



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SUREN DAS COLLEGE
Name of the head of the Institution	DR. HIRANYA KUMAR SARMA
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03612820341
Mobile no.	9435124475
Registered Email	surendascollege@gmail.com
Alternate Email	sarmahk1234@gmail.com
Address	Hajo Dhoparguri, Kamrup
City/Town	Hajo
State/UT	Assam
Pincode	781102

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Ripima Buzarbaruah
Phone no/Alternate Phone no.	03612820341
Mobile no.	9101560942
Registered Email	sdc.iqac79@gmail.com
Alternate Email	rbuzarbaruah@yahoo.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://surendascollege.co.in/wp-content/uploads/2019/10/AQAR-2017-2018.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	http://surendascollege.co.in/wp-content/uploads/2020/03/Academic-Calendar-2018-19.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	C++	66.25	2005	28-Feb-2005	28-Feb-2010
2	B	2.02	2015	25-Jun-2015	25-Jun-2020

6. Date of Establishment of IQAC	19-Jul-2005
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Student exchange programme	25-Mar-2019 4	256

Submission of AQAR	31-Dec-2019 1	10
Students Satisfaction Survey	19-Jun-2019 2	200
Academic Audit	06-Jun-2019 5	17
Feedback collected, analysed and used for improvements	24-Jun-2019 2	204
Regular meeting of IQAC	25-May-2019 2	11
Regular meeting of IQAC	02-Apr-2019 2	8
Regular meeting of IQAC	19-Mar-2019 2	7
Regular meeting of IQAC	15-Dec-2018 2	6
Regular meeting of IQAC	18-Aug-2018 3	8
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Suren Das College	NSS - Special Camp Activities	Gauhati University	2018 5	44500
Suren Das College	Infrastructure Grants to Colleges	RUSA- Central/ State Share	2018 6	10000000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	5
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No																								
12. Significant contributions made by IQAC during the current year(maximum five bullets)																									
Organised two Faculty Development Programmes. Introduced online feedback mechanism for students' teachers'. MoU signed with AMTRON for Skill Development of Student Introduction of PG course in Political Science Students' Orientation Programme 4																									
<div>View File</div>																									
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year																									
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14. Whether AQAR was placed before statutory body ?	Yes																								
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15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	26-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The College has a Management Information System (MIS) which operates at the following modules: 1) Digital Campus System(DCS) with the following features(URL: sdcollegedcs.com) • Online Admission System • Online Attendance System • Class Schedule Management System • Staff Details Maintenance System (linked with college Website www.surendascollege.co.in) • Assignment/Instruction Delivery system • Provisional Certificate Issuance System 2) Online Feedback System: (URL: feedbacksdc.com) Feedbacks received from students and analysed for necessary action 3) BULK Messaging System: SMSs sent to students/parents regarding course information, etc. 4) Manual Accounts, with the following features • Receipt and payment system • Cashbook/Ledger maintenance System • Bank Balance Monitoring System 5) FIN Assam, with the following features ? Salary Disbursement ? Salary Statement 6) Library management software • SOUL 2.0: Book IssueReturn • INFLIBNETNLIST(EBooks/EJournals)</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The curricular aspect of courses of the college is designed and governed by Gauhati University, Assam. The college ensures effective implementation of the curriculum keeping in mind the broad mission and vision of the college. • Supportive College Infrastructure To meet the needs of changing curriculum, the college infrastructure and facilities are continuously being upgraded. The

college has required number of conventional classrooms, a few 'Smart Class rooms', Auditorium with projection facilities for both faculty and students.

The college has a well-stocked and fully computerized library that offers various web based facilities and access to National and International online databases and academic resources. The college has a Computer Laboratory with

Internet connectivity and free Wi Fi facilities on college campus for both students and faculties. • Committees for Effective Implementation To prepare

broad guidelines and frameworks to suit requirements of different courses at the departmental level, the college has different committees. The Internal

Quality Assurance Cell (IQAC) of the college in conjunction with the Academic Committee, Timetable Committee and etc. provide directions to the individual departments and regularly monitor the efficacy of the same throughout the

session. • Planning, Teaching and Evaluation At the beginning of each semester, faculties of the Departments hold meetings to discuss and plan in advance the execution of courses. Preparation of Master Teaching Plan, Teaching Plan, class

assignments, internal assessments, use of reference materials and AV teaching aids etc. are discussed. Class Time Table is provided by the Academic Committee and all individual departments follow this for smooth conduct of classes. •

Monitoring and Mentoring Processes Continuous evaluation and internal assessment is carried out through presentations, assignments/projects, class tests and group discussions etc. are conducted to ensure learning outcomes of each subject. Besides, college has a Mentoring Programme to enrich and motivate

the students and also to enable the students to provide feedback to teachers on curricular issues, college infrastructure and administrative matters. The

committee also counsels about the various options related to offered subjects and careers.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Physics, Chemistry, Mathematics, Zoology, Botany	01/08/2018
View File		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	0	44

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
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No Data Entered/Not Applicable !!!

No file uploaded.

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Excursion to Rajasthan and Delhi under the scheme of Ek Bharat Sreshtha Bharat	14
BA	Field survey for Environmental studies on A study of environment of Puthimari River	274
BA	Filed report submitted to Gauhati University by students of Geography Department on Survey report on the hill town of Darjeeling with special reference to socio-economic conditions of Jawahar Basti	28
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The college has a systematic feedback system. The feedback system has been formalized and structured by the IQAC of the College. Feedback are taken from four stockholders- b) Students b) Teachers c) Alumni d) Parents. From Students and teachers, feedback are collected through online mode and from Alumni and Parents it is collected through structured questionnaire format. Feedback are taken on issues related to the following indicators- IV. Efficiency and cooperation of College Office and facilities provided by the college. V. Issues related to Academic affairs like association, cooperation and efficiency of teachers, Course completion, Use of ICT, Smart Class room, language Laboratory and computer laboratory, academic achievement of the college and use and availability of resources in college library etc. VI. Cleanliness of the college campus. Feedback collected from different stakeholders are analyzed and appropriate action are taken by the college authority.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Assamese, English, Political Science, Education, Economics, History, Geography, Philosophy, Arabic, Mathematics, Linguistics, Folklore	400	362	311
BSc	Physics, Chemistry, Mathematics, Zoology, Botany	100	106	75
PGDCA	Computer Application	50	39	39
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	786	0	22	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	22	25	2	3	5
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

For last several years, the students' mentoring system prevails in the College. Mentoring to the students is done by several ways. At the beginning of every academic session, orientation programme is organised for the newly admitted students. The main objective of such meeting is to acquaint the students with the institution, its goal and mission, rules and regulations of the affiliating University, rules to be observed inside the College, facilities available in the institution etc. Moreover, at present, under the mentoring system, the full time teachers are engaged as mentors. Each teacher gets equal number of students as mentees. So, each student gets a full time teacher as his/ her mentor. The mentors maintain the record of the biographic details including the socio-

economic background of the mentee. The mentors provide support to mentees in different ways. The mentors use both formal and informal means of mentoring. They provide guidance to students among others, in academic and personal matters, participation in co-curricular activities, career counselling, regular attendance of classes, cleanliness, health and hygiene, gender sensitization, environment friendly activities, etc. Through mentoring system, attempt has been made to create constructive and closer association among teacher and students and also for holistic development of the students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
786	22	1:36

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
24	17	7	0	8

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Assamese	6	19/05/2018	05/07/2018
BA	Economics	6	19/05/2018	05/07/2018
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous internal evaluation of the students is conducted for assessment of performance of the students. Students are made aware of the evaluation process through orientation programme at the beginning of every academic session. Apart from following the traditional methods, some new initiatives have been taken for continuous internal evaluation of the students. Some of those have been mentioned below: ? Class tests, chapter wise test ? Internal assessment - sessional examinations ? Home Assignments ? Group discussions ? Departmental Seminars ? Field trip ? Survey ? Debate ? Extempore speech ? Quiz competitions

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

At the beginning of every odd semester, an academic calendar is prepared highlighting the academic and other activities to be held during the whole academic session. As the College is affiliated to Gauhati University, it has to follow the academic calendar of the University and the college prepares the academic calendar keeping in line with the academic calendar of Gauhati

University. The academic calendar of the College includes the College specific activities also. The academic calendar contains the yearly schedule of the college which includes teaching days, holidays, examinations, freshmen social, annual college week, election, excursion etc. The calendar is prepared as per the academic calendar of the affiliating University. The timeline mentioned in the academic calendar are adhered for conducting examinations and other activities of the institution. Unless any untoward incident happen the given dates of events are followed accordingly. The academic calendar prepared during the beginning of the academic session 2018- 19, and the activities actually done during the year are given below. ACADEMIC CALENDAR 2018-19 College Foundation Day 29-08-018 Fresher's social - 15-09-2018 Students Union Election - 18-09-2018 Sessional exam will be commenced on the first week - 29-09-2018 to 06-10-2018 Odd Semester Practical examination - 14-11-2018 to 23-11-2018 Odd Semester Theory exam. will be completed within 21-11-2018 15-12-2018 Commencement of Even semester classes will be from 17th January, 2019 Annual college festival will be held in the last part of January or first part of February - 29th Jan. to 2nd Feb., 2019 Sessional exam will be commenced on the fourth week - 6th - 10th April, 2019 Even Semester end exams. Are likely to be finished by 31st May 2019 - Even semester exam. by GU 7th May to 8th June, 2019 Odd semester classes will commence from first week of June - 25th June, 2019

2.6 – Student Performance and Learning Outcomes

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

<http://surendacollege.co.in/ug-non-cbcs-2/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Assamese, English, Economics, Education, History, Geography, Arabic, Philosophy, Linguistics, Folklore, Mathematics, Political Science	249	138	55.42

[View File](#)

2.7 – Student Satisfaction Survey

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

<http://surendacollege.co.in/wp-content/uploads/2020/03/Students-Satisfaction-Survey-Report.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

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

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Intellectual Property Rights	ICGC	19/02/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
View File				

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

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

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Geography	1	5.5
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Computer Application	1
English	2
Philosophy	1
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	1	1	1
Presented papers	2	1	0	0
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
6 days Special Camp at VP Kaibartatola LP School, Hajo, held on 28th to 3rd July, 2019	Organized by Suren Das College, Hajo in association with Kaibartatola Raij Goyrah	8	35
Environmental Awareness Meeting on 19 June at Manikut High School	Extension Cell of Suren Das College	7	96
Three days University Level Mega Special Camp cum Orientation Programme, held on 28th -30th September, 2018 at Gauhati University	Gauhati University NSS Cell	1	2
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students
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			Benefited
Participation in Idea Competition(POC) organized by MIC,MHRD, Government of India	Received 2 star level by the College	MIC, MHRD	4
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Plantation Programme for Conservation of Environment	Organized by Students' Union Body , Suren Das College Hajo	Arranged a Plantation Programme at Saukat Ali High School, Hajo	12	12
Celebration of Important Days and Inculcation of Values: Republic Day	Organized by Hajo Revenue Circle Office held at Hajo Development Block Office	Performed Group Folk Dance and Solo Modern Dance on the occasion of 70th Republic Day Celebration on 26th January, 2019	1	11
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Students' Exchange Programme with NEF Law College for Legal Awareness	256	Suren Das College ,Hajo and NEF Law College, Guwahati	7
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
On-the-Job training	Collaborative Activity	MSME	01/05/2018	31/07/2019	22
Education Training	MoU	AMTRON	01/08/2018	30/06/2019	40
View File					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
View File			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
100	9746970

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Class rooms	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	2.0	2010

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10630	1628548	264	141949	10894	1770497
Reference Books	8524	2363095	96	65000	8620	2428095
e-Books	3100000	5900	0	0	3100000	5900
e-Journals	6000	5900	0	0	6000	5900
Journals	10	10000	0	0	10	10000
Digital Database	2	5900	0	0	2	5900
Library Automation	3	100000	1	30000	4	130000

Weeding (hard & soft)	0	0	20	90000	20	90000
Others (specify)	13	0	0	0	13	0
View File						

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	23	15	23	2	1	8	11	10	0
Added	27	0	0	0	0	0	0	0	0
Total	50	15	23	2	1	8	11	10	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
13.05	12.96	25.5	24.45

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

The procedures and policies for utilizing various facilities of the college vary in different aspects: ? There are two types of classrooms namely departmental and common. The former types are entirely use for holding classes of the respective department, while the latter category is shared by many departments as per the central class routine. These rooms are also used exclusively during the examination time. However, for external examinations (normally held during Sundays), the college obtains a centre fee either lump

sum or per candidate basis. ? Terms and condition for using central library of college library are outlined in detail in the college library. ? Some departments also maintain small libraries which are generally lend to the students of the respective departments. The computers provided to the departments are used by the faculties. ? The students can access learning resources through internet in the library browsing centre. ? The college canteen is monitored by a Canteen Monitoring Committee, which looks into the qualitative aspects. The canteen functions on a lease basis with private partners. ? Laboratories in various departments' functions under the strict control of the respective departments and the laboratory bearers (non-sanctioned) are responsible for maintaining the laboratory facilities, under instruction from the departmental heads. ? The college has a Language Lab which is coordinated by the English Department. It caters the need of three departments' viz. Assamese, English, and Linguistics. ? The GIS Lab is affiliated to the Geography Department and it monitored the functioning. ? The Computer Laboratory is under the control of the faculties of ICT. ? The college has 24 electricity facilities. An experienced electrician is employed by the college for maintenance of all electrical problems and run diesel generator.

<http://surendascollege.co.in/infrastructure-facilities-offered/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Govt. Fee Waiver Scheme	959	5076590
Financial Support from Other Sources			
a) National	Minority Scholarship	14	0
b) International	0	0	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
SPOKEN ENGLISH COURSE	03/09/2018	30	Department of English, Suren Das College, Hajo
SOFT SKILL TRAINING	20/08/2018	22	MSME TOOL, GUWAHATI
ORIENTATION PROGRAMME ON IMPORTANCE OF NSS AT COLLEGE LEVEL	01/09/2018	250	NSS UNIT OF SUREN DAS COLLEGE
CAREER ORIENTED PROGRAMME (CAREER ON DIGITAL AGE)	08/09/2018	200	NSS UNIT AND RADIO MICHIE 95 FM. RESOURCE PERSON- MR MOHSIN RAJA
THREE DAYS UNIVERSITY LEVEL MEGA SPECIAL CAMP	28/09/2018	3	GAUHATI UNIVERSITY

CUM ORIENTATION PROGRAMME HELD AT GU			
NATIONAL UNITY DAY	31/10/2018	54	SUREN DAS COLLEGE
REPUBLIC DAY CELEBRATION	26/01/2019	54	SUREN DAS COLLEGE. SOME OF OUR STUDENT ALONG WITH 10 FEMALE VOLUNTEERS
INTERNATIONAL YOGA DAY	21/06/2019	50	PARTICIPATED IN REPUBLIC DAY CELEBRATION ORGANISED BY HAJO CIRCLE OFFICER
AN AWARENESS PROGRAMME ON "MENTAL HEALTH OF YOUTH"	26/06/2019	50	SUREN DAS COLLEGE, HAJO
SIX DAY SPECIAL CAMP HELD AT KAIBARTATOLA, HAJO	28/06/2019	35	SUREN DAS COLLEGE NSS UNIT
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Nil	0	0	0	0
View File					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	MSME	22	18
View File					

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

Year	Number of students enrolling into	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
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	higher education				
2018	90	TDC Course	ASM, ECO, EDN, ENG, GGY, HIS, PSC	GU, IDOL, LAW, B.ED Institutions	PG, LLB, B.ED, MUSIC, PGDCA, MBA
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	0
SET	0
SLET	0
GATE	0
CAT	0
GRE	0
TOFEL	0
Civil Services	0
Any Other	0
View File	

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

Activity	Level	Number of Participants
SPORTS GU INTER COLLEGE ARCHERY AND TABLE TENNIS TOURNAMENT	Inter College	16
CULTURAL (GU INTER COLLEGE YOUTH FESTIVAL)	Inter College	300
View File		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	0	National	0	0	0	0
2018	0	Internatio nal	0	0	0	0
View File						

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

Students' council is both an academic and administrative body. As students are important key stake holder of the institution, they are engaged in academic and administrative activities. student, including the alumni, of this institution have been engaged in organising committees of sports, academic and cultural evenmts, celebration of festivals such as Saraswati Puja, Muharram, Manikut Utsav, Cultural Week and College Foundation Day, etc. Students play a vital

role as members of the academic bodies like IQAC Cell, NSS Cell, ICGC Cell, MENTORING Cell and Administrative Bodies Like Students' Council, Extension Cell, Students' Welfare Cell, Grievance Redressal Cell, Canteen Committee, Alumni Committee, PMU Cell, Anti Ragging Committee, Beautification Committee, Innovation Cell and Festival Committee. The Students' Union extended their efforts in Holding an Alumni Meet on 23rd December, 2019 Two of our students represented our college in a POC event and took part in an orientation programme held at Kolkata organised by MHRD. The Students' Union of our college organised the Annual Sports Cultural Week from 29-01-2019 to 02-02-2019. A Students Exchange Programme was held on 16th February, 2019 with NEF law college, Guwahati. Students of both colleges spoke on various legal issues. Freshmen's Social was organised by the Students' Body on 15th September, 2019. Students of our college celebrate the sacred festivals like Muharram, Fateha-e-dowaz Daham and Saraswati Puja. These enhance the mutual understanding among our students.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

An Alumni Meet was held on 23/12/2018 to register the alumni association.

5.4.2 – No. of enrolled Alumni:

100

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

10000

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College has a mechanism to ensure decentralisation and participative management in governance system. The institution believes in and hence follows a policy of decentralization and participative management by incorporating different stakeholders at different levels of management and administration. 1) Strategic Level: The Governing Body, Principal Secy, the IQAC, and Teachers Unit are involved in defining and framing policy at different levels. The Governing Body (GB), duly approved by the Govt., is the apex policy making body of the College. The G.B. is represented at all levels by all stakeholders of the Institution, from the teaching community, Local-MLA, non-teaching staff, Affiliating University (G.U.) nominees, Guardian members and donor members. Parent/guardian members of the G.B. represent the Guardians students in the G.B. The affiliating university is also represented by the presence of two nominees to provide guidance to the college on all policy matters. 2) Functional Level: Principal Secy is the Member Secretary of the Governing Body and Chairperson of the IQAC. The Principal Secy. in consultation with the Staff-members, through staff meetings, appoints different committees/Cells for planning and implementation of different academic and administration related policies. Academic and Administrative policies are framed on the basis of the decisions of the Governing Body, the IQAC and of the Teachers Unit. 3) Operational Level: The Principal Secy is the Chairperson of all the Committees constituted to organize different functions/events of the college. The HoDs

take care of the day to day academic and administrative jobs of the respective departments. The HoDs on behalf of the concerned Departments communicate and coordinate with the Principal Secy. for all matters of the department. • Faculty members are given representation in various committees/cells/Bodies. The composition of different committees is changed on regular basis to ensure uniform exposure to duties and for academic and professional development of faculty members. • The Students' Union (SDCSU) perform different kinds of student centric activities. Faculty-members are nominated as in-charge(s) for each SDCSU office-bearer for coordination and monitoring the assigned activities. • Non-teaching staff has representation in the G.B. Suggestions of non-teaching staff are considered while framing policies or taking important decisions. • Co-curricular activities and events conducted in the college campus like Annual College Week, Freshmen Social functions, preparation of departmental wall magazines, activities of the departments, beautification and cleanliness drives, etc. are actively monitored and coordinated by teachers. • Events festivals special days like College Foundation Day, Saraswati Puja, Fateha, Vishwakarma Puja, Independence Day, Republic Day, etc. are observed and celebrated through joint participation of teaching non-teaching staff as well as students. • The Budget provisions made for departments/cells/bodies

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Curriculum designing and development is done by the Affiliating University (G.U). Principal Secy. and faculty members interact with the university when required and provide their views related to curriculum development.
Teaching and Learning	he Management of the College ensures proper teaching-learning environment of the college principally through the IQAC supported by i) Academic Committee of the College ii) Feedback Committee ii) Examination committee. • The Academic Committee under the IQAC prepared the Academic Calendar of the Session, Class Schedule, and Holiday List. The Academic committee took care of such other academic matters as requirement of physical infrastructure and faculty, etc. • Feedback Committee received online feedback from the students regarding individual teachers' performance, etc. The reports are submitted to the authority and confidentiality is maintained. These reports are shared with the teaching staff of the College from time to time. Based on the feedbacks, concerned teachers are guided for better performance. • Examination Committee timely conducted the internal and

	external examinations to find out learning outcome of the U.G. students, and submitted reports of evaluation to the affiliating university.
Examination and Evaluation	<ul style="list-style-type: none"> Examinations were conducted as per Affiliating University (G.U) and K.K. Handique State Open University rules and guidelines for the concerned examinations. As per the affiliating University (G.U) rules, Examination Committee was constituted with due representation of the stakeholders. The Principal Secy. of the College was the Officer-in-Charge of (O.C.) who, as per recommendations of the Examination Committee, appointed A. O.Cs to smoothly conduct various examinations of the University. Information regarding supervision duties, etc. was intimated timely to all the staff members of the College. Internal examinations were also conducted as per affiliating University rules. The college provided sitting arrangements for the examinees. Results were published online by the affiliating university. Expenditures incurred against examinations were duly audited. Semester examinations were conducted by the affiliating university. College conducted Internal Assessment of students according to the university guidelines. Class tests, student seminars, interactive sessions, home assignment, field trips, project works etc. were conducted by the concerned departments to evaluate the students.
Research and Development	<ul style="list-style-type: none"> The Management of the College, as per proposal of the IQAC, has constituted a Research Committee to strengthen and motivate the faculty members for improving and enhancing the standards of learning and research. This Committee has proposed to publish a research Journal and initiatives have been taken. Initiatives have been taken to increase e-journal subscriptions in the central library from the RUSA fund/ INFLIBNET/NDL. Initiatives have been taken to improve library facilities for research environment Leaves are granted to the teaching non-teaching staff to participate in Refresher Course/O.C/Seminar/Workshop/FDP
Library, ICT and Physical Infrastructure / Instrumentation	As a post-NAAC initiative, the college has encouraged the use of ICT based

techniques of study by Arts Science departments. Desktop computers have been allotted to different departments from the RUSA fund. The physical infrastructure has also received sincere attention from the college authority. Library Development Strategy: • Library Advisory Body submits proposals to the College Governing Body through Principal/ Secy for overall Library Development Deployment. • The Librarian his Assistants Fetcher for Execution of the Library related works ICT Development Strategy • ICT Committee submits proposals to the College Governing Body through Principal/ Secy for development Deployment of ICT.

Human Resource Management

• Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate, etc to increase their skill and experience. • The college organised two number of FDPs of one week duration to enrich the faculty members. • Faculty members are encouraged to participate in trainings, workshops and staff development programmes. • Different sub-committees are constituted to ensure academic and administrative experience of faculty members, non-teaching staff and students • Programmes like Yoga Day, Women's Day, gender sensitization programmes organized • Teaching faculties are given Duty Leave to participate in national and international conferences to upgrade and enhance the standards of academic environment.

Industry Interaction / Collaboration

Industry Interaction and collaboration is taken care of by Information and Career Guidance Cell. There have been collaborations with AMTRON, Assam, for IT courses, and MSME, Govt. of India, for skill development programmes.

Admission of Students

As per Govt. and Affiliating University (G.U) norms. The IQAC of the college supported by Admission Committee and Academic Committee prepares the strategy for admission of the students. The admission process of 2018-2019 was through Online Offline Mode.

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

E-governace area	Details
Planning and Development	• College has Digital Platforms for

	<p>Planning and Development. Students' database, faculty and staff database, feedback system etc have been created for adequate planning and development.</p> <ul style="list-style-type: none"> • Library has SOUL software.
Administration	<ul style="list-style-type: none"> • College has Digital Platforms for conduct of day to day administration activities • All Office transactions are conducted preferably through digital mode.
Finance and Accounts	<ul style="list-style-type: none"> • Receipt of admission fees is through online offline mode. • Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through FIN Assam platform. • E-tender notified as per the government guidelines for purchase of items under RUSA projects • Payment are made through PFMS according to government guidelines for RUSA projects • Online FIN Assam Accounts platform.
Student Admission and Support	<p>Applications are submitted by students for admission to different courses through the online OFF line mode.</p> <ul style="list-style-type: none"> • Merit list is prepared. • Students' Counseling is scheduled immediately after admission. • Digital Campus System(DCS) followed for admission and other academic support • Appropriate software used for issuance of Certificates
Examination	<ul style="list-style-type: none"> • Faculty members of this college perform their evaluation duties as examiner, head examiner, scrutinizer, moderator, paper setter as and when appointed by the university • The Affiliating University (GU) provides online system for exam form submission other data • Examination Committee at College level duly constituted by the College authority takes care of the internal evaluations

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for

teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Behavioural Remodelling and Use of ICT Tools for Classroom Delivery of Teachers	Nil	26/11/2018	01/12/2018	24	0
2019	Innovation and Rejuvenation of Teaching in Higher Education	Nil	04/02/2019	10/02/2019	44	0
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Behavioural Remodeling for Enhancing the Classroom Delivery of Teachers." Funded by EICT Academy, IIT Guwahati, under Ministry of Electronics and Information Technology, Govt of India	2	02/07/2018	08/07/2018	8
Behavioural Remodelling and Use of ICT Tools for Classroom Delivery of Teachers." Funded by EICT Academy, IIT Guwahati under Ministry of	10	26/11/2018	01/12/2018	8

Electronics and Information Technology, Govt of India				
Innovation and Rejuvenation of Teaching in Higher Education." Funded by Tezpur Central University under MHRD, Govt. of India.	6	04/02/2019	10/02/2019	8
Bio-Resources of North-East India	2	30/01/2019	19/02/2019	8
Value Based Education	1	25/07/2018	31/07/2018	8
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Various types of leaves to employees [Study Leaves (for Ph.D. research work/ FIP/ FDP etc. to permanent teachers), Maternity Leave (for all ladies staff), Child Care Leave (for all ladies only), Medical Leave, Duty leaves for participation in academic courses/ examination works/govt. matters Day Care Centre facility Emergency first aid facility (for all staff) NPS/ Provident Fund Periodical pay revision (as per Govt. norms) Air-conditioned Teachers' Common Room, with attached washroom facilities Reimbursement of tea and snacks bills to all teachers engaged in IQAC office in different AQAR/ SSR</p>	<p>Various types of leaves Emergency first aid facility NPS/Provident fund Reimbursement of T.A. DA as per stipulated norms Provision of safe drinking water facility Adequate parking space Library facility Pay revision (as per govt. rules)</p>	<ul style="list-style-type: none"> • Free Admission to BPL category students (Govt. Scheme) • Book Bank Facility • Counselling • Govt. Scholarships to Sc/ST/OBC/minority category students • Workshops on Career Guidance • Awareness programmes • Financial support to poor-meritorious ailing students.

preparation committees as well as the office staff of the college office. T.A. DA as per stipulated norms to all teacher-in-charges who accompany the students in educational field trips Provision of safe drinking water facility Adequate parking space Library facility

6.4 – Financial Management and Resource Mobilization

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

The Institution maintains finance and accounts systematically. The institution conducts internal and external financial audits regularly. • Internal Audit is conducted as per instruction of the College Governing Body by registered C.A. Frequency of the Internal Audit is usually once a year. • External Audit (Govt audit) is conducted covering the accounting periods as per govt rules. • Audit Report and Audited Statements of Accounts are discussed in the Governing Body of the College. Queries and suggestions are resolved satisfactorily. • The Institution ensures timely submission of audited Utilisation Certificates (U.Cs.) to various funding agencies such as the RUSA and the UGC.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Gauhati University	287552	GU Inter College Central Zone Youth Festival and Archery and Table Tennis Tournament
View File		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

1. Suren Das College, Hajo does not have a formally constituted Parent-Teacher Association. However, interactions of teachers with parents take place time and again at different forums of the college for development of the students. Guardians' Meet was organized on 27 June, 2019 under the auspices of the IQAC of the College. 2. One Guardian Member represents the parents/students in the Governing Body of the College. 3. Faculty members maintain attendance record of students. In case of poor attendance, parents are informed through SMS system of the College. 4. Parents/Guardians are invited to different functions/programmes of the College, and their feedbacks are encouraged. 5. In

case of Grievances, or Gender issues, and other disciplinary matters that require presence of parents for settlement of the matter, concerned parents are invited to the college for necessary action. 6. In all cases, parents provide essential support and care to ensure healthy growth of their wards.

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

Nil

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

• College should approach state govt. and other funding agencies for additional support for improving facilities including physical infrastructure College submitted proposal to RUSA/UGC/Govt. of Assam. Grants have been received for improvement of physical Infrastructure of the college. • Use of ICT in teaching learning and smart classrooms to be strengthened. ICT in teaching-learning has been improved and Smart Classrooms installed. From RUSA fund Desktop Computers have been purchased and Campus Wi-Fi has been introduced Library provides e-resources from RUSA fund. Reprography facility and Lab facility has been introduced in the Library. • Feedback from different stakeholders should be institutionalised Online Offline Feedback has been received and analysed for necessary action. • The College should try to generate more revenue from its self financed courses Self Finance Courses like (PGDCA), Diploma Courses under AMTRON (Advanced Diploma in Software Management Diploma in ICT), Cutting, Knitting Embroidery Courses have been introduced. • Basic facilities like canteen, drinking water, toilet etc. need qualitative improvement Basic facilities like Canteen, drinking water, toilets have been improved. Canteen has been upgraded from RUSA fund. Modern drinking water facilities have been introduced. • Placement and Counselling Cell needs to be strengthened and formalised Information and career guidance Cell has been constituted and various measures already taken. • Interdisciplinary career oriented Post Graduate courses need to be introduced. P.G in Political Science has been introduced. B.Sc course has been introduced. • Motivating teachers to pursue research, collaboration and consultancy Research Committee has been constituted. • Building need to be friendly to physically challenged students Ramp facility has been improved for physically challenged students.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	NSS camp	01/09/2018	01/09/2018	01/09/2018	250
2018	Career Oriented programme Digital Age	08/09/2018	08/09/2018	08/09/2018	200
2018	National Unity Day	31/10/2018	31/10/2018	31/10/2018	54
2018	Establishment Institution	21/11/2018	21/11/2018	21/11/2018	0

	Innovative Council				
2018	Organised FDPs	26/11/2018	26/11/2018	01/12/2018	24
2018	MoU with AMTRON for skill development of student	12/12/2018	12/12/2018	12/12/2018	2
2019	Organised FDPs	04/02/2019	04/02/2019	10/02/2019	44
2019	Introduction of P.G. Course in Political Science(Ref. No. GU/AFF/2019/7937-44	24/05/2019	24/05/2019	24/05/2019	0
2019	NSS 6 day Special Camp	28/09/2018	28/09/2018	30/09/2018	60
2018	Alumni Meet	23/12/2018	23/12/2018	23/12/2018	52
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on Gender Sensitization	28/01/2019	28/01/2019	165	36
International Women's day Celebration	08/03/2019	08/03/2019	80	50
Workshop on Self Defence	21/06/2019	22/06/2019	35	25
Demonstration on Self Defence	28/06/2019	28/06/2019	62	44

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

Percentage of power requirement of the University met by the renewable energy sources
1. Installation of LED lights in most of the rooms of the college. 2. Seminar on "Our Environment" organised by Geography Department on 06/09/2018. 3. Celebration of World Environment Day by IQAC with a popular talk on "Beat Air Pollution". 4. Environment Awareness Meeting by the Extension Cell at Hajo Manikut High School (adopted school) with an Essay Competition among the students on 19/06/2019. 5. Tree plantation in the college campus in different occasions like college foundation day, world environment day etc. 6. Arrangement of a plantation programme by the Students' Union at Saukat Ali High

School, Daloitola on 24/06/2019. 7. Undertaking a cleanliness programme with plantation drive by the NSS Unit in the adopted village (Hajo, Kaibartatola) on 28/06/2019 during the special camp held from 28th June to 3rd July, 2019. 8. Arrangement of a Mock drill and Awareness Programme on "Natural Disaster" by the NSS Unit in the adopted village (Hajo, Kaibartatola) by Office of the Controller of Civil Defence, Guwahati on 30/06/2019 during the special camp held from 28th June to 3rd July, 2019. 9. Field Study on "Lokhaitora River: An Environmental Study" on 05/04/2019 and preparation of projects by the students of TDC 4th semester as a part of their syllabus of Environmental Science.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	0
Ramp/Rails	Yes	0
Braille Software/facilities	Yes	0
Rest Rooms	No	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	0	01/08/2018	4	Students (TDC 1st semester) Orientation Programme by IQAC	Duties Responsibilities of students, Use of Library Facilities offered by the college Activities of different cells	102
2018	1	0	01/09/2018	4	Orientation Programme by NSS	Importance of NSS	150
2018	1	0	01/11/2018	4	Meeting	Eradication	50

			8		on "Vigilance Awareness Week" organised by UIIC Ltd, Ghy. Regional Office in collaboration with IQAC	on of corruption	
2018	0	1	26/12/2018	4	17th State Children Science Congress organised by GVS, Assam in collaboration with Suren Das college	Science, Technology Innovation for a Clean, Green Healthy Nation	557
2019	1	0	08/03/2019	4	Celebration of International Women's Day by Women Studies Cell	Social development Gender discrimination	103
2019	0	1	15/03/2019	4	Election Awareness Programme conducted by District Administration, Kamrup	Voting awareness among the specially abled persons	26
2019	0	1	23/03/2019	4	Legal Awareness Programme Legal Exhibition organised by NEF Law College, Guwahati in collaboration with IQAC	Legal awareness	175
2019	0	1	25/03/2019	4	Orientati on	Online submission	269

					Programme for students	of feedback	
2019	1	0	25/06/2019	4	Students (TDC 1st semester) Orientation Programme by IQAC	Duties Responsibilities of students, Use of Library ICT, Facilities offered by the college Activities of different cells	157
2019	0	1	28/01/2019	4	Seminar on Online Offline Programme of MHRD by IIC Cell	Intellectual Property Right	250
View File							

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2018	15/08/2018	60
Celebration of National Unity Day (Rastriya Ekta Diwas)	31/10/2018	31/10/2018	65
Celebration of Fateha-e-dwas daham	20/12/2018	20/12/2018	531
Celebration of National Voters' Day	25/01/2019	25/01/2019	245
Celebration of Republic Day and participation in the 70th Republic Day celebration organised by Office of the SDC, Hajo Rev. Circle	26/01/2019	26/01/2019	65
Celebration of	10/02/2019	10/02/2019	750

Saraswati Puja			
Students' Exchange Programme with NEF Law College, Guwahati	16/02/2019	16/02/2019	270
Lecture on "Relevance of Mahatma Gandhi's Thought in the Contemporary World" organised by Pol. Sc. Dept.	20/06/2019	20/06/2019	38
A Popular Talk on "Duties of Youths in the 21st Century" organised by Geography Dept.	15/06/2019	15/06/2019	37
Preparation of Wall Magazine "Sarvodaya" on the theme "150th Birth Anniversary of Mahatma Gandhi"	01/07/2018	30/06/2019	25
View File			

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

1. Cleanliness drives and tree plantation programme organised by IQAC and NSS Unit on World Environment Day, College Foundation Day etc. 2. Plantation programme arranged by Pol. Sc. Dept. on 20/06/2019 on the occasion of 150th Birth Anniversary of Mahatma Gandhi. 3. Plantation programme arranged by KamrupZilaSahitya Sabha on 13/09/2019 in connection with "Ramdhenu" programme. 4. Seminar on "Cleanliness Beautification" on 28/06/2019 by the Cleanliness Beautification Cell. 5. Provision of dustbins. 6. Regular cleaning of the campus. 7. Declaration of college campus as "Plastic Free Zone". 8. Smoking, chewing of tobacco, gutka, pan-masala etc. are strictly prohibited in the college campus. Posturing and hoarding for such prohibitions are available at different parts of the campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: ICT in Teaching-learning-management Goal Capacity building through strengthening the system management. Underlying Principles The underlying principles of use of ICT as best practice are: Principles 1: Use ICT to enhance student knowledge and skills. Principle 2: Integrate monitoring and evaluation of students' performance. Principle 3: Focus on teacher development and training. Principle 4: Explore technology alternatives to find appropriate solutions to college management. Principle 5: Explore and coordinate involvement of many different stakeholders. Concepts Use of ICT provides viable alternatives to the traditional mode of teaching, learning and institution management. Appropriate synchronization of traditional mode with modern technological mode of teaching, learning and management yields better performance from all the stakeholders. Sharing of information and acquiring ability to transmitting and communicating knowledge content thereof enables one individual and an institution a true partner of the global knowledge community. The Context The college has only few number of govt. appointed permanent Office

Assistants to assist the college authority in executing govt works as well as other allied academic works within a defined time frame through manual mode. To fine-tune with pace of work of MHRD, UGC, RUSA, NAAC and state government agenda and for compulsion of the institution to respond to and carry forward the instructions of such institutions, urgent means were required to be adopted to build capacity, so that enormous works could be done in less time with minimum number of support staff. The bright students of the area preferred to get themselves enrolled in the institutions of Guwahati metropolis for better exposure, while the average students of this College pitied their luck. It was therefore an urgent call to introduce our students to the modern teaching-learning methodologies for learning enhancement, simultaneously improving soft skills as well as giving them exposure to the e-resources and accessing knowledge outside the classroom. Only a skilled teacher could produce skilled students. The modern teacher is a facilitator, and he should redeem himself of all time-chalk talk method of classroom delivery. The teachers of the institution needed to be oriented with the most modern means of teaching learning, besides encouraging them to be a partner of the global knowledge community through research and communication.

The Practice 1. The Administrative Office has been digitised in accounting and record keeping. 2. Wi-Fi facility with firewall protection for all entering the college campus. 3. The Library is run on Soul mode for record keeping and searching. 4. E-Resources (books and journals) have been installed and activated for online/offline subscription. 5. Bar coded Id-card for students for all transactions, both academic and administrative purposes. 6. Bulk messaging software system for information to the students 7. Online enrolment/Registration/ examination form fill-up. 8. Swipe Machine facility for payment. 9. Installation of software system for issuing of provisional certificates. 10. Creation of student Data base for students. 11. Publication of information (notice/tender/brochure/prospectus, etc.) through the College website. 12. All faculty departments equipped with Desktop computers for record keeping and communication. 13. Provision of classes in the Smart classroom. 14. CCTV surveillance of examinations.

Limitations 1. Students are doubtful of using swipe machine for financial transactions. 2. All teachers are not fully confident of using advanced computer works. 3. Financial constrains for maintenance and sustenance of introduced systems. 4. High PTR (Pupil Teacher Ratio) obstructs in implementation of institution agenda. 5. Additional attention on H.S. Classes reduces effectiveness of the institution's agenda.

Evidence of success 1. Ease of doing administrative jobs. 2. Cost time effectiveness on academic and administrative matters. 3. Class Attendance of students has considerably increased. 4. Students' Feedback has increased. 5. Teachers' are inclined to online supply of materials conduct online project works. 6. of Library user students have increased. 7. Minimal amount spent on papers on administrative jobs. 8. The College gaining reputation, as evidenced by news of the College covered by newspaper dailies.

Problems Encountered and Resources Required 1. Students coming from poor economic background has only onetime opportunity (at college only) to access to resources of the college. Government funding required introducing free boarding facility for the marginalised and the minority group of students, especially girl students. 2. Increasing number of vacant teaching positions constraints in carrying forward the college agenda. In addition to filling the existing vacant posts, rationalised number of teachers and support staff required. 3. Insufficient number of Office Staff and Grade-IV employees to take care of the college activities as well as to support more broad based programmes. 4. Financial constraints to appoint support staff on contractual basis, to properly implement AMS(Annual Maintenance System) for machinery and electronic gadgets, etc. 5. Lack of motivation among most of the students. Need based, skill based and vocation based courses may be sponsored by govt. as the College has financial constraints.

Best Practice 2:Eco- Friendly Green Campus Goal

Imparting environment-friendly education through Green campus. Underlying Principles The underlying principles to make the college campus green or eco-friendly are: 1. Organisation of environment awareness programme in the college as well as in the nearby primary and secondary schools to maintain the environment green and clean. 2. Plantation of perennial, seasonal as well as medicinal plants in the college campus. 3. Focus on making the college campus a tobacco and plastic free zone and proper disposal of laboratory wastes. 4. Use of bio-fertilizers (vermin com post etc.) in the college campus. 5. Digital library and e-learning centre. 6. Use more of LED bulbs

Concepts A Green Campus is a place where eco-friendly practices and education combine to promote sustainability in the campus. The green campus concept offers an institution the opportunity to take a leading role in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of the mankind. Now a day, it becomes very essential to create environment consciousness amongst the students. Hence, every educational institution has to work with its students, faculty and other staff to foster a culture of self-sustainability and make the entire campus environment-friendly. The Green Campus Initiatives (GCI) will enable the institutions to develop their campuses as a living laboratory for innovation. The Context Suren Das College is a premier educational institute in the field of higher education in the greater Hajo area. This institution has been adopting various steps to protect its own environment and keeps the campus pollution free through its green campus initiatives. Among the educational policies implemented in the institute, education for environment and development is worth mentioning. The college administration along with its teaching and non-teaching staff and students look after its environment very carefully. Every year we undertake plantation drive in and around the college campus. It is to be noted that eminent scientist as well as Education Chief Advisor of Assam, Prof. M.K Choudury took part in a tree plantation programme in the college premises in the month of August, 2019. The college has a very beautiful butterfly garden along with lots of perennial and seasonal plant species (with scientific name plates) on the college campus. To maintain eco-friendly campus, the college has strictly prohibited chewing of tobacco and pan-masala among the students and uses of plastic in the college campus. As per the rules and regulations of the Cigarettes and Other Tobacco Products Act, (COTPA), 2003, signboards like "Tobacco Free Campus, "Plastic Free Campus" are displayed at various places in the campus. The college Green Campus Cell already resolved to abide by the COTPA, 2003 effectively to create awareness on the evil effects of Tobacco and plastic among the college fraternity as well as surrounding community. In addition to this, the college also maintains proper disposal of various canteen and laboratory wastes. The use of WET and DRY dustbins has already been implemented in the college. The Practice 1. Various perennial and seasonal plant species has already planted and maintained in the college campus. 2. Posturing and hoarding displaying Tobacco free/ Plastic free are already placed at different places in the campus. 3. Arrangement of proper disposal of wastes. 4. A large number of rooms in different blocks are provided with LED lights. 5. Seminars, workshops etc. relating to eco-friendly campus have been organised. 6. Regular cleaning of the campus. Limitations 1. The dream of Tobacco free society seems ideal. 2. The need to install solar panels and energy storage device which involves substantial financial expenditure cannot be afforded at present. 3. Lack of space for more plantations in the college campus. 4. Financial constrains for installation of renewable energy sources. Evidence of success 1. Awareness on sustainable environment among the students has increased. 2. Chewing of tobacco and pan-masala among the students has considerably decreased. 3. Some of the conventional light source such as bulbs and tube lights are replaced by the LED bulbs. Problems Encountered and Resource Required 1. Financial resource required for implementation of the projects. 2. Lack of expert-faculty or ecologist/environmentalist in the

college. 3. The campus is not immune to Trespassing. 4. Financial constraints to appoint regular caretaker to maintain plantations gardens.

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

<http://surendascollege.co.in/wp-content/uploads/2020/03/BEST-PRACTICES-OF-THE-COLLEGE.pdf>

7.3 – Institutional Distinctiveness

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

Institution's Innovation Council Ministry of Human Resource Development (MHRD), Govt. of India has established "MHRD's Innovation Cell (MIC)" to systematically foster the culture of Innovation amongst all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture the young students by supporting them to work with new ideas. Institution Innovation Council (IIC) of Suren Das College, Hajo was established on 21st November, 2018 as per the norms of the MIC. From 10000 applicants, 1000 Higher Education Institutions were selected for establishment of such councils. The principal of the college, Dr. Hiranya Kr. Sarma along with Coordinator of IIC Mr. Ahmed Mukut Choudhury received the certificate in New Delhi from Minister of Higher Education, Mr. Prakash Javedekar on 21/11/2018. Vision To foster systematically the culture of innovative ideas among the students and to give them a proper platform for expressing their innovative ideas and skills in different fields. Major Thrust The main thrust of the IIC are- • To apply innovative ideas in the field of agriculture and rural development. • To create a vibrant local innovation ecosystem. • To create awareness among students to develop entrepreneurial abilities. Achievements: As per prescribed schedule of Institution Innovation Council (IIC) by MHRD, several activities have been undertaken by the IIC of the college. Several workshops and lectures have been organised by the IIC to create awareness among the students about the use of their innovative ideas. The IIC took part in the "Idea Competition" organised by IIC, MHRD in 2018-19. A group of our students have presented a POC (Proof of Concept) entitled "Innovative Agricultural Practice". As a result, IIC has received the One Gold Star Rank from MHRD.

Provide the weblink of the institution

<http://surendascollege.co.in/wp-content/uploads/2020/03/INSTITUTIONAL-DISTINCTIVENESS.pdf>

8. Future Plans of Actions for Next Academic Year

1. Timely submission of AQAR 2. Ensuring the college campus cent percent Tobacco and Plastic Free. 3. Increasing the usages of ICT in teaching-learning process. 4. Increasing community development activities through NSS. 5. Organising National Seminar, workshop, symposia, lectures, etc. 6. Publishing a Research Journal by Research Cell and a book on Environmental issues by IQAC. 7. Publication of the Code of Conduct Handbook (print version and website upload) 8. Initiating more steps to create green campus. 9. Organising development programme/capacity-building training programme and workshop for non-teaching staff. 10. Registering and strengthening the Suren Das College Alumni Association and increasing their involvement in different college activities. 11. Creating awareness among students regarding inclusiveness of specially abled persons. 12. Organising skill development programmes for students. 13. Conducting academic and administrative audits. 14. Adding more class rooms. 15. Filling up of vacant posts. 16. Establishing linkages with some academic institutions inside and outside the state. 17. Formation of Parent-Teacher Association 18. Introduction of welfare schemes for teaching non-teaching staff.

