saraswati Puja celebration, Fateha Dowaj Daham celebration, College Foundation Day celebration, etc. are organized where students are bound to participate.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
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No Data Entered/Not Applicable !!!

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	IDOL	17/06/2019

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Nil	01/08/2019
BSc	Nil	01/08/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	57	25

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Yoga and Meditation	01/08/2018	430

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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Global warming	139
BA	Bio-diversity	153
BA	Forest Resources	138

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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback Analysis: Feedback from teachers: Streams : Humanities Science Sample size: 29 Parameters on which feedback obtained: Facilities provided, relationship with administrator and opportunities for career advancement. Feedback Analysis: Teachers, both holding sanctioned and non sanctioned posts, were provided printed feedback forms having a set of 15 questions and were asked to rate the college on the parameters of facilities provided, relationship with the administrator and opportunities for career advancement. While 95 of the teachers provided positive feedback on questions 1-4 8-15, about 35 of them did not give positive feedback on questions 5 6 and 15 choose not to answer these two questions. What was done to improve the institution: The feedback analysis was provided to the Principal of the college who assured

to look into the matter and do the needful wherever required. Feedback from Parents: Sample size: 224 Feedback Analysis: In the course of the annual parents-teachers meet held by the various departments of the college ,parents/guardians were provided with printed feedback forms having a set of 8 questions which had to be answered in a Yes/No format. Space was however provided where they could give their views and suggestions. There was unanimity about high standards of teaching, excellent student- teacher relationship and effective discipline within the college campus. Action taken: Feedback was analysed and the report submitted to the principal who agreed to do the needful. Feedback from Alumni: Sample size: 240 Feedback Analysis: While almost all of the alumni were willing to help the college in any way they could some of them offered to donate books to the departmental libraries. A majority of the alumni rated their relationship with teachers and the institution as excellent and were highly impressed by the growth and development in infrastructure of the college like the state-of-the-art conference hall and digital classroom, hostel facilities for women and by the increased greenery of the campus. Feedback from Students: Feedback Analysis Grading is based on the following scale of rating on the 10 point questionnaire: A10: B6: C4 Formula used for analysis: Grades/N , where S is the total score obtained by the individual teacher and N is the number of samples used for analysis. Grades: A Grade -119 to 140-Excellent B Grade -105 to 118 Very Good C Grade 91-104 Good and D Grade with a score of less than 80 has been categorized as "needs improvement" Of the 34 teachers on whom feedback was taken ,30 were rated Excellent and 4 were rated Very Good Action Taken: Teachers were provided with the feedback results and those who required improvement were requested to do so.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Arts	745	1336	738
BSc	Science	135	150	135
MA	Arts	20	45	19
PGDCA	Computer Science	20	25	20

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1977	38	32	8	40

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of	Number of	ICT Tools and	Number of ICT	Number of smart	E-resources and
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Teachers on Roll	teachers using ICT (LMS, e-Resources)	resources available	enabled Classrooms	classrooms	techniques used
32	32	6	2	2	1

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The process of mentoring is an individualised form of counselling and guidance activities. It addresses the needs of the students to have a friend, a counsellor and a confidant on the campus. Effective mentoring begins with the faculty and depends upon the healthy relationship between faculty and students. Sipajhar College has adopted and implemented a Mentoring system as a student support measure. The system though flexible, functions along well-defined lines. Each faculty member is the mentor of a group of 10 to 12 students allocated to him/her by the convenor/ HOD. The teacher collects personal information from the group without touching sensitive issues or forcing any information out of the groups and then provides the needed counselling to the group. A documented record of the mentoring process is maintained by the mentor teacher and the head of the Department for reference purpose. Types or activities of Mentoring:- i) Meets the group of students at least twice a month ii) Continuously monitors, counsels, guides and motivates the students in all academic matters. iii) Advises students regarding choice of Project, their career development or professional guidance. iv) Contact parents /guardians if the situation demands e.g. academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc. v) Keep contact with the students even after they graduate. vi) Maintain a detail progressive record of the mentee. vii) Maintain a brief but clear record of all discussions with students. The College has an academic council. The Council discusses mentoring related issues at least once a semester during its meeting and revise/upgrades the system as necessary. The Head of the Department of various departments act as the coordinators and monitor different activities of the Mentors. The Heads of the departments will: i. Meet all mentors of his /her department at least once a month for the reviewing of proper implementation of the system. ii. Suggest and advise mentors whenever necessary. iii. Initiates administrative action on a student(when necessary) iv. Gives a detailed report of the mentoring system to the Head of the Institution from time to time. Benefits of Mentoring system:- 1. Enhance the student's confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels. 2. Individual recognition and encouragement. 3. Psychological support at a time of need. 4. Students get access to a support system during the crucial stage of their academic, professional and intellectual development. 5. The mentees get direct access to powerful resources within our major or profession

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
358	29	1:12

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
43	32	11	9	16

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. P.C Deka	Principal	Best administrator and best teacher of Darrang District, Assam.

2018	Dr. Barnali Sharma	Associate Professor	UGC-Teacher Fellowship under the Faculty Development Programme and Awarded Ph.D degree.
2018	Dr. Mukul Sahariah	Assistant Professor	Awarded Ph .D degree
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Assamese	VI	19/05/2019	05/07/2019
BA	English	VI	19/05/2019	05/07/2019
BA	Economice	VI	19/05/2019	05/07/2019
BA	Philosophy	VI	19/05/2019	05/07/2019
BA	Education	VI	19/05/2019	05/07/2019
BA	Pol. Science	VI	19/05/2019	05/07/2019
BA	History	VI	19/05/2019	05/07/2019
BA	Geography	VI	19/05/2019	05/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Prior to the introduction of the choice-based-credit system of evaluation an internal evaluation examination carrying 20 marks up to the 4th semester and 15 marks for the 5th and 6th semesters was conducted centrally by the college authorities with the question papers being set by the various departments of the college and scripts were also evaluated by the faculty of the college. However after the introduction of the choice-based -credit system while the marks allocated for internal assessment has remained unchanged its components have been significantly broadened. The internal assessment has become truly a continuous one with the introduction of aspects like seminar presentation, home assignments and class attendance being taken into account and marks being earmarked in the ratio 10: 6: 4 for an internal examination per semester, seminar presentation/home assignments and attendance respectively. Further the marks secured through these internal assessment procedures are now duly reflected separately in the transcripts of examinations.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The parent university provides an academic calendar to all its affiliated colleges wherein dates for college week , internal examinations and end semester examinations are provided and colleges are given some flexibility in these matters except for the conduct of end-semester examinations.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://sipajharcollege.org/websiteupdate/1/PROGRAMME_OUTCOME.docx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
191-252	BA	Arts	515	337	65
Nil	MA	Arts	19	19	100
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://sipajharcollege.org/websiteupdate/1/Student_Satisfaction_Survey.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International

No Data Entered/Not Applicable !!!

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Null

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Physics	3	2.7
International	Economics	1	5.7
International	Zoology	2	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	1
Physics	1
Chemistry	3
Mathematics	2
Zoology	3
Botany	1
Geography	1
Education	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Defect Engineered ZnO whispering gallery modes via doping with alkali metals for label free optical sensors	Dr. Nayan Mani Das	Journal of Applied Physics	2019	2.367	IIT Guwahati	Null
Graphene Oxide Nano hybrids for	Dr. Nayan Mani Das	Nanoscale Advances	2019	0	IIT Guwahati	Null

Electron Transfer-Mediated Antimicrobial Therapy						
Paper based Enzymatic Chemiresistor for POC Detection of Ethanol in Human Breath	Dr. Nayan Mani Das	IEEE Sensors Journal	2018	3.799	IIT Guwahati	Nil

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	13	43	Nil
Presented papers	1	5	Nil	Nil
Resource persons	Nil	Nil	12	Nil

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swaachh Bharat	Sipajhar College Student Union	Swaachhta Abhiyaan	10	100
Gender Issue	Women's Cell of Sipajhar College.	Talk on 'Health awareness of Adolescents and problems of Menstrual Health- its Remedies.	20	150
Awareness programme	Teachers Unit of Sipajhar College	Voter awareness week.	3	1500
Enterprenership Development	ICGC	Alternative Careers and Educational opportunities	3	150
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
0	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Sipajhar PHE	24/06/2019	Purpose : Health Activities : Health Checkup, Awareness, Talk on health issues	2021

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
9000000	8222467

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Soul	Partially	Soul 2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	15582	389019	1760	250000	17342	639019
Reference Books	4132	571547	72	8070	4204	579617
Journals	14	27800	Nil	Nil	14	27800
Digital Database	2	Nil	Nil	Nil	2	Nil

No file uploaded.

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	62	1	0	0	1	0	8	0	0
Added	1	0	1	0	0	0	5	0	0
Total	63	1	1	0	1	0	13	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

5 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
0	0

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
6500000	6038502	2500000	2183965

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Nill
https://sipajharcollege.org/websiteupdate/1/Procedures_and_policies.docx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	Minority Ishan Uday OBC ST SC	207	0
b) International	0	Nill	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
2. Personal Counselling	01/08/2018	650	Department wise
1. Yoga Meditation	04/08/2018	358	Extension Education

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Workshop on Entrepreneurship development.	Nil	150	Nil	Nil
2019	Alternative careers and educational opportunities.	Nil	45	Nil	Nil

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	5

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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2018	1	BA	English	Nalbari College	MA
2018	1	BA	English	Sankardev University	MA
2018	1	BA	English	Kumar Bhaskar Barma University	MA
2018	2	BA	Assamese	Gauhati university	MA
2018	1	BA	Geography	Cotton university	MA
2018	1	BA	Economics	IGNOU	MA
2018	1	BA	Education	Gauhati university	MA
2018	1	BA	Education	Dibrugarh University	MA
2018	1	BA	Education	Kumar Bhaskar Barma University	MA
2018	1	BA	Pol. Science.	Gauhati university	MA
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Student get together	Institution level	600
Department wise get together	Institution level	100
Alumni meet	Institution level	100
Cultural competition.	Institution level	200
Annual sports competition	Institution level	170
Inter College Debate Competition	Institution level	20
Inter-College football match	Institution level	66
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international

level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Sports	National	3	Null	0	Bhriгу Sahariah
2018	Sports	National	3	Null	0	Himangshu Sahariah

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The student council of the college is known as Sipajhar College Students Union it is an elected body with a one year term, its activities include 1. Conducting social service camps and maintaining the college grounds 2. Conducting all the cultural , literary and sports activities related to the college week functions and freshmen socials 3. Publishing 'Siprajyoti' , the magazine for students, annually 4. For hosting inter and intra college debating competitions 5. Celebrating Republic Day, College Foundation Day, Independence Day , Gandhi Jayanti and such other occasions 6. Facilitating participation in inter college and university week events.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

3

5.4.4 – Meetings/activities organized by Alumni Association :

A tree plantation drive was conducted by the alumni association in the college campus The silver jubilee celebrations of the English, Education, Geography and Political Science departments were co-hosted by the alumni of these departments.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

In our college the decentralisation is a notable feature both in administration and teaching-learning practices. The principal of the college has delegated some aspects of administration to the teachers and employees. The Academic Council headed by Vice Principal of the college is entrusted with the duties of class management, conducting examinations, beautification of campus. In addition to that the principal has formed different committees to look into different aspects of college such as Internal Quality Assurance Cell (IQAC) , the Routine preparation committee for preparing the class routine, Admission committee, Library committee, Construction committee, Health care centre

committee, Information and career guidance cell, Research Cell, Hostel Committee and so forth. Though the Principal is overall head of the institution, those of the aforesaid committees is headed by some responsible and devoted teachers where other teachers or employees are included as members. The College has adopted a village namely 'Bijulibari' where the population belongs to S/C community and which is comparatively, economically and academically backward. The college organises some programmes every year. In the session 2018-19 also programme like cleanliness, awareness programme, women empowerment programme, anti drugs awareness programme were held .The entire responsibility from organising such programmes was shouldered by the extension education cell. All the teachers, employees and students whole heartedly extended their support and cooperation. In the case of office management the principal has delegated specific duties to the office assistants. In a very systematic way the office is going on. The student union is also given the freedom to plan and organise student-centric activities like college week, Freshmen Social, Inter-college events and the designated days of national celebrations.

6.1.2 – Does the institution have a Management Information System (MIS)?

No

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Development of curriculum is outside the purview of the institution, the college being an affiliated college under Gauhati University. The faculty members have been part of the departmental committees for the development of CBCS curriculum for three year degree course under Gauhati University
Teaching and Learning	So far as teaching is concerned the College offer chanced to the teachers to pursue higher education like M Phil, Ph D and any relevant diploma course. Teachers are allowed to attend Refresher Course, Orientation Course, Seminar, Workshops in the relevant subject to improve and update themselves. Teachers are encouraged to ICT enabled teaching and learning facilities like Google Classroom, Swayam and digital classrooms for effective teaching and monitoring of student activities and assignments.
Examination and Evaluation	In this area too the college has limited autonomy and conducts only internal assessment examinations where care is taken to follow the university examination patterns and guidelines to familiarise students about it.
Research and Development	A good number of our teachers have obtained PhD Degree from different

Universities. Some of them are still engaged in Research Activities like paper writing, project work etc. Under the guidance of three teachers many have already obtained PhD , M Phil Degrees. Few other scholars are still working under their guidance. Many teachers have already participated in International and National Seminars where they have presented their papers. What is more, the College has a Research Cell where our Guides and Scholars meet and work for research purposes.

Library, ICT and Physical Infrastructure / Instrumentation

The College has a library having more than 170296 books representing different disciplines belonging to science and arts stream. It has reading rooms for both the teachers and the students. Newspapers, Periodicals, Journals are also regularly supplied to it which is used mostly by students and teachers. The library is situated in an RCC Building. In the name of ICT mention may be made two Computer Labs, Websites etc. All types of information regarding the College are sending through Whatsapp, Email etc for which Internet, WIFI etc. are available. The College is established in a vast area measuring almost 25955,2512 sq. m, where Pond, Sports ground, Sports Complex, administrative Block, Teaching Blocks, Girls Hostel, Car parking area, Garden, Site for boys hostel are located most scientifically. The area is almost green area with different types of trees planted in a designed way. New buildings are being constructed for providing accommodation for the growing number of students in future. There is a also a well equipped Conference Hall.

Human Resource Management

The chief motto of the institution is to create Human Resource. It is trying to bring the young generation to the contact of modern education and enlightenment intellectually, practically and morally so that they may earn efficiency in any fields to cope with the social progress of modern civilization and livelihood. We do regret to note that only 20 of our students have been able to march onwards through the path of Competitive world of today. The remaining ones are found to maintaining their existence

	after taking academic degrees from our institution which is a poor scenario not only of our College, but of many other rural colleges inside the District. Nevertheless, most of them are found to progress in the field of Arts and Culture, Sports, Agriculture, Small trades to maintain their existence in a dignified way. No one of our students is found to involve in antisocial activities.
Industry Interaction / Collaboration	The College, every now and then organises training camps for small scale industries, business enterprises etc. where the experts from the respective fields trained the willing students of such line small scale industries. Such camps are held in collaboration with the private and Government organisations inside the state.
Admission of Students	Students of Sipajhar College now fill up their forms for admission to the college on line and the final selection list is also made available on -line.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	The college has a dedicated website where all relevant matters related to the college are uploaded regularly.
Administration	E-governance may also be seen in general administration of the institution. With a view to encouraging paperless communication for various in-house, one WhatsApp Group is made. various urgent notices and information has been transmitted via this group at various times.
Finance and Accounts	The records of financial transactions are digitally maintained. Salary to faculty is made directly to their personal bank accounts.
Student Admission and Support	Student Admission and Support:- Admissions are done in online system. During the new admission process, the financial transactions by the students were made in cashless mode.
Examination	Examination:- All the records of examinations are maintained by the departments digitally.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Use of ICT tools in classroom teaching	Nil	21/01/2019	30/01/2019	22	5
2019	Workshop on CBCS	Nil	11/06/2019	11/06/2019	32	3
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation	1	15/01/2019	11/02/2019	27
Refresher	2	24/09/2018	14/10/2018	20
Refresher	1	12/11/2018	02/12/2018	20
Short term course	1	01/10/2018	06/10/2018	6
Short term course	1	26/11/2018	02/12/2018	7
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
32	32	5	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<ul style="list-style-type: none"> • Availability of food in the College canteen at reasonable rates. • Teaching staff have a 	<ul style="list-style-type: none"> • Availability of food in the College canteen at reasonable rates • Non-teaching staff have a 	<ul style="list-style-type: none"> • Availability of food in the College canteen at reasonable rates • Book bank facility for

society called Teacher 's Cooperative society where members contribute a certain amount every month and can avail hassle free loans at a very low interest.

society where members contribute a certain amount every month and can avail hassle free loans at a very low interest.

economically backward students 7 Best Graduate Awards instituted for students.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts internal audit every year, for this purpose the Governing body of the college appoints two auditors who check all financial transactions of the college. They prepare an audit report which is placed before the Governing Body. The college also faces external audit or the Government audit every year. Resources are mobilized from funding agencies like the UGC and the State Government besides from student fee.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Parents -Teachers meets are held annually by all the departments. 2 All the suggestions of parents and guardians are warmly accepted for implementation. 3. Parents have made the donation in kinds during the departmental silver jubilee celebrations

6.5.3 – Development programmes for support staff (at least three)

1. A week long faculty development programme on use of ICT tools in classroom teaching for the teaching staff. 2. Training for online admission for the non teaching staff. 3. Training on the software used in Library for the Librarian and Assistants.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Introduction of Science Stream. 2. Arrangements for obtaining Parent, Teacher and Alumni Feedback and its Analysis. 3. A Student Satisfaction Survey was conducted and its results were analysed. 4. Conduct of Green Audit by Nature Club.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Training programme on 'Use of ICT in Classroom teaching.	21/01/2019	21/01/2019	30/01/2019	42
2019	Workshop on CBCS	11/06/2019	11/06/2019	11/06/2019	49
2019	Radio recording for students	26/06/2019	26/06/2019	26/06/2019	26
2019	Voter awareness week	11/03/2019	11/03/2019	16/03/2019	1500
2019	Yoga Day	21/06/2019	21/06/2019	21/06/2019	400
2019	Environment Day	05/06/2019	05/06/2019	05/06/2019	200
2019	Road Safety Day	05/02/2019	05/02/2019	05/02/2019	150
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Health awareness of adolescents and problems of Menstrual Health- its remedies for students.	08/03/2019	08/03/2019	250	Nil
Gender sensitisation programme for faculty	08/03/2019	08/03/2019	20	12

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	12
Ramp/Rails	Yes	12
Rest Rooms	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	05/02/2019	1	Road safety day.	Use of helmets by both rider and pillion rider Not to use mobile phones while driving use of seat belts under-age driving substance abuse driving under influence of alcohol	230
2019	1	1	11/03/2019	6	Voter awareness week	New voters were registered Dummy EVMS used to demonstrate how to vote rights and duties of citizens explained	1500

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Information brochure- code of conduct for parents and students.	06/05/2019	<p>1. Students and guardians are separately addressed on the code of conduct prescribed in the Information Brochure. On the day of admission all the parents and guardians who accompany their wards are addressed by the Principal, IQAC coordinator and a couple of senior teachers and they are made aware of the rules and regulations governing their wards. Rights and responsibilities of Parents/Guardians are also explained. In case any student violates the stated code of conduct both within the outside the college campus parents are informed and a warning is issued to first time offenders. Subsequent offences are dealt with by the disciplinary committee consisting of teachers, parents and students. Similarly an orientation programme is conducted for students on the first day of their class.</p>
Code of conduct for teachers and employees of Sipajhar College.	11/05/2019	<p>2. All the teachers and employees of Sipajhar College have taken a pledge to abide by the code of conduct Handbook of "Code of conduct for teachers and employees of Sipajhar College". If anyone is found to violate the rules of ethics and Professional conduct the Governing body of the College is empowered to take action against the person concerned. A chart stating the salient</p>

		features of the Handbook is displayed prominently at several important locations of the College like the Vice Principal's office, IQAC Office, Central Library and employees office building.
Code of conduct for students prescribed in Constitution for students union.	05/08/2019	To cooperation is extended among the members of student union to promote a sound academic life and maintain unity and integrity among the students.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Voter Awareness Week	11/03/2019	16/03/2019	1500
Value Education Class	04/08/2018	15/11/2018	358

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

(i) The campus has been made Tobacco- Free Zone. (ii) Plastic/ Polythene etc are not allowed in the campus. (iii) Trees have been planted and nurtured all around the campus. (iv) The college ecosystem is maintained properly. (v) Already grown-up trees are not allowed to be felled unless it is unavoidable and in such cases trees are planted as replacement. (vi) College canteen does not use single use plastic for serving food and beverages. (vii) College avoids use of flex banners and uses digital banners.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1- Mentoring
The Goal: To help in the growth and development of confident and secure young individuals by providing them an atmosphere of close cooperation and guidance at a critical point in their lives .
The Context: It has been noticed that in this age of nuclear families and with both parents often working, college students require an emotional anchor, a mentor to guide and channelize their energies and address their doubts and confusions in an appropriate manner. Mentors with their emotional maturity and experience of life situations are the need of the hour.
The Practice: The teachers of Sipajhar College are engaged in mentoring students at two levels- mentoring of their own college students and mentoring of students of feeder schools. At the college level each teacher has been assigned 11-14 students to be mentored for a five year period- throughout their three year stay in the college and two years beyond their under graduate studies. Apart from providing them guidance about career and academic opportunities post their under graduate studies, mentors also provide emotional and moral support. Since students are assigned at random to the entire set of college faculty a new and dynamic relationship develops amongst the students and mentors who may otherwise have been just a passing figure in their lives. The second level of mentoring is at the school

level where college teachers have voluntarily become participants as mentors as part of the pilot project of the Aspirational District Programme of the NITI AYOJ, Government of India. Evidence of Success: Students have become more emotionally secure and they have developed a close and fruitful relationship with their mentors. Mentors have also solved several developmental and emotional issues besides providing counseling to family members where required. Mentors have also provided career guidance and opened up avenues for alternative career opportunities besides their areas of specialization. Best Practice -2 Green Diary The Goal: To make the students of Sipajhar College more aware of their environment and to make them active participants in the process of mitigating environmental degradation. The Context: With the four-laning of the national highways and other developmental projects taking their toll on the environment necessitating large scale felling of trees it is imperative to replant as many trees as possible to off-set the impact of global warming on both man and animals. The Practice: At the time of admission into undergraduate courses ,students below the poverty line are exempted from admission fee by the state government, however the college authorities took this as an opportunity to take a green initiative. Each student who is given free admission by the government is provided with a sapling by the Eco Club of the college and a green diary by the college authorities. The student is given the responsibility of planting, nurturing and monitoring the growth of their sapling in their respective green diaries. At the time of re-admission into the next semester the green diaries are checked and the status of the plants are monitored by the respective heads of departments to which those students were admitted. Evidence of Success: Students have sincerely looked after their saplings and on occasions where the saplings have withered they have voluntarily replaced it. Photographic evidence apart, they are also proud to report on the growth and development of their plant. The green diaries have not only instilled a sense of responsibility in young students they have become conscious of their own roles in a greener environment.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://sipajharcollege.org/websiteupdate/1/Best_Practices_of_the_college.docx

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Provide the weblink of the institution

<https://sipajharcollege.org/websiteupdate/1/7.3.doc>

8.Future Plans of Actions for Next Academic Year

1. To conduct at least two departmental seminars annually in collaboration with parent University/neighbouring Universitie. Extension of Central Library. 2. Collaboration of Sipajhar College and IIT, Guwahati for Science Projects. 3. To construct a state of the art laboratory for the department of Geography. 4. To set up a new Computer Lab for the faculty and students of the science stream. 5. Initiative to popularise science among students of feeder institutions in collaboration with ASTEC{Assam Science Technology Environmental Council} 6. All the departments of the college to submit proposals to hold Popular Talks. 7. To up-grade internet connectivity in the college campus and the central library 8. To bring the examination halls and classrooms under CCTV surveillance. 9. To have a fuel-free day every month for teachers and students.

