

S.B.DEORAH COLLEGE
G.S.ROAD, ULUBARI, GUWAHATI – 781007 (Assam)
Tel.No.: 0361-2523172
E-mail: info@sbdeorahcollege.org.in
sbdeorahcollege@gmail.com
Website: www.sbdeorahcollege.org.in

1. Details of the Institution

1.1 Name of the Institution

S.B.DEORAH COLLEGE

1.2 Address Line 1

ULUBARI

Address Line 2

G.S.ROAD

City/Town

GUWAHATI

State

ASSAM

Pin Code

781007

Institution e-mail address

info@sbdeorahcollege.org.in
sbdeorahcollege@gmail.com

Contact Nos.

03612523172, +919707029949
+919864105371

Name of the Head of the Institution:

Dr. Sewali Mahanta, Principal i/c

Tel. No. with STD Code:

0361-2523172

Mobile:

+919864105371

Name of the IQAC Co-ordinator: Mr. Jnanendra Kalita

Mobile: +919707029949

IQAC e-mail address: info@sbdeorahcollege.org.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) ASCOGN12101

1.4 NAAC Executive Committee No. & Date: EC/35/058 dated 28-02-2005
(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: www.sbdeorahcollege.org.in

Web-link of the AQAR: http://www.sbdeorahcollege.org.in/images/Download/AQAR/AQAR_2010-11.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C ⁺⁺	66.75	2005	2010
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 15-05-2006

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

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

i. AQAR _____ (DD/MM/YYYY)

- ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

GAUHATI UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc. **NO.**

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="02"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>
2.8 No. of other External Experts	<input type="text" value="NIL"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held	<input type="text" value="01"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="02"/> Faculty <input type="text" value="02"/>
	Non-Teaching Staff <input type="text" value="0"/> Students <input type="text" value="0"/> Alumni <input type="text" value="0"/> Others <input type="text" value="0"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="NIL"/>

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- IQAC carried out the documentation of the various activities of the college.
- The academic calendar is annually prepared by the IQAC and it monitors its implementation throughout the year.
- IQAC make arrangement for feedback responses from different stakeholders such as students, alumni, parents etc. on quality related institutional processes.
- It acts as a nodal agency for co-ordinating quality related activities.
- It identifies the best practices and disseminating them among the students and teachers.
- It organises workshops and seminars on quality related theme. The college has organised a State Level workshop on 21st April, 2011, on “Implementation of Semesters System and Role of Teacher”.
- It organises workshops and seminars on quality related theme.
- It disseminates information among the students and teachers on the various quality parameters of higher education
- It works towards facilitating the creation of a learner-centric environment conducive for quality education
- IQAC prepares AQAR for the college for assessment and re-accreditation by NAAC
- It actively involved in promoting research activities in the college. It co-ordinates with the Research Committee in examining and evaluating the research proposals of the faculty members before submitting to the agencies like UGC, ICSSR etc.
- The IQAC urged the authority to hold Remedial coaching classes for the ST/ SC/ OBC/ Minority students and slow learners.

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 *

**Enclosed in Annexure- I
Academic Calendar Attached**

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

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	0	0	0	0
PG	0	0	0	0
UG	1	1	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	5	0	5	0
Others	2 (HS/+2)	0	0	0
Total	8	1	5	0

Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of Programme
Semester	2
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

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

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

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
20	6	12	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	NIL	NIL	NIL	NIL	NIL	06	NIL	06	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	NIL	16	1
Presented papers	1	12	NIL
Resource Persons	NIL	NIL	NIL

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

- Group discussion, seminars, course related quiz, surprise test etc are held round the year so that there is active involvement of the students in the teaching learning process.
- Reading list, lecture summary, study materials and home assignments are also given to the students for their comprehensive learning.
- Measures are taken to ensure accessibility of the teachers in and out of the class to motivate further study and discussion.
- Students are given help and training in the use of library and internet services and are informed about the availability of reading materials and e-resources for the prescribed syllabus in the library.
- Scholarships and awards are given to meritorious students to motivate and encourage them.
- Special support services are provided to students who are at the risk of drop out.
- Progress and performance of the Major students are strictly monitored and communicated to the students by the departments.

2.7 Total No. of actual teaching days during this academic year 159

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 2 2 2

2.10 Average percentage of attendance of students 65%

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	251		39 (Major)	24.51 (Major)	23.10	45%

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

Various steps are taken by the IQAC to contribute /monitor /evaluate the teaching learning process.

- An academic calendar is annually prepared by the IQAC and it monitors its implementation throughout the year.
- Arrangements are also made for the uninterrupted holding of classes and timely completion of syllabus.
- The HODs are asked to maintain log books wherein each teacher records his/ her classes taken and lessons taught.
- The HODs monitor the progression of the syllabus by holding meetings from time to time and they report the same to the principal.
- The IQAC also makes arrangements for organising workshops and seminars for the students and teachers to make the teaching learning process more interactive.
- It organizes workshops and seminars with external experts to expose the faculty to advance level of knowledge and skill.
- Educational tours are organized to make teaching learning more effective.
- It makes efforts to make the teaching learning process more students centric by encouraging teachers to adopt participatory teaching methods.
- It promotes research culture by motivating the teachers to undertake research projects.
- It ensures smooth functioning of students' support services which supplement the teaching learning process.
- It ensures that all grievances of the students relating to teaching and learning are redressed through the Grievance Redressal Cell.

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	1
HRD programmes	-
Orientation programmes	1
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
Others (Short term course)	4

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	0	0	4
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC works with the research committee for sensitizing / promoting research climate in the Institution.
- Because of its constant encouragement, large percentages of the teachers have completed doctoral degrees and some are pursuing the same.
- Many students are also actively involved in research work as per Gauhati University syllabus.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	0	0	0
Outlay in Rs. Lakhs	-	-	-	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	0	0	-
Outlay in Rs. Lakhs	1.48 Lakh	-	-	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
Conference proceedings		04	

3.5 Details on Impact factor of publications: NIL

Range Average h-index Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges NO 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	-	-	01	-	
Sponsoring agencies	-	-	COLLEGE	-	

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

3.13 No. of collaboration 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: NIL

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: NIL

Total	International	National	State	University	Dist	College

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

NIL

-

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

0

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

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: NIL

University level State level

National level International level

3.23 No. of Awards won in NSS: NIL

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC: NIL

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="02"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="02"/>
		Any other	<input type="text" value="01"/>

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

As a part of institutional social responsibility, the college in association with NGO's, AIDS Control Society etc. is providing various community services in the form of extension activities:

- As a part of Institutional social responsibility the college is providing various community services in the form of extension activities in association with NGOs, AIDS Control Society etc.
- Some faculty members of the college are associated with NGOs which extends their services to the society in different ways.
- Members of the cell are also associated with Vivekananda Kendra which conducts various programmes on personality development, yoga, meditation etc.
- Members of the cell are also associated with an NGO called HERD which takes care of the health of the needy people from rural areas. Free cataract operation, camp free BMI test, blood donations are some of the activities of the NGO.
- The faculty members of the college have contributed fund for the management of AMAR GHAR (an old age home), ASHADEEP (home for destitute women) and KARUNADHARA (a society for the physically challenge).
- Many faculty members of the college have donated old clothes, medicines, old furniture etc to the poor and needy.

Proposed plan of the extension education cell during the session 2011-12

- To organise Adult Literacy Programme to educate the illiterate women of the nearby locality.
- To organise special camp in a backward village with NSS volunteers.

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	4500 sq.mt	-	-	4500 sq.mt
Class rooms	12	0	-	12
Laboratories	-	-	-	-
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	01	01	UGC & COLLEGE	02
Value of the equipment purchased during the year (Rs. in Lakhs)	-	5,17,486	UGC & COLLEGE	5,17,486
Others	-	-	-	-

4.2 Computerization of administration and library

- Automation of the college library is going on. We are using a standard integrated library management software SOUL 2.0 (Network Version) developed by INFLIBNET Centre, Ahmedabad for automating the housekeeping activities of the library.
- Day to day administrative works has been carried out with the help of computers.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	7288	842450	650	43906	7938	886356
Reference Books	1470	736865	194	76584	1664	813449
e-Books	93809	N-LIST	-	-	93809	N-LIST
Journals	06	6700	-	-	06	6700
e-Journals	4137	N-LIST	-	-	4137	N-LIST
Digital Database	NA					
CD & Video	25	-	-	-	25	-
Back Volumes	175	-	-	-	175	-
Magazines	09	5520	-	-	09	5520
Newspapers	15	15956	-	-	15	15956

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	15	0	Yes *	01	06	01	07	
Added	05	0	-	-	02	02	0	01
Total	20	0	Yes	01	08	03	07	01

* college library is wi-fi enabled

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

- Computer basic training has been extended to all the newly admitted students of the college which enable them to become computer literate.
- In addition to it, students are also given training on how to access Internet in the Internet browsing centre of the college library.
- College library is accessing online e-resources through N-LIST consortium of the INFLIBNET Centre.

4.6 Amount spent on maintenance in lakhs :

i) ICT	5,710.00
ii) Campus Infrastructure and facilities	2,89,320.00
iii) Equipments	1,03,495.00
iv) Other(Electrical Fittings)	54,280.00
Total	Rs.4,52,805.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC monitors the student support services of the college at regular intervals.

- The NSS wing of the college is quite active and its activities are displayed in notice board, magazines and bulletins.
- The Institution also has a students' welfare cell which caters to the different needs of the students. The services provided by the cell are advertised by the IQAC among the students. Notices are served regarding the various welfare schemes provided by the cell.
- The members of the S.B. Deorah college students' union work around the year with the IQAC in spreading awareness about its functions and services which can be availed by the students.
- Suggestions are also given to the principal regarding the functioning of the support services and steps for improvement are taken whenever necessary.
- The college also has a large, spacious, well furnished girls' hostel in the college campus. It provides a safe and secure accommodation to girl students who come from outside the state.
- Prospectus of the college, which is prepared by the IQAC, gives adequate information about the functions and types of the support services for the students.

5.2 Efforts made by the institution for tracking the progression

- Different efforts are made by the Institution for tracking the progression of the student during the period of their stay in the college.
- In academic matters, the success/ failure rate is monitored at the end of every semester especially for the major students.
- The problems and difficulties of the weaker students are discussed and efforts are made to remove them.
- Tutorials, extra classes are held especially for the slow learners.
- Study materials are supplied and suggestion for improvement is given on a one to one basis.
- In non academic matters also efforts are made to track their progression.
- Extracurricular activities of the students in sports, music, performing arts are encouraged and their achievement in various competitions at the college, universities state, national level are monitored and encouraged.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
824	NIL	NIL	-

(b) No. of students outside the state

56

(c) No. of international students

NIL

(d) Men

No	%
290	35.2

Women

No	%
534	64.8

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
397	54	124	176	01	752	455	45	151	173	Nil	824

Demand ratio:- 1:1.2 Dropout:- 9 %

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

- The college library is equipped and enriched with latest volumes of study materials for competitive examinations conducted by UPSC, APSC, SSC, Banks, Insurance Companies etc.
- College also provides free Internet facility to the students for accessing materials required for various competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations: NIL

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

5.6 Details of student counselling and career guidance

- The Career Guidance and Counselling Cell and its panel of advisers are actively engaged in providing counselling to the students during admission into the 1st Semester classes. The students are given guidance in choosing their subjects specially the major subjects as they are often confused while selecting their major and elective subjects. The Cell through its panel of advisers tried to explain the subjects, the need of choosing the right subject which can provide a window of opportunities for their education and employment.
- The cell of the college has developed a plan to organise several programme in order to promote career awareness among the girl students.

No. of students benefitted

5.7 Details of campus placement?

	On campus		Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	40	0	

5.8 Details of gender sensitization programmes

The Women’s Cell, which works towards providing a gender friendly atmosphere in the college, holds meetings from time to time where discussions are held regarding the welfare of the girl students.

5.9 Students Activities

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

State/ University level	22	National level	01	International level	-
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No. of students participated in cultural events

State/ University level	10	National level	02	International level	-
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level	01	National level	02	International level	-
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Cultural: State/ University level	-	National level	-	International level	-
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5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	04	2000.00
Financial support from government	27	93,690.00
Financial support from other sources	01	1000.00
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- The Grievance Redressal Cell receives complains from the students on various issues. The major grievances that have been redressed are- a) Teaching aids like blackboards and class room furniture have been repaired/ replaced, b). measures are also taken to hold the classes of teachers who are on leave by other teachers of the department so that students do not suffer, c) the Principal holds regular meetings with the HODs in order to maintain strict vigil of the classes, attendance, course and internal examination, e). Students are provided with sports equipment as and when required.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The prime vision of the college is to transform the college into an excellent centre of learning. We intend to provide our students a congenial environment for learning and development of skills, required not simply for living and livelihood but also to face the challenges of a rapidly evolving society, and to make the students better human beings.

Mission:

- ❖ To become one of the leading educational institute of the region and to be a centre for dissemination of knowledge and services to the society through teaching, learning and extension activities;
- ❖ To provide state-of-the-art infrastructure for the all-round development of the students;
- ❖ To create the foundation for developing leadership quality and professional skills of the students;
- ❖ To encourage students to look beyond their curriculum and nurture their talents in various fields;
- ❖ To provide value based education and to inculcate the principles of morality, devotion, duty, and responsibility among the students.

6.2 Does the Institution has a management Information System

The college does not have a Management Information System (MIS).

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

6.3.1 Curriculum Development

The curriculum of BA/ B.Com is prescribed by the university which is followed by the affiliated colleges. More autonomy has been given to the affiliating colleges in matters of internal examination and evaluation. However, members of the teaching staff of the college are involved in curriculum restructuring/ revision/ syllabus development at the university level. Curriculum development workshops organised by the university and other colleges are attended regularly and suggestions are given whenever necessary. The college also has some add- on courses in computer. The computer classes are held within the normal college hours and are included in the class routine. Some of the computer courses offered by the college are Tally Erp9, DBMS, DTP, Web design, MS Dos/ Windows, MS office, computer language- C/C++ etc.

6.3.2 Teaching and Learning

- ❖ The College has adopted many innovative processes for the improvement of teaching and learning.
- ❖ Group discussion, seminars, course related quiz, surprise test etc are held round the year so that there is active involvement of the students in the teaching learning process.
- ❖ Reading list, lecture summary, study materials and home assignments are also given to the students for their comprehensive learning. Students are given help and training in the use of library and computer services and are informed about the availability of reading materials and e-resources for the prescribed syllabus in the library.
- ❖ Talks by scholars and renowned personalities are arranged to motivate students to achieve higher goals.
- ❖ The college encourages and sanctions leave to its staff to attend orientation programmes, Refresher Courses and short term courses so that they can update their domain knowledge and also get acquainted with the latest developments and teaching methods.

6.3.3 Examination and Evaluation

The college holds internal and final examinations as per University guidelines. Quality improvement measures are adopted from time to time for the smooth running of the examination. Examination committees are formed which organises the examination and strategies are adopted like allotment of examination duties, proper invigilation, confidential handling of question paper etc. The evaluation process is also conducted in an organised manner. Spot evaluations of final examination are done by the faculty members in examination zones fixed by

the University. In the internal examinations, there is in- house evaluation which is completed within a stipulated time and the marks are displayed in the notice board.

6.3.4 Research and Development

- The college promotes research culture by motivating the teachers to undertake research work.
- The college urges the faculty members to present research papers in seminars and conferences and publish the papers in journals.
- An analysis of the examination of every year is made and percentage of dropouts, unsuccessful candidates, grade wise divisions are made.
- Problems are discussed with the teachers and remedial steps are taken as far as possible.
- In non academic matters also, steps are taken for smooth functioning of the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

Library

- Library is fully automated
- Book bank facility is available for the economically weak students
- Online e-journals and e-book access facility is available for the students and teachers under N-LIST consortium of INFLIBNET Centre.
- New text books as per semester syllabus have been added.
- New reference and competitive examination books for the students have been added.
- New subject journals, popular magazines, weeklies are subscribed regularly.
- Free internet facility is given to the students for accessing online e-contents.
- OPAC terminal is available for the students and teachers.

ICT and physical infrastructure

- College library is functioning through LAN
- Wi-fi internet access facility is available in the library.
- Boundary walls constructed in the Northern and Eastern side of the college.
- Women Hostel completed and inaugurated.
- College canteen renovated.

6.3.6 Human Resource Management

- Attendance register is strictly maintained for ensuring effective presence of both teaching and non-teaching staff in the college.

- Delegation of powers to the HoDs for effective and efficient management of the affairs of the departments.
- Various positions in teaching faculty are filled up on the basis of merit only.
- All the departments are provided separate rooms so that the faculty members can prepare well for their classes.

6.3.7 Faculty and Staff recruitment

All faculty positions are filled as per norms laid down by the UGC/State government. Eligible candidates are shortlisted accordingly and invited for interview. Candidates are selected on the basis of their merits, research experience and their performance in personal interview taken by an interview panel. Part time teachers are appointed as and when required by a committee consisting of the Principal, Vice-Principal and the HoD concerned through personal interview.

6.3.8 Industry Interaction / Collaboration

The college is named after a noted industrialist of the state whose family donated the main college building. The college also interacts with the industry as and when required. Various commercial and industrial organisations provide sponsorship in various college programmes like seminar, workshop, lecture, silver jubilee celebration etc.

6.3.9 Admission of Students

The process of admitting students to the programmes offered by the college is by a transparent, well administered mechanism, complying with all the norms of the concerned regulatory/ governing agencies including state government. The following steps are followed in admission procedure to ensure publicity and transparency-

- Advertisements are published in local dailies (both Assamese and English) wherein all relevant dates are mentioned.
- Prospectus and forms are collected from the college office by the candidates on payments. While the prospectus contains all the details of the admission procedure, the bio-data and academic records of the students are to be given in the form
- The submitted forms are sorted by the admission committee headed by the Principal and a merit list is prepared. The merit list is displayed on the college notice board a day before the admission. Complete transparency is ensured on the day of the admission as candidates are admitted on the basis of the merit list.
- The College follows the reservation policy as per Govt. of Assam norms.

6.4 Welfare schemes for

Teaching	Subsidized food provided at the College canteen
Non teaching	Subsidized food provided at the College canteen Financial welfare schemes are available
Students	1.Grants to poor students 2.Cash awards to meritorious students 3.Subsidized food provided at the College canteen

6.5 Total corpus fund generated

25,000.00

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	-	YES	PRINCIPAL
Administrative	-	-	-	-

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?

The examination system of BA/ B.Com is formulated by the university which is followed by the affiliated colleges. However, Examination Reforms workshops organised by the university and other colleges are attended regularly and suggestions are given whenever necessary

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

- Internal assessment of 20 marks has been the responsibility of the college
- Teachers of the affiliated colleges are invited for designing of course curriculum of the university

6.11 Activities and support from the Alumni Association

- Alumni Association of the College holds their meets periodically
- Guest Lectures on important social topic are being conducted with the assistance of Alumni Association

6.12 Activities and support from the Parent – Teacher Association

- Parent Teachers meet are arranged every year to discuss academic issues

6.13 Development programmes for support staff

- Computer literacy programme for the Grade-III staff is being organised on regular intervals in the computer centre of the college.
- Training on admission procedures, audit, and examination related matters are given to non-teaching staff by the college authority.
- Grievances of support staff are redressed and necessary steps are taken.

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

- Tree plantation programme is organised regularly specially on the occasion of World Environment Day
- Energy Conservation - use of electricity is done on the power conservation mode to conserve energy
- The college has a beautification cell which makes efforts to make the college eco- friendly.

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.

- Introduction of the B.Com programme.
- Inauguration of the Women's hostel

- Renovation of the College canteen
- Online e-resources access facility in the library
- Conducting departmental seminars and group discussions for the students
- ICT skill development programme for the teachers

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

Enclosed in Annexure -II

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

- i. College library is automated having the online e-resources access facility for both the faculty and students.
- ii. A compulsory computer literacy programme for all the newly admitted students of degree courses

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

Enclosed in Annexure -III

7.4 Contribution to environmental awareness / protection

- Various awareness programmes relating to the environment are held from time to time at the college level.
- Trees are planted in campus.
- The BA/ B.Com curriculum introduced by Gauhati University has given special emphasis on environmental studies. The students are given comprehensive knowledge on the subject. The students are asked to submit projects on environmental issues.

7.5 Whether environmental audit was conducted? Yes No

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

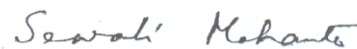
SWOT Analysis Enclosed in Annexure - IV

8. Plans of institution for next year

- Appointment of permanent Principal of the college
- Installation of a water pump with deep boring to solve the running water problem
- To solve water logging problem, earth filling in the front side of the college
- Installation of dedicated Transformer in the college to solve fluctuation in power supply
- Construction of a Strong room for safe keeping of Examination materials
- Purchasing of more numbers of computers
- Increase of internet connectivity in the College campus
- Auditorium of the college should be well equipped
- Teaching Aids, Fittings & Furniture: The fittings and furniture of the class rooms of the college are seems to be old which need to be replaced with modern furniture and teaching aid. We have a plan to replace them with modern fittings and teaching aids.
- Drainage System of the college should be linked to the main drainage system of the GMC.



Name: **Mr. Jnanendra Kalita**
Associate Professor
Department of Assamese
S.B.Deorah College, Guwahati – 7



Name: **Dr. Sewali Mahanta**
Principal-in-charge
S.B.Deorah College
Guwahati - 7

Signature of the Coordinator, IQAC


Signature of the Chairperson, IQAC

Annexure I
PLAN OF ACTION

Plan of Action	Achievements
1. Introduction of B.Com Programme	The college started B.Com Programme and applied for permission from Gauhati University
2. Completion of the Women's hostel	The women's hostel with funding from UGC is completed and inaugurated
3. Construction of Boundary wall	Boundary walls on the northern and eastern side of the college completed
4. Enrichment of the library with new books, journals, online e-resources and managing through automated procedures.	<ul style="list-style-type: none"> • To cater the needs of the learning resources of the students and teachers more than 650 new books including reference books have been added. • The library is fully automated and the learning resources are managed using sophisticated library management software SOUL 2.0 (Network Version). • OPAC terminals are there for the students and teachers.
5. Enhancement of soft skills of the students	The college is providing computer certificate courses to the students of B.A. and B.Com to enhance their employability.
6. Improvement of College canteen facilities	College canteen renovated

ACADEMIC CALENDAR 2010 - 2011

ACADEMIC CALENDAR
S.B. DEORAH COLLEGE
2010-11



FEB.-2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 7	Tuesday to Monday	Classes (Excl. Sun- 6)	6
8	Tuesday	Saraswati Puja	1
9 to 28	Wednesday to Monday	Classes /Exams (Encl.Sun-13,20,27)	17

MAR-2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1	Tuesday	Classes/Exam.	1
2	Wednesday	Shivaratri	1
3 to 18	Thursday to Friday	Classes/Exam. (Excl. Sun- 6,13)	14
19 & 20	Saturday & Sunday	Doll Jatra	2
21 to 31	Monday to Thursday	Classes / Exam. (Excl. Sun-27)	10

APRIL-2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 13	Friday to Wednesday	Classes/Exam. (Excl. Sun- 3,10)	11
14 to 18	Thursday to Monday	Bohag Bihu	5
18	Monday	Buddha Purnima	1
19-30	Tuesday to Saturday	Classes /Exam. (Encl.Sun-24)	11

ACADEMIC CALENDAR
S.B. DEORAH COLLEGE

MAY-2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1	Sunday	May Day	1
2-31	Monday to Tuesday	Classes (Excl. Sun-8,15,22,29)	26

JUNE-2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 30	Wednesday to Thursday	Classes (Excl. Sun- 5,12,19,26)	26

JULY-2011

Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 31	Friday to Sunday	Summer Vacation	31


N.B. :

- Probable time of holding H.S. Final & 1st Year Examinations are the second half of February and March, 2011 respectively.
- TDC Part-II, Part-I & Part-III Examinations are expected to be held in February and March, 2011.

The Schedule dates of examinations and others are subject to alteration and modification if required for the college administration.

Principal
S.B. Deorah College
Ulubari, Guwahati- 7

S.B. DEORAH COLLEGE



ACADEMIC CALENDAR

SESSION : 2010-11

Working Days


Holidays

Vacations and


Tentative dates for

different college activities

S.B. DEORAH COLLEGE
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ACADEMIC CALENDAR			
S.B. DEORAH COLLEGE			
			
JUNE, 2010			
Date(s)	Day (S)	Occasions	No. of Day(s)
21	Monday	Beginning of New Academic Session	1
21 to 30	Monday to Wednesday	Classes (Excl. Sun -27)	9
JULY, 2010			
Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 31	Thursday to Saturday	Summer Vacation	31
AUGUST, 2010			
Date(s)	Day (S)	Occasions	No. of Day(s)
2 to 14	Monday to Saturday	Classes (Excl. Sun -8)	12
15	Sunday	Independence day	1
16 to 21	Monday to Saturday	Classes	6
23 to 27	Monday to Friday	Classes	5
28	Saturday	Fresher's Social	1
30	Monday	Tithi of Sri Sri Madhab Dev	1
31	Tuesday	Classes	1

SEPTEMBER-2010			
Date(s)	Day (S)	Occasions	No. of Day(s)
1	Wednesday	Janmastami	1
2 to 8	Thursday to Wednesday	Classes (Excl. Sun-5)	6
9	Thursday	Foundation day	1
10	Friday	Tithi of Sri Manta Sankardeva	1
11 & 12	Saturday & Sunday	Id-Ul-Fiter	2
13 to 20	Monday to Monday	Classes (Excl. Sun -19)	7
21 to 25	Tuesday to Saturday	1st Unit Test	5
27 to 30	Monday to Thursday	Classes	4
OCTOBER, 2010			
Date(s)	Day (S)	Occasions	No. of Day(s)
1	Friday	Classes	1
2	Saturday	Birth day of Gandhiji	1
4 to 11	Monday to Monday	Classes (Excl. Sunday-10)	7
12	Tuesday	Classes	1
13 to 22	Wednesday to Friday	Durga Puja, Janmotsava of Sri Manta Sankardeva, Kati Bihu, Lakshmi Puja	10
23 to 30	Saturday to Saturday	Classes (Excl. Sun-24)	7
NOV. 2010			
Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 4	Monday to Thursday	Classes	4
5	Friday	Kali Puja and Dewali	1
6 to 16	Saturday to Tuesday	Classes (Excl. Sun-7,14)	9
17	Wednesday	Id-Uz-Zuha	1
18-20	Thursday to Saturday	Classes	3
21	Sunday	Guru Nanak's Birthday	1
22-30	Monday to Tuesday	Classes (Excl. Sun-28)	8

ACADEMIC CALENDAR			
S.B. DEORAH COLLEGE			
			
DEC. 2010			
Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 6	Wednesday to Monday	2nd Unit Test (Excl. Sunday -5)	5
7 to 11	Tuesday to Saturday	Classes	5
13 to 16	Monday to Thursday	Classes	4
17	Friday	Muharram	1
18 to 24	Saturday to Friday	College Week (Excl. Sun-19)	6
25	Saturday	Christmas Day	1
27 to 31	Monday to Friday	Classes	5
JAN. 2011			
Date(s)	Day (S)	Occasions	No. of Day(s)
1 to 13	Saturday to Thursday	Classes (Excl. Sun -2,9)	11
14 to 17	Friday to Monday	Magh Bihu, Silpi Divas	4
18 to 25	Tuesday to Tuesday	Classes (Excl. Sun.- 23)	7
26	Wednesday	Republic Day	1
27 to 31	Thursday to Monday	Classes (Excl. Sun.- 30)	4

ANNEXURE – II

ACTION TAKEN REPORT

Plans	Action Taken
Introduction of B.Com Programme	<ul style="list-style-type: none">❖ The college started B.Com Programme and applied for permission from Gauhati University❖ Teachers appointed in the Commerce department
Completion of the Women's hostel	<ul style="list-style-type: none">❖ The Women's hostel completed and inaugurated;❖ Hostel warden and support staff appointed.
Development of infrastructure	<ul style="list-style-type: none">• Boundary wall on the Northern and Eastern side constructed• College canteen renovated

ANNEXURE – III

BEST PRACTICES

- Automation of college library
- Faculty lectures organised by IQAC.
- A compulsory computer literacy programme for all the newly admitted students of degree courses
- Maintenance of log book by each department for monitoring the daily classes by the HoD.
- ICT skill development programme for the teachers.
- Conducting Departmental seminars for the Major students.
- Organising personality development programme for the students by inviting experts.

ANNEXURE – IV

SWOT ANALYSIS

Strengths:

- 1) Ethnic and cultural diversity of students of the college. The college attracts and hosts students from all the seven States of the region. It has become a mini seven sisters.
- 2) Centrally located in the heart of the Guwahati city, the college is easily accessible.
- 3) To make the students computer literate, the college introduced computer basic course in 2005 compulsorily for all students enrolled in the college.
- 4) Commerce stream at degree level is introduced in this year to cater to the need of the students
- 5) Students centred activities such as seminars, group discussion, workshop etc. being undertaken to fulfil the personal and professional need of the heterogeneous groups of students.
- 6) Many faculty members of the college associated with the designing of syllabus and course-curricula of the University
- 7) Dedicated and efficient faculty members cater the need of the students community by helping, mentoring them in various ways.

Weaknesses:

- 1) The infrastructure of the college is not up to the modern day requirements.
- 2) Absence of permanent principal
- 3) Large number of teachers are working in temporary posts
- 4) Computer literacy and proficiency of the both teaching and non-teaching staff is low
- 5) Poor academic background students admitted in the college at large numbers
- 6) Results are not up to the expected level
- 7) No separate library building which result inadequate supply of learning resources and reading facility to the students.
- 8) No play ground in the college premises to promote sports and co-curricular activities.
- 9) Auditorium is not well furnished
- 10) Research activities of the faculty members are not adequate.
- 11) Seminar/conference hall is yet to be constructed
- 12) Faculty-students ratio is high due to non-creation of permanent sanctioned post

- 13) Administrative block cum Principal's office facing space constraints
- 14) Absence of separate departmental common rooms.
- 15) Lack of sufficient medical facility in case of emergency

Opportunities

- 1) The college being centrally located in the city, there are ample opportunities of introducing many add on, self-financed and professional courses.
- 2) To arrange more soft skill development, vocational courses to increase employability among the students.
- 3) To introduce Post Graduate courses in all the subjects having major course.
- 4) To arrange entrepreneurship development programme to increase self employability
- 5) To open NCC for the students

Threats/Challenges

- 1) To promote employability of the students in higher category of jobs.
- 2) Betterment of academic result of the students is a major challenge for the college.
- 3) Adoption of ICT and modern tools in teaching and learning by the faculty
- 4) Absenteeism of students from classroom and library
- 5) Improving the dropout rate
- 6) Paucity of fund for college development
- 7) Large section of the teachers working in temporary posts
- 8) Securing Govt. grants for the Commerce stream.