

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.	0361-2523172 ; +919435024667; +919401700061
Name of the Head of the Institution:	DR. DHARMENDRA NATH
Tel. No. with STD Code:	0361-2523172

Annual Quality Assurance Report (AQAR)
Session 2017 – 18 (July 1, 2017 – June 30, 2018)

Mobile:

+919435024667

Name of the IQAC Co-ordinator:

DR. ANJALI PATOWARY

Mobile:

+919401700061

IQAC e-mail address:

sbdeorahcollege@gmail.com

1.3 NAAC Track ID(For ex. MHCOGN 18879)

ASCOGN12101

1.4 NAAC Executive Committee No. & Date:

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

EC(SC)/10/A & A/113.2 dated
15-11-2015

1.5 Website address:

www.sbdeorahcollege.org.in

Web-link of the AQAR:

http://www.sbdeorahcollege.org.in/wp-content/uploads/2018/12/ASCOGN12101_S-B-Deorah-College_AQAR2017-18.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C ⁺⁺	66.75	2005	2010
2	2 nd Cycle	B	2.46	2015	2020
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)

2017-18

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 2015 – 2016 **26/12/2018**
- ii. AQAR 2016 – 2017 **27/12/2018**
- iii. AQAR 2017 – 2018 **31/12/2018**
- 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="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="NIL"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
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="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="07"/>
2.11 No. of meetings with various stakeholders:	No. Faculty <input type="text" value="02"/>

Non-Teaching Staff Alumni Students Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution
Level

(ii) Themes

- Talk on “World Environment Day” delivered by renowned environmentalist Dr Girin Kalita, Associate Professor, Gauhati College held on 5 June 2018
- Workshop on “Developing Spoken English Skills” conducted by renowned linguist Dr. Sawpon Dowerah held on 31 August 2017
- Foundation Day Lecture delivered by Prof (Retd.) Udayan Misra, Gauhati University on “Higher Education” held on 9 Sept 2018.
- Seminar on “Human Rights and Duties” delivered by Dr Bimal Kr. Baishya, Associate Prof, Gauhati University Law College held on 27 February 2018
- Workshop on “Proof Reading” conducted by renowned writer Sumanta Saikia held on 10 February 2018
- Workshop on “Conversational structure of Assamese language” conducted by Amarjyoti Choudhury, Retd VC of Tezpur University and also a renowned writer held on 10 February 2018
- Seminar on “Career and Entrepreneurship Development” delivered by Dr Sunil Kumar Saikia, Retd. Director, IIE, held on 10 February 2018
- Seminar on “Career Opportunities in Insurance Sector” delivered by Mr Biplab Chakraborty ,LIC officer, held on 10 February 2018
- Talk on “Reproductive Health of Young Women” delivered by Dr Ruby Bhuyan, Sub Divisional Medical Officer, Sonapur, District Hospital, held on 8 March 2018
- Talk on “Prevention of Use of Tobacco Consumption” delivered by Dr Samiran Barua, Nodal Officer, Tobacco Control, Kamrup (M), held on 8 March 2018

2.14 Significant Activities and contributions made by IQAC

- IQAC carried out the documentation of the various programmes/activities of the college, leading to quality improvement.
- It prepared the prospectus of the college annually
- It prepared the academic calendar and monitored its implementation throughout the year.
- IQAC made arrangements for feedback responses from students.
- It organised separate workshops on Developing Language Skills in English, Assamese and Hindi and organised Talks on Environment and Human Rights
- It works towards facilitating the creation of a learner-centric environment conducive for quality education
- IQAC prepared AQAR for the college for assessment and re-accreditation by NAAC
- It is actively involved in promoting research activities in the college. It has a research committee which examined and evaluated the research proposals of the faculty members and seminar proposals of different departments before submitting them to agencies like UGC, ICSSR etc.
- The Health Care Cell of IQAC organized health check-up and health awareness programmes. It organised a Yoga Workshop under the aegis of Art of Living Foundation wherein students were made aware of benefits of yoga.
- The Women's Cell in collaboration with the IOAC works towards providing a gender friendly atmosphere in the college. It celebrated Women's Day by organizing a seminar on Reproductive Health of Women
- IQAC took initiative in celebrating National Festivals like Independence Day, Rashtriya Ekta Diwas, Yoga Day etc with weeklong programmes
- The Grievance Redressal Cell redressed complains received from the students on various issues.

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

Annexure - II

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	2	1	0	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	2 (H.S./+2)	0	0	0
Total	4	1	0	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	3
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.

NO

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

Admission to the newly introduced **Science stream** for the academic session 2018-19 has been completed

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	21	05	16	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
	7	2	NIL	NIL	NIL	NIL	NIL	NIL	7	2

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	2	7	5
Presented papers	2	4	0
Resource Persons	0	1	5

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

The College has introduced some new measures for the overall improvement of teaching and learning.

The College has introduced some new measures for the overall improvement of teaching and learning.

- In order to make the teaching learning process more interactive, classes are sometime taken in the smart room.
- 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.
- Remedial classes are also organized towards the end of each session to help the academically weak students.
- Reading list, lecture summary, study materials and home assignments are also given to the students for their comprehensive learning.
- Each department has undertaken field trips to places like Sualkuchi (weavers village), IIT Guwahati, archaeological site Madan Kamdev, historical town Tezpur and Barduwa (birthplace of saint Sankardeva) to give firsthand experience to the students
- Students were taken for an educational tour to Sikkim.
- Accessibility of the teachers outside the classroom is ensured to motivate further study and discussion.
- Students are given help and training in the use of digital library and are informed about the availability of reading materials for the prescribed syllabus in the library.
- Teachers are always asked to guide the students on all matters and provide feedback on their performance.
- Applicability/ relevance to real life situations of course content is pointed out by the teachers.
- Student's feedback questionnaires are provided to the students to evaluate the Programme and assess the teachers individually to know their strength and weakness.
- Meritorious students are given scholarships and felicitated on Foundation.

2.7 Total No. of actual teaching days during this academic year 150

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

3	3	3
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2.10 Average percentage of attendance of students 76%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division (in %)			
		Distinction	I	II	pass
B.A. (Major)	44	nil	17.6	82.3	77.2
B.Com (Major)	26	nil	3.8	96.2	100

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.

- 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.
- Remedial classes are also organized towards the end of each session to help the academically weak students.
- Teachers are asked to mentor students specially those who are mentally and academically challenged
- Accessibility of the teachers outside the classroom is ensured to motivate further study and discussion.
- Students are given help and training in the use of digital library and are informed about the availability of reading materials for the prescribed syllabus in the library.

- Teachers are always asked to guide the students on all matters and provide feedback on their performance.
- Applicability/ relevance to real life situations of course content is pointed out by the teachers.
- Student's feedback questionnaires are provided to the students to evaluate the Programme and assess the teachers individually to know their strength and weakness.

2.13 Initiatives undertaken towards faculty development

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

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	0
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.

- The research committee proposes to publish a research journal to promote research activity in the institution
- The research committee has prepared several seminar proposals which are to be submitted to different funding agencies
- 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 project work as per Gauhati University syllabus.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-			
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-		05
Non-Peer Review Journals		01	
e-Journals	-	-	-
Conference proceedings	01	01	-
Published in Books	-	-	05

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges Autonomy 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	-	-	-	-	10
Sponsoring agencies					COLLEGE

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

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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

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

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

University level State level
National level International level

3.24 No. of Awards won in NCC: **NIL**

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

As a part of institutional social responsibility, the college in association with NSS, Red Ribbon Club and Extension Education Cell has been providing various community services in the form of extension activities:

The college has an active NSS wing and Red Ribbon Club which conducts various programmes on social issues throughout the year. Training programmes, camps, workshops, film shows, blood donation camps are conducted both inside and outside the college campus. The following programmes were undertaken during the session 2017-18

- Enrolment for new student volunteer for NSS was conducted during the month of August 2017
- As part of its welfare activities, the NSS organised a Special Camp from 23 to 27 March 2018 at the adopted village of the college Namgaon in Sonapur. Programmes like Campus Cleaning, Tree Plantation, Street Play, Swachata Abhiyan, Yoga workshop, Cultural Programme, Door- to- Door Socio Economic Survey, Disaster Management Drill were held. Literary activities like quiz, speech and art competition were also organised among the local

students. Talks on Skill Development, Self Development and Community Development were held to spread awareness on these crucial issues. Besides a health camp was also organised. Dr Ranjan Kakati, DSW, Gauhati University NSS Co-ordinator, Nakul Deuri, Youth Officer, NSS, NER, social activist J.B.Mahanta, Dr Satyajit Kalita, Apurba Bezberuah, Asstt Director ASACS, Arup Dutta, Associate Prof. Dimoria College, Sumanta Chaliha, President, Governing Body were some dignitaries who took part in the events.

The faculty members of the College also organized a number of out- reach programmes during 2017-18 session.

- A large number of teachers and students participated in Brahmaputra Literary Festival organized by Govt of Assam.
- Three faculty members were appointed as External Evaluators to asses and accredit Govt schools
- World Environment Day was celebrated by organising a Poster and Speech Competition among the students of Rajgarh High School
- A large number of faculty members are associated with various social organisations and NGOs like Shelter Homes, Old Age Homes and conducts various outreach programmes

Criterion – IV

4. Infrastructure and Learning Resources:

4.1 Details of increase facilities:

Facilities in infrastructure	Existing	Newly created	Source of Fund	Total
Campus area	4500 sq.mt	680 Sq.mt	UGC, RUSA & College	5180 sq.mt
Class rooms	19	4	UGC, RUSA & College	23
Laboratories	1	4	UGC, RUSA & College	5
Seminar Halls	-	1	UGC, RUSA & College	1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		15 computers & gym & sports	UGC & COLLEGE	-
Value of the equipment purchased during the year (Rs. in Lakhs)	4,47,231	14,87,588	UGC & COLLEGE	19,34,819
Others	-	-	-	-

4.2 Computerization of administration and library

- The college library is fully computerized. 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.
- The college office has been automated. The administrative works, including fee collection, maintenance of audit, students' profile etc, have been carried out with the help of computer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11054	1431879	557	215619	11611	1647498
Reference Books	2096	1074632	151	113427	2247	1188059
e-Books	93809	N-LIST	-	-	93809	N-LIST
Journals	12	25500	-	-	10	2500
e-Journals	6100	N-LIST	-	-	6100	N-LIST
Digital Database	NA					
CD & Video	100	-	22	-	122	-
Back Volumes	350	-	30	-	380	-
Magazines	07	3157	-	-	07	3157
Newspapers	14	20248	-	-	14	20248

4.4. Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	32	-	Yes *	05	10	01	13	01
Added	14	-	Wi-fi	Wi-fi	14	02	0	01
Total	46	-	Yes	05	24	03	13	01

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

- Internet access facility is available free of cost for both the students and teachers of the college.
- 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. Teachers of the college have been searching and downloading research papers from the N-LIST database.
- All departments are having computers with latest configuration and independent Internet connectivity for accessing learning resources.

4.6. Amount spent on maintenance in lakhs:

i) ICT	12,115
ii) Campus Infrastructure and facilities	5,00,000
iii) Equipments	-
iv) Others	-
Total	5,12,000

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 and programmes are displayed in notice board, magazines and bulletins. The co-ordinator of the wing is asked to hold regular meetings with the NCC cadets to keep them informed about its programmes
- 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.
- The IQAC along with the Students' Union spread awareness about Anti-Ragging in the beginning of the session by holding street plays and displaying messages and hoardings in the campus.
- 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. The IQAC ensures that girl students of the college avail of this facility at the time of admission.
- 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.
- Remedial classes, tutorials, extra classes are held specially for them.
- 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
1135	NIL	NIL	-

(b) No. of students outside the state

205

(c) No. of international students

NIL

(d) Men

No	%
516	50.38

Women

No	%
510	49.70

Last Year						This Year					
Gen-eral	SC	ST	OBC	Physicall y Challeng ed	Total	Gene ral	SC	ST	OBC	Physical ly Challen ged	Total
556	72	322	224	01	1175	498	80	314	242	01	1135

Demand ratio: 1:3

Dropout: 7.5%

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

Career Guidance and Counselling Cell of S.B. Deorah College organized seminars on career opportunities to provide awareness to the students

- Seminar on “Career and Entrepreneurship Development” delivered by Dr Sunil Kumar Saikia, Retd. Director, IIE, held on 10 February 2018
- Seminar on “Career Opportunities in Insurance Sector” delivered by Mr Biplab Chakraborty ,LIC officer, held on 10 February 2018
- In addition to these, teachers are always engaged in mentoring the students in choosing their right career
- In addition to these teachers are always engaged in mentoring the students in choosing their right career.

No. of students beneficiaries

50

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 tries to explain the subjects, the need of choosing the right subject which can provide a window of opportunities for their education and employment. Besides, students are also taken on field trips and given exposure on various career opportunities. Towards the end of their course, the major students are given guidance on post graduate courses and career opportunities of such courses. The students of the department of English were taken to IIT Guwahati to give an exposure regarding post graduate courses available in Social Sciences, Humanities and Linguistics in the institute. Counselling is also given on non academic matters especially on gender

issues and particularly to those students who are mentally and academically challenged throughout the year.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
--	---	--	25

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. Women’s Day was celebrated by organising a Talk on “Reproductive Health of Young Women” which was delivered by Dr Ruby Bhuyan, Sub Divisional Medical Officer, Sonapur, District Hospital, held on 8 March 2018.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rupees)
Financial support from institution	20	20,000
Financial support from government	30	1,53,320
Financial support from other sources	12	45,000
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) Classroom furniture, electric fixtures and blackboards which had been damaged has been replaced, b) decision to change college uniform has been taken which has been a major grievance of the students c). 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. d) The Principal holds regular meetings with the HODs in order to maintain strict vigil of the classes, attendance, course and sessional examinations. 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 has created a fully automated Management Information System (MIS) this year. A private software development firm Adroit Digisoft Solutions Pvt. Ltd. has given the responsibility to design and developed MIS software for the college. The software runs in network environment over multiple computers. All the administrative procedures such as admission, fee collection, accounts maintenance, students profile etc., are now carried out with the help of the MIS software. Information now can be accessed and retrieved readily and instantly with the help of the MIS software which enhances efficiency and transparency of the administration of the college.

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. 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 by the faculty members and suggestions are given whenever necessary

6.3.2 Teaching and Learning:

The College has adopted many innovative processes for the improvement of teaching and learning as follows:-

- ❖ Group discussion, seminars, course related quiz, surprise test etc are held round the year so as to involve students in the teaching learning process.
- ❖ Remedial classes are also held towards the end of each session to improve the learning skills of the academically weak students.
- ❖ The results of the final semester are monitored and discussed with the teaching staff.

- ❖ Students securing first class are felicitated and scholarships are given on the Foundation Day.
- ❖ Reading list, lecture summary, study materials and home assignments are also given to the students by the Departments for their comprehensive learning. Students are suggested to use the library resources for preparation of dissertation, class seminar, bibliography etc and they are also given orientation and training in the college library on how to search and retrieve reading materials both in physical and electronic format.
- ❖ Talks by scholars and renowned personalities are arranged to motivate and aware the students about the trends and development of subjects.
- ❖ The college encourages and sanctions leave to its staff to attend faculty development programmes 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 sessional 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. Evaluations of final examination are done by the faculty members according to guidelines set by the examination zones fixed by the University. The college organises the Sessional Examinations as per the date mentioned in the academic calendar where in-house evaluation of the scripts are conducted by the faculty members and after evaluation marks and scripts are given back to the students with necessary suggestions for improvements.

6.3.4 Research and Development

- Research Committee of the college formulates the strategies for Research and Development of the College.
- The College urges its faculty members to apply for Minor and Major Research Projects from funding agencies.
- As a result of constant encouragement by the college, more than 80 percent of permanent faculty has completed PhD and few others are pursuing. The college urges the faculty members to present at least two research papers in seminars and conferences and publish them in peer reviewed journals.
- The college has received 10 ISBN. The college has published one seminar proceeding volume, one workshop proceeding book and two other books by the department of Assamese and History, having ISBN number.

- 10 numbers of printed journals catering to different subjects. In addition to printed journals, the college library has the access facility of e-journals under N-LIST As part of our effort of encouraging research and development the college library has subscribed consortia of INFLIBNET Centre. The College library also regularly procures reference books to promote research works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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.
- Back volumes are kept for references
- Free internet facility is given to the students for accessing online e-contents.
- OPAC terminal is available for the students and teachers.
- Student and teachers can search and reserve book through OPAC
- A separate corner for career book is opened for the students.
- New books are displayed in the book case near the entrance of the stack area to motivate our student and staff to read new arrivals.
- Institutional Digital Repository has been developed using Digital Library Software Dspace where institutional publications are made available digitally for use by the students and faculty members.

ICT and physical infrastructure

- College library is functioning through LAN
- Wi-fi internet access facility is available in the library and Principle's chamber.
- The college campus is under CCTV surveillance.
- Laptops, projectors, display screens are procured to make the seminar, workshop as well as class room presentation lively and interactive
- Computer Lab has 24 No.s of computers with internet facility for use of students.
- Two biometric devices are strictly maintained for ensuring effective presence of both teaching and non-teaching staff in the college.
- College administration is automated. The staffs are being given training on various aspects of automation and office management.

6.3.6 Human Resource Management

- Various positions in teaching faculty are advertised and 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.
- To encouraging research and development the college library has subscribed 12 numbers of printed journals catering to different subjects. In addition to printed journals, the college library has the access facility of e-journals under N-LIST consortia of INFLIBNET Centre. The College library also regularly procures reference books to promote research works.
- CCTV is installed at various locations in the college for security purposes which also helps in human resource management.

6.3.7 Faculty and Staff recruitment

- ❖ All faculty positions are filled as per norms laid down by the University/state government. Eligible candidates are shortlisted on basis of UGC guidelines 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. The college has the required number of staffs to handle the courses and no appointments of permanent faculty have been made since 2008. However, contractual and 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. The selection is based on merit, research and experience. Computer literacy of the newly recruited staff is also considered as desirable.

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. Ashray Concept Food, an industry associated with the donor family, provides scholarships worth 1 lakh to the meritorious students of the college. Various commercial and industrial organisations provide sponsorship in various college programmes like seminar, workshop, lecture, silver jubilee celebration etc. The college has collaborated with Reliance Jio to provide a Wi-Fi campus.

6.3.9 Admission of Students

The process of admitting students to the programmes offered by the college is done completely on online mode. A new portal (www.sbdeorahonline.in) was created through which the willing students submitted Admission forms online. Before that, the details about available courses and date of admission are given wide publicity. 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.
- Complete details are also placed on the college websites to felicitate online access to the requisite information about the college admission procedure.
- The College website is linked with the new Admission portal for convenience of the students
- Prospectus containing the detailed information of the Institution and the Admission procedure is uploaded in the website and the portal.
- The submitted forms are downloaded and 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/website 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 Financial welfare schemes are available
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 4. Book Bank facility for economically weak students 5. Financial aid given to students to participate in co -curricular activities.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

The examination system of BA/ B.Com is prescribed by the university which is followed by the affiliated colleges. However, Examination Reforms workshops organised by the university and other colleges are attended regularly by the faculty members and suggestions are given whenever necessary. The Gauhati University has adopted complete online system of students' registration, examination form fillup etc.

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

- Internal assessment of 20% of total marks of a paper 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
- They sponsor prizes for various competition
- They are invited in various college activities and there is active participation from the Association

6.12 Activities and support from the Parent – Teacher Association:

- Parent Teachers meet are arranged whenever necessary to discuss academic issues
- Parent Teacher meet are also arranged by the Disciplinary Committee to discuss disciplinary issues of delinquent students
- Guardian members in the Governing Body voice their opinions on various issues
- Feedbacks are collected from the parents

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.

- Deputes Grade-III staff of the college to the workshop on office management conducted by different Colleges and ASC, Gauhati University
- Development Programmes for the support staff is conducted at the college level from time to time. Training on admission procedures, audit, and examination related matters are given to them by the college authority. Besides their grievances are addressed 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
- Seasonal flowers are regularly grown in the campus.
- Use of plastic is restricted in the campus and there is a strict waste disposal mechanism.
- Energy Conservation -use of electricity is done in the power conservation mode to conserve energy
- We have a plan to install solar unit inside the campus
- The college has a beautification cell which makes efforts to make the college eco-friendly.

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.

- Continuation of feedback and grievances redressal mechanism for the students to evaluate the teaching learning and functioning of the institution;
- Online e-resources access facility in the library;
- Conducting departmental seminars and group discussions for the students;
- ICT skill development programme for the teachers;
- Organising field trip for firsthand experience
- Felicitating and offering scholarship to academic achievers
- Debarring students from appearing in internal examination who have low attendance.
- Encouraging students to participate in various extracurricular activities that are held both within and outside the college

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*)

- Developing a culture of reciprocity and cooperation among teachers and students.
- Ensuring regular attendance of students in classrooms.

****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. Resource persons of various programmes have exchanged and shared their views on various issues of the environment.
- World environment day on 5th June is celebrated in the college with a day long programme. Renowned environmentalists have delivered talks on the day.
- 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 which are of great significance
- It is mandatory for each first year student to submit a photograph of planting a sapling at the time of admission as per Govt directive

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

- **Science Stream:** The admission process to the newly introduced science stream at the under graduate level has been completed and the college plans to start the Three Year Degree course in science from the coming session i.e. 2018-19.
- **B.Ed Course:** The College has a plan to introduce four year B.Ed course in the immediate future.
- **Linkage with other institutions:** The College has already established linkage with K.K.Handique State Open University in 2013 to promote Distance and Open Learning

among the disadvantaged group of the society who cannot pursue regular university courses due to many reasons. At present the college is providing only Bachelor of Arts (B.A) programme of K.K.Handique State Open University in distance and open learning mode. In future we have a plan to introduce Masters programme in Open and Distance Learning mode by establishing linkage with other UGC recognised universities of the state such as Institute of Distance and Open Learning (IDOL) of Gauhati University, K.K.Handique State Open University.

- **Foundation laying ceremony of New Academic Block:** The College has received funds to construct a new academic block which will house the library, Boys' and Girls' Common Room, digital classrooms, Conference Room etc. The foundation laying ceremony of the New Building was done by the Education Minister of Assam and the college expects to complete the construction in the next two years
- **Construction of Sky Walk and Science Laboratory:** The College has constructed a Sky Walk (foot Bridge) connecting the Auditorium Building with the second floor of the Girls' Hostel so that it can be used to make four science laboratories, two classrooms and one faculty room for the science stream. Construction has already started and is expected to be completed very soon.
- **Administrative Block:** The College has a plan to extend the Principal's Office cum Administrative Block in the coming years as the present structure of the administrative block is found to be congested to carry out the day to day administrative works smoothly.
- **Computer Laboratory:** Phase-wise renovation of the computer laboratory will be completed in the immediate future for the Computer Science department which will begin from the coming session.
- **Wi-Fi Campus:** We have a plan of college campus networking for the purpose of linking all departments, library, Principal's Office for sharing of documents, official works as well as to make the college campus completely Wi-Fi so that students, teachers can access learning resources online through Internet freely 24x7.
- **Digital Library:** The College has a plan to develop the existing digital library for making the learning more interactive. It will help the students to access the learning resources such as teachers class lecture, tutorials, live broadcasting of class lectures, interaction with the teachers as well as access to online e-resources (e-books, e-journals etc), institutional repositories anywhere throughout 24x7 hours.
- **Shifting of Library:** At present the college library is running in a temporary set up in the two class rooms of the college. Due to lack of a formal library building structure, the library is facing a lot of problems to carry out day to day library activities. The library is also facing space problems to accommodate the growing reading materials. The College plans to reset the library in the ground floor of the new Academic Building.

- **Seminar hall/Conference room:** The college also lacks a seminar hall/conference room. The College has already started the construction of a sound proof seminar hall which is expected to be completed in the next few months.



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Associate Professor
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S.B. Deorah College, Guwahati – 7

Signature of the Coordinator, IQAC



Name: **Dr. Dharmendra Nath**
Principal,
S.B. Deorah College
Guwahati - 7

Signature of the Chairperson, IQAC

ANNEXURE – I

PLAN OF ACTION

Plan of action	Achievement
1.To lay the foundation of New Academic Block	<ul style="list-style-type: none"> The College has received funds to construct a new academic block which will house the library, Boys’ and Girls’ Common Room, digital classrooms, Conference Room etc. The foundation laying ceremony of the New Building was done by the Education Minister of Assam and the college expects to complete the construction in the next two years
2. To begin science stream from session 2018-19	<ul style="list-style-type: none"> The College has completed the admission process for introducing the science stream to cater to the needs of the student community from the coming session i.e. 2018-19.
3. Enrichment of the library with new books, journals, online e-resources and managing through automated procedures.	<ul style="list-style-type: none"> The college library is the nerve centre of all kinds of teaching, learning and research activities of the students and teachers. To cater the needs of the learning resources of the students and teachers more nearly 700 new books including reference books, 2 new research journals have been added to the existing collection.
4. To conduct special seminar, workshop on career guidance; Personality Development for the students.	<ul style="list-style-type: none"> Career Guidance and Counselling Cell of the college organized special seminar on career guidance. Seminar on “Career and Entrepreneurship Development” delivered by Dr Sunil Kumar Saikia, Retd. Director, IIE, was held on 10 February 2018 Seminar on “Career Opportunities in Insurance Sector” delivered by Mr Biplab Chakraborty ,LIC officer, was held on 10 February 2018
5. Construction of new classrooms	<ul style="list-style-type: none"> Two new classrooms has been constructed in the third floor of the Auditorium Building

<p>6. Construction of Sky Walk and Science Laboratory</p>	<ul style="list-style-type: none"> • The College has constructed a Sky Walk (foot Bridge) connecting the Auditorium Building with the second floor of the Girls' Hostel so that it can be used to make four science laboratories, two classrooms and one faculty room. Construction has already started and is expected to be completed very soon.
<p>7. To organise more workshops, seminars, field study and educational visit as a part of academic exercise</p>	<ul style="list-style-type: none"> • Departmental seminars, workshops, and field trips have been organized every year. • Seminars and workshops have been organised by different cells and by IQAC also • Educational tours have been organized by some departments where students were given first hand experience.
<p>8. To adopt a village and arrange more extension activities as a part of community service of the college.</p>	<ul style="list-style-type: none"> • Various extension activities under NSS and Red Ribbon Club have been conducted at the local, state and national level. • Nangoan, a village in the outskirts of Guwahati has been adopted and various welfare activities have been conducted. • Besides, many faculty members of the college are associating themselves with the NGOs to extend community services to the underprivileged groups of the society.
<p>9. Encouraging students to excel in various sports activities.</p>	<ul style="list-style-type: none"> • Annual college week is held every year where large number of students participated in various sports and cultural competitions. • A team of students was sent to participate in the sports and cultural competitions in the youth festival of Gauhati University and in the Alcheringa – youth festival of IIT, Guwahati. Four students won prizes in different competitions in Inter College Youth Festivals organized by Gauhati University.
<p>10. To conduct health check-up and health awareness programme and to ensure the maximum use of the fitness centre</p>	<ul style="list-style-type: none"> • Health programmes are organized from time to time and importance of a healthy lifestyle is stressed • The Health Care Cell organized health check-up and health awareness programmes. It organised a Yoga Workshop under the ageis of Art of Living Foundation on 16 February 2018 wherein students were made aware of benefits of yoga.

	<ul style="list-style-type: none"> • A Free Health Camp was organised in the college campus on 26 February in collaboration with G.L.P Social Circle. Renowned doctors from Apollo Hospitals, Chennai, offered their services. The programme was beneficial for the students, staff, faculty members as well as for the citizens of Guwahati, who got an opportunity to consult doctors specialized in various branches of medical science. The camp started at 10 am and ended at 4-30pm • The fitness centre has been regularly used by students.
11. To organise more programmes related to women issues and women empowerment.	<ul style="list-style-type: none"> • Women's Cell works towards providing a gender friendly atmosphere in the college. • It holds meetings from time to time where discussions are held regarding the welfare of the girl students. • Women's Day was celebrated by organising a seminar on women issues
12. To increase enrolment of students in the study centre of distance learning	<ul style="list-style-type: none"> • The college has a study centre of the K.K.Handique State Open University which provides higher education to the students through distance learning mode. The centre has been successful in increasing the enrolment of the students.
13. Construction of Seminar Hall/ Conference room	<ul style="list-style-type: none"> • The College has already started the construction of a sound proof seminar hall which is expected to be completed in the next few months.
14. To provide new teaching aids, fittings and furniture	<ul style="list-style-type: none"> • The fittings and furniture of the classrooms have been replaced with modern fittings.
15. To execute the plan for college development under RUSA infragrants	<p>The college has received Rs.50.0 lakh as financial assistance from RUSA which was utilized for renovation and up-gradation of the existing facilities; procurement of new equipment and furniture; campus as well as infrastructural development of the college during 2017-18. The works carried out as per plan are as follows:</p> <ul style="list-style-type: none"> • Old boundary wall of the college has been demolished completely and renovated newly with fencing on the top of the wall. • Classrooms & corridors floors and walls have been covered with Tiles. • Marble flooring has been provided to the stair cases. • New desk benches, furniture and equipment have been procured etc.

Annual Quality Assurance Report (AQAR)
Session 2017 – 18 (July 1, 2017 – June 30, 2018)


ACADEMIC CALENDER 2017- 18

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days	
	18	Sunday	Holiday	1		
	19-24	Mon-Sat	Working days/Classes		6	
	25	Sunday	Holiday	1		
	26-28	Mon-Wed	Working days/Classes		3	
			Total	5	23	
Mar./2018	1-2	Thu-Fri	Holiday/Dolyatra	2		
	3	Sat	Working days/Classes		1	
	4	Sunday	Holiday	1		
	5-10	Mon-Sat	Working days/Classes		6	
	11	Sunday	Holiday	1		
	12-17	Mon-Sat	Working days/Classes		6	
	18	Sunday	Holiday	1		
	19-24	Mon-Sat	Working days/Classes		6	
	25	Sunday	Holiday	1		
	26-31	Mon-Sat	Working days/Classes		6	
				Total	6	25
April/2018	1	Sunday	Holiday	1		
	2-7	Mon-Sat	Working days/Classes		6	
	8	Sunday	Holiday	1		
	9	Monday	Working days/Classes		1	
	10-13	Tue-Fri	Sessional Exam II (II, IV, & VI) Sem.		4	
	14-16	Sat-Mon	Holiday/Bohag Bihu	3		
	17-21	Tue-Sat	Working days/Classes		5	
	22	Sunday	Holiday	1		
	23-28	Mon-Sat	Working days/Classes		6	
	29	Sunday	Holiday	1		
	30	Monday	Working days/Classes		1	
				Total	7	23

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days
May/2018	1	Tue	Holiday/May Day	1	
	2-5	Wed-Sat	Working days/Classes		4
	6	Sunday	Holiday	1	
	7-12	Mon-Sat	Working days/Classes		6
	13	Sunday	Holiday	1	
	14-19	Mon-Sat	Working days/Classes		6
	20	Sunday	Holiday	1	
	21-26	Mon-Sat	Working days/Classes		6
	27	Sunday	Holiday	1	
	28-31	Mon-Thu	Working days/Classes		4
				Total	5
June/2018	1-2	Fri-Sat	Working days/Classes		2
	3	Sunday	Holiday	1	
	4-9	Mon-Sat	Working days/Classes		6
	10	Sunday	Holiday	1	
	11-16	Mon-Sat	Working days/Classes		6
	17	Sunday	Holiday	1	
	18-23	Mon-Sat	Working days/Classes		6
	24	Sunday	Holiday	1	
	25-30	Mon-Sat	Working days/Classes		6
				Total	4

Note : In the event of any change in the Holidays, the University main Holiday list will be followed.

Principal
S. B. Deorah College
Ulubari, Guwahati



S. B. DEORAH COLLEGE
Guwahati-7

Academic Calender
2017-2018

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days	
July/2017	1-31		Working days/ Summer vacation	31	26	
Aug/2017	1-5	Tue-Sat	Working days/Classes		5	
	6	Sunday	Holiday	1		
	7-12	Mon-Sat	Working days/Classes		6	
	13	Sunday	Holiday	1		
	14	Mon	Working days/Classes		1	
	15	Tue	Independence Day	1		
	16-19	Wed-Sat	Working days/Classes		4	
	20	Sunday	Holiday	1		
	21-22	Mon-Tue	Working days/Classes		2	
	23	Wed	Holiday/ Tithi of Srimanta Sankar Dev	1		
	24-26	Thu-Sat	Working days/Classes		3	
	27	Sunday	Holiday	1		
	28-31	Mon-Thu	Working days/Classes		4	
				Total	6	25
Sep/2017	1	Fri	Working days/Freshman Social		1	
	2-3	Sat-Sun	Holiday/Id-Uz-Zuha	2		
	4-9	Mon-Sat	Working days/Classes		6	
	10	Sunday	Holiday/ Tithi of Madhab Deva	1		
	11-12	Mon-Tue	Working days/Classes		2	
	13	Wed	Holiday/Janmashtomi	1		
	14-16	Thu-Sat	Working days/Classes		3	
	17	Sunday	Holiday	1		
	18-22	Mon-Fri	Working days/Classes		5	
	23	Sat	Students Union Election	1		
	24	Sunday	Holiday	1		
	25	Mon	Working days/Classes		1	
	26-30	Tue-Sat	Holiday/Durga Puja, Janmotsav of Sri Manta Sankardev	5		
				Total	11	19

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days	
Oct/2017	1-5	Sun-Thu	Holiday/Muharram/ Gandhi Jayanti/Lakshmi Puja	5		
	6-7	Fri-Sat	Working days/Classes		2	
	8	Sunday	Holiday	1		
	9-14	Mon-Sat	Working days/Classes		6	
	15	Sunday	Holiday	1		
	16-17	Mon-Tue	Working days/Classes		2	
	18	Wed	Holiday/Kati Bihu	1		
	19-20	Thu-Fri	Holiday/Kali Pujal/Dewali	2		
	21	Sat	Working days/Classes		1	
	22	Sun	Holiday	1		
	23-24	Mon-Tue	Working days/Classes		2	
	25-26	Wed-Sat	Sessional Exam-I (I, III, & V Semester)	4		
	29	Sunday	Holiday	1		
	30-31	Mon-Tue	Working days/Classes		2	
				Total	12	19
	Nov/2017	1-3	Wed-Fri	Working days/Classes		3
		4	Sat	Holiday/Guru Nank's Birthday	1	
5		Sunday	Holiday	1		
6-11		Mon-Sat	Working days/Classes		6	
12		Sunday	Holiday	1		
13-18		Mon-Sat	Working Days/Classes		6	
19		Sunday	Holiday	1		
20		Mon	Working days/Classes		1	
21-23		Tue-Thu	Working days/G.U. Exam		3	
24		Fri	Holiday/Lalchit Divas	1		
25		Sat	Working days/G.U. Exam		1	
26		Sunday	Holiday	1		
27-30		Mon-Thu	Working days/G.U. Exam		4	
			Total	6	24	

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days	
	2	Sat	Holiday/Asom Divas	1		
	3	Sunday	Holiday	1		
	4-9	Mon-Sat	Working Days/G.U. Exam		6	
	10	Sunday	Holiday	1		
	11-15	Mon-Fri	Working days/G.U. Exam		5	
	16	Sat	Working days/Classes		1	
	17	Sunday	Holiday	1		
	18-22	Mon-Fri	Working days/Classes		5	
	23-24	Sat-Sun	Holiday/Winter Vacation	2		
	25	Mon	Holiday/Christmas Day	1		
	26-31	Tue-Sun	Holiday/Winter Vacation	6		
				Total	13	18
	Jan./2018	1-13	Mon-Sat	Holiday/Winter Vacation	13	
14-16		Sun-Tue	Holiday/Magh Bihu	3		
17-20		Wed-Sat	Working days/Classes		4	
21		Sunday	Holiday	1		
22		Mon	Saraswati Puja	1		
23-25		Tue-Thu	Working day/Classes		3	
26		Friday	Republic Day	1		
27	Sat	Working days/College week		1		
28	Sunday	Holiday	1			
29-31	Mon-Wed	Working days/College week		3		
			Total	20	11	
Feb./2018	1-3	Thu-Sat	Working days/Classes		3	
	4	Sunday	Holiday	1		
	5-10	Mon-Sat	Working days/Classes		6	
	11	Sunday	Holiday	1		
	12-13	Mon-Tue	Working days/Classes		2	
14	Wed	Holiday/Sivaratri	1			
15-17	Thu-Sat	Working days/Classes		3		

ANNEXURE – II

ACTION TAKEN REPORT

Plans	Action Taken
Seminar/Workshop conducted	<ul style="list-style-type: none"> • Talk on “World Environment Day” delivered by renowned environmentalist Dr Girin Kalita, Associate Professor, Gauhati College held on 5 June 2018 • Workshop on “Developing Spoken English Skills” conducted by renowned linguist Dr. Sawpon Dowerah held on 31 August 2017 • Foundation Day Lecture delivered by Prof (Retd.) Udayan Misra, Gauhati University on “Higher Education” held on 9 Sept 2018. • Seminar on “Human Rights and Duties” delivered by Dr Bimal Kr. Baishya, Associate Prof, Gauhati University Law College held on 27 February 2018 • Workshop on “Proof Reading” conducted by renowned writer Sumanta Saikia held on 10 February 2018 • Workshop on “Conversational structure of Assamese language” conducted by Amarjyoti Choudhury, Retd VC of Tezpur University and also a renowned writer held on 10 February 2018 • Seminar on “Career and Entrepreneurship Development” delivered by Dr Sunil Kumar Saikia, Retd. Director, IIE, held on 10 February 2018 • Seminar on “Career Opportunities in Insurance Sector” delivered by Mr Biplab Chakraborty ,LIC officer, held on 10 February 2018 • Talk on “Reproductive Health of Young Women” delivered by Dr Ruby Bhuyan, Sub Divisional Medical Officer, Sonapur, District Hospital, held on 8 March 2018 • Talk on “Prevention of Use of Tobacco Consumption” delivered by Dr Samiran Barua, Nodal Officer, Tobacco Control, Kamrup (M), held on 8 March 2018
Construction of computer lab	Construction of Computer Laboratory has been undertaken
Foundation Laying Ceremony of New Academic Building	Foundation laying ceremony of New Academic Building was done by the Education Minister, Govt. of Assam

Introduction of Science Stream at the Degree level	The College has completed the admission process for introducing the science stream to cater to the needs of the student community from the coming session i.e. 2018-19.
Construction of seminar hall/ conference room	The College has already started the construction of a sound proof seminar hall which is expected to be completed in the next few months
Construction of new classrooms	Four new classrooms has been constructed in the second floor of the Auditorium Building
Community Services and adoption of village	<p>The college has an active NSS wing and Red Ribbon Club which conducts various programmes on social issues throughout the year. Training programmes, camps, workshops, film shows, blood donation camps are conducted both inside and outside the college campus. The following programmes were undertaken during the session 2017-18</p> <ul style="list-style-type: none"> • Enrolment for new student volunteer for NSS was conducted during the month of August 2017 • The college has adopted a village named Nangoan which is in the outskirts of the city as institutional social responsibility • As part of its welfare activities, the NSS organised a Special Camp from 23 to 27 March 2018 at the adopted village of the college, Nangoan in Sonapur. Programmes like Campus Cleaning, Tree Plantation, Street Play, Swachata Abhiyan, Yoga workshop, Cultural Programme, Door- to- Door Socio Economic Survey, Disaster Management Drill were held. Literary activities like quiz, speech and art competition were also organised among the local students. Talks on Skill Development, Self Development and Community Development were held to spread awareness on these crucial issues. Besides a health camp was also organised. Dr Ranjan Kakati, DSW, Gauhati University NSS Co-ordinator, Nakul Deuri, Youth Officer, NSS, NER, social activist J.B.Mahanta, Dr Satyajit Kalita, Apurba Bezberuah, Asstt Director ASACS, Arup Dutta, Associate Prof. Dimoria College, Sumanta Chaliha, President, Governing Body were some dignitaries who took part in the events. <p>The faculty members of the College also organized a number of out- reach programmes during 2017-18 session.</p>

	<ul style="list-style-type: none">• A large number of teachers and students participated in Brahmaputra Literary Festival organized by Govt of Assam.• Three faculty members were appointed as External Evaluators to assess and accredit Govt schools• World Environment Day was celebrated by organising a Poster and Speech Competition among the students of Rajgarh High School• A large number of faculty members are associated with various social organisations and NGOs like Shelter Homes, Old Age Homes and conducts various outreach programmes
Construction of Sky Walk (foot bridge) and Science laboratory	<ul style="list-style-type: none">• The College has begun constructed a Sky Walk (foot Bridge) connecting the Auditorium Building with the second floor of the Women's Hostel. Four science laboratories, two classrooms and one faculty room were constructed in the second floor of the Women's hostel.
Increasing the enrolment of the Study Centre of State Open University	A study centre of K.K.Handique State Open University has been opened in the college to facilitate higher education to the needy students in distance learning mode and there has been a significant increase in the enrolment.

ANNEXURE – III

BEST PRACTICES

- i. College library, though smaller in size, is fully automated having the online e-resources access facility for both faculty and student.
- ii. Regular class monitoring by the Head of the Institution
- iii. Strengthening ties with the community through the various programmes of NSS
- iv. Nurturing the potential of students through individualized mentoring and counselling by teachers
- v. Maintenance of log book by each department for monitoring the daily classes by the HoD.
- vi. Organising library orientation programme for the freshers at the beginning of the session in order to acquaint them with the library system and procedures
- vii. ICT skill development programme for the teachers.
- viii. Conducting Departmental seminars for the Major students.
- ix. Organising personality development programme for the students by inviting experts.
- x. Organising Yoga and Meditation programme by the student welfare cell.
- xi. Conducting study tour, field trip by each department
- xii. Celebrating National Festivals with various programmes

ANNEXURE – IV

SWOT ANALYSIS

Strength:

- 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) The college library is fully automated and using sophisticated library management software SOUL for managing reading materials and users of the library. It has also the facility for the students and teachers to access online e-resources (e-books, e-journals) through the N-LIST consortium of INFLIBNET Centre, Ahmedabad.
- 5) Commerce stream at degree level was introduced in 2010 to cater to the need of the students
- 6) Science stream has been introduced from the session 2017-18 and the admission process has been completed
- 7) Wide range of extension activities being undertaken by the active NSS group.
- 8) Coaching, counselling, guidance and placement assistance being provided by a Cell designated for the purpose.
- 9) Financial assistance being provided to the needy students under the students' welfare scheme.
- 10) 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.
- 11) Principal, Librarian and one faculty member of the college have got the recognition of Ph.D. Guideship of Gauhati University.
- 12) Many faculty members of the college associated with the designing of syllabus and course-curricula of the University
- 13) Dedicated and efficient faculty members cater the need of the students community by helping, mentoring them in various ways.

Weaknesses:

- 1) Lack of space or land area is a constraint for extension work
- 2) Large number of teachers are working in temporary posts
- 3) Commerce stream is fully self financing
- 4) Poor academic background students admitted in the college at large numbers
- 5) Results are not up to the expected level
- 6) Placement and campus recruitment of the students not very encouraging
- 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 ration is high due to non-creation of permanent sanctioned post
- 13) Administrative block cum Principal's office facing space constraints
- 14) Faculty rooms are not adequately furnished as there is space constraints
- 15) Lack of consultancy services
- 16) Lack of value added courses.
- 17) 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 tie up with universities like IGNOU to offer courses in distance mode
- 3) To opening of a Community College in the campus to offer certificate and diploma courses
- 4) To arrange more soft skill development, vocational courses to increase employability among the students.
- 5) To introduce Post Graduate courses in all the subjects having major course.
- 6) To arrange entrepreneurship development programme to increase self employability
- 7) To open NCC for the students

- 8) To open Four Year B.Ed course

Threats/Challenges

- 1) To promote employability 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.