Yearly Status Report - 2019-2020

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	**ripbbaruah@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://surendascollege.co.in/wp-content/uploads/2020/03/AQAR-2018-19.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-2019-20-1.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	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**

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
Publication of code of	**12-Mar-2020**	**31**

conduct Handbook	2	
Teacher-Guardians Meet	12-Feb-2020 3	33
Students	08-Jun-2020 4	132
Academic Audit	06-Jun-2020 4	16
Started P.G. Class in political Science	23-Aug-2019 6	18
Introduction of online class	26-Mar-2020 5	400
Regular Meetings of IQAC	04-Jun-2020 3	12
Regular Meetings of IQAC	11-Mar-2020 3	10
Regular Meetings of IQAC	01-Feb-2020 3	10
Regular Meetings of IQAC	18-Nov-2019 3	10
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SUREN DAS COLLEGE	SCIENCE LAB EQUIPMENTS	DHE, ASSAM	2019 365	1000000
SUREN DAS COLLEGE	EXCURSION	DHE, ASSAM	2019 365	100000
SUREN DAS COLLEGE	LIBRARY	DHE, ASSAM	2019 365	200000
SUREN DAS COLLEGE	GIRLS COMMON ROOM	DHE, ASSAN	2019 365	100000
SUREN DAS COLLEGE	INFRASTRUCTURAL DEVELOPMENT	RUSA	2019 365	5000000
SUREN DAS COLLEGE	FEE WAIVER STUDENTS FEES REIMBURSHMENT	DHE, ASSAM	2020 365	2571976
SUREN DAS COLLEGE	FDP	UGC	2020 365	174939
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)

10. Number of IQAC meetings held during the year :	4
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)

MoU signed with Indian Skills Academy dated 21.11.2019. Organised Lecture programme in collaboration with MAKAIS on August 7, 2019. Organised Lecture programme on Draft NEP, 2020 dated September 11, 2019. Organised Lecture programme on Librarians' Day on August 9, 2019. Organised College level seminar."Trends in Higher Education" on August 29, 2019. Organised National webinars (3 nos.). Workshop on Employment Enhancement Techniques dated November 8, 2019 Workshop on "Preparation of SSR" on March 21, 2020. Motivation programme on Entrepreneurship in February 2020. Awareness meeting on Organic Farming Entrepreneurship in February 2020. Relief material distribution during lockdown April, 2020. Celebration FatehaE Duwaz Daham on January 22, 2020 Celebration of Swaraswati Puja Celebration of Independence Day, Republic Day, National Unity Day Implementation of IIC Rural projects under MHRD.

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

Plan of Action	Achivements/Outcomes
Conducting Academic and Administrative Audits	Academic Audit conducted
Organising skill development programmme for students	Skill development programmes for students were conducted
Initiating more steps to create Green Campus	Initiatives have been taken
Publication of the Code of Conduct Handbook	Code of Conduct Handbook of the College published
Publishing a research Journal by research Cell & book on environmental issues by IQAC	Book Volume on environmental issues published. Research journal publication process undertaken
Organising National Seminar/ Workshop/Symposia/Lectures	3 no. of National Webinars and College level Lectures and Workshops organized.
Increasing community development activities through N.S.S.	Special camping programme and regular activities have been done through N.S.S

	Unit
Increasing the usages of ICT in Teaching-learning process	Online class, smart class, PPT presentation modes have been adopted
Ensuring the College campus cent percent tobacco and plastic free	Continuous efforts have been made to make the campus tobacco free and plastic free
Timely submission of AQAR 20182019	AQAR submitted for the year 20182019

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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body	11-Dec-2020

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	**2020**
Date of Submission	**30-May-2020**

17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	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)

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

Suren Das College is affiliated to Gauhati University, Assam and hence it adheres to the curriculum prescribed by the parent university, i.e., Gauhati University. The Academic Council of the college consisting of the Principal, Vice-Principal and all the Head of the Departments decides the best method of deploying and delivering the curriculum. At the beginning of each academic session the IQAC formulates the Academic Calendar of the college for timely implementation of the curriculum. The Academic Calendar is then uploaded in the college website for the accessibility of the students. Faculty members are encouraged to prepare individual teaching plans for their respective classroom teaching. Individual teaching plans are communicated with the respective students so that they can cope with the pace of the delivery of curriculum. The preparation of such a plan helps with effective distribution of syllabus, clarity of curriculum and timely completion of the course. The college has a general class routine for lectures, laboratory works according to the level of the courses and extent of curriculum. The individual departments and faculty members follow it in letter and spirit with the intention of doing justice to the curriculum and to the young learners. The routine has provisions for tutorial classes which help the students to discuss different academic issues with their teachers in a relaxed, informal atmosphere. The teachers use different methods such as lecture, discussion, home assignment, project work to make the curriculum soak into the students. Relevant texts and references are facilitated to the teachers and students through central library, departmental seminar libraries, e-resources, disseminated through reprographic techniques and other measures. Use of smart boards and digital class-rooms is another aspect of this overall attempt towards the effective delivery of the curriculum. Subjects having practical component to the teaching-learning process, use well-equipped laboratories to conduct experiments. There is also provision for field visit and excursions in some subjects so as to make the students understand certain portions of the curriculum. Paper presentations, writing of home assignments are also used and encouraged to make the teaching of the curriculum more effective. Time-bound and transparent tests/examinations and evaluations also help in the effectiveness of curriculum delivery. Continuous evaluation is maintained throughout the year by conducting unit tests and sessional examinations. Evaluated answer scripts are returned to the students with suggestions to improve wherever necessary. Timely feedback is obtained from the students. Measures are taken to enforce necessary improvements by the HODs and the Principal. Faculty members are constantly encouraged to attend refresher courses, orientation programmes, workshops and seminars to update their knowledge. Through these methods of planning and implementation, effective delivery of curriculum is sought to be ensured by the institution.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of	Duration	Focus on employ	Skill

	Introduction	ability/entrepreneurship	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
MA	Political Scinece	23/08/2019
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
MA	Political Science	23/08/2019

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

	Certificate	Diploma Course

No Data Entered/Not Applicable !!!

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
No Data Entered/Not Applicable !!!		
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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	Survey Report submitted by BA 4th Semester Major Students	40
BA	Survey Report submitted by BA 5th Semester Major Students	16
BA	Survey report on the various ocio-economic and Geograhipal aspects of the villages under Hajo Revenue Circle	11
BA	Survey Report on the topic " Loka Sanskritir Samajik Prakarya" submitted by BA 5th Semester Students	15
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes

Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Every year, the IQAC of the college collects feedback from different stakeholders including Students, Teachers, Employers, Alumni and Parents. The main objective of collecting feedback is to gather information relating to indicators like Efficiency and cooperation of College Office and facilities provided by the college, 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., Cleanliness of the college campus for the year 2019-2020, feedbacks are collected from all the stakeholders. The collected feedbacks are analyzed and appropriate actions are taken by the college authority.

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, Linguistics, Folklore	400	411	355
MA	Political Science	20	25	20
PGDCA	Computer Application	50	17	17
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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
2019	704	20	28	5	4

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	Numberof smart classrooms	E-resources and techniques used
28	28	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)

Students, mentoring system is available in the College. The teachers of the College, as mentors play significant roles in the lives of the students. Apart from being the teacher and the facilitator, every teacher acts as guide, counsellor, adviser and consultant. Teachers as mentors, try to develop the educational, professional and personal growth of the students. In fact, teachers are concerned about the holistic development of the students. 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. In the academic session of 2019-20, classes were started from last week of June and the a meeting to orient the students was organised on 26th June,2020. Moreover, 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 use both formal and informal means of mentoring. In 2019-20 session, during the unprecedented Covid 19 pandemic period, as lockdown was declared all over the country and Colleges were remained closed, to motivate the students and to boost up their morale, effort was made. Psychological and emotional support was offered to students so that they have the ability to accept the situation, though it was unpalatable and tough. During this period, a "Students' Academic Grievances Redressal Cell" was constituted on 22.05.2020, to ensure smooth and proper functioning of the online virtual mode of classes. However, the Cell did not receive any grievance.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
724	28	1:26

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	22	2	6	10

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
2020	Nill	Nill	Nill

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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Folklore	6	21/10/2020	06/12/2020
BA	English	6	21/10/2020	06/12/2020
BA	Education	6	21/10/2020	06/12/2020
BA	Economics	6	21/10/2020	06/12/2020
BA	Assamese	6	21/10/2020	06/12/2020

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

Continuous internal evaluation is conducted religiously to meet the objectives of a course. Students are informed through orientation programme about the CIE at the beginning of the academic session. Apart from following the traditional methods, some new initiatives have been taken for CIE. Students are notified within stipulated time, regarding their prormance in the sessional examination. Students can review the answer scripts. In case of any doubt students can meet the concerned teacher and the HOD, and if required, they can meet the examination related grievance redressal cell. CIE is done through, ? Regular Class tests ? Surprise tests ? Projects ? quiz ? Assignments ? Group discussions ? Seminars ? Field trip ? Survey

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. 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 par 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. However, during the 2019-20 period, due to the CAB/CAA movement in December and the unprecedented Covid 19 pandemic, examinations and other events could not be held as per the academic calendar. The affiliating University had to postpone both the odd and even semester examinations and conducted at a later period. The Academic Calendar and the events actually held - College Foundation Day: 29-08-2019 Fresher's social: 14-09-2019 Sessional exam will be commenced on the first week : 16-10-2019 to 22-10-2019 SDCSU Election: 26-10-2019 Odd Sem. Practical exam. will be completed : 20-11-2019 to 11-02-2020 Odd Sem. Theory exam. will be completed within : 20-11-2019 to 28-01-2020 Commencement of Even semester classes : 29-01-2020 Annual College festival could not be held belated Examination and Covid 19 Sessional exam will be commenced on August, 2020 (Online Mode) Even Semester end exams: 29-09-2020 to 21-10-2020 Odd semester classes will commence from 21-09-2020.

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://surendascollege.co.in/syllabus-3/

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, Education, Economics, History, Geography, Political Science, Philosophy, Linguistics, Folklore, Arabic	154	154	100

[View File]

2.7 – Student Satisfaction Survey

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

http://surendascollege.co.in/wp-content/uploads/2020/12/Students-Satisfaction-Survey-2019-20.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
Any Other (Specify)	65	UGC	1.74	1.74
Total	65	UGC	1.74	1.74

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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
Mindset Crafting And Innovative Ideas For Self-Employment	ICGC, Suren Das College, Hajo	11/07/2020

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement

No Data Entered/Not Applicable !!!
No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
National	Assamese	1	Nill
National	Economics	1	Nill
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
Assamese	8
English	1
Economics	3
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
Nill	Nill	Nill	2020	Nill	Nill	Nill
No file uploaded.						

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
Nill	Nill	Nill	2020	Nill	Nill	Nill
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	3	7	Nill	Nill
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 activites	Number of students participated in such activites
Activity under NSS	NSS Unit, Suren Das College, Hajo	Relief Material Distribution during lock down Period of Covid 19 Pandemic	1	7
Awareness Programme	Extension Cell, Suren Das College, Hajo	Awareness Programme on COVID- 19 Pandemic	20	7
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
Students Training Progamme	CNC Milling (NBCFDC)	MSME Tool Room, Amingaon	05/11/2019	31/03/2020	3

Students Training Progamme	Welder NCVT-19 04	MSME Tool Room, Amingaon	01/08/2019	31/08/2020	4
Students Training Progamme	CCFR (NBCFDC)	MSME Tool Room, Amingaon	08/08/2019	31/07/2020	4
Students Training Progamme	CCFR (NBCFDC)	MSME Tool Room, Amingaon	08/08/2019	07/02/2020	7
Students Training Progamme	CNC Training	MSME Tool Room, Amingaon	11/09/2019	10/01/2020	1
Students Training Progamme	CCMO-10	MSME Tool Room, Amingaon	08/11/2019	07/06/2020	8
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 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
Indian Skill Academy	21/11/2019	Providing training Programme to the students who would be ready for placement	2
M.S University, Vadodora, Gujarat	20/01/2020	• Joint Research Activities • Exchange of academic materials and academic publications • Exchange of faculty members for research, lectures and discussions • Exchange of students for study and research	1
[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
9085030	7808676

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing

Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Newly Added
Seminar halls with ICT facilities	Existing
Video Centre	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Nill
Classrooms with Wi-Fi OR LAN	Newly Added
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4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	10894	1770497	538	181731	11432	1952228
Reference Books	8620	2428095	138	37313	8758	2465408
e-Books	164000	5900	Nill	Nill	164000	5900
Journals	10	10000	Nill	Nill	10	10000
e-Journals	6000	5900	Nill	Nill	6000	5900
Digital Database	2	5900	Nill	Nill	2	5900
CD & Video	25	Nill	Nill	Nill	25	Nill
Library Automation	4	130000	Nill	Nill	4	130000
Weeding (hard & soft)	20	90000	Nill	Nill	20	90000
Others(specify)	13	Nill	Nill	Nill	13	Nill
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 !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	50	15	50	3	3	8	11	10	10
Added	7	0	0	2	1	0	4	0	0
Total	57	15	50	5	4	8	15	10	10

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 incurredon maintenance of physical facilites
1280970	1135023	700000	687793

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 utilization of various facilities of the college vary in different aspects: The institution has been running as per rules framed from time to time by the college. All available facilities like classrooms, laboratories, seminar halls, sport facilities, computer and language laboratories, etc. are used as per available terms and conditions. There are two types of classrooms: departmental and common. The former types are entirely used for holding classes of the respective departments, 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 conducted by Govt. and other outside agencies(normally held during Sundays), the college obtains a center fee either lump sum or per candidate basis. Terms and condition for using the Central Library of the college is outlined in detail in the college Library. Purchase of books, journals, and other equipment are normally done as per suggestions and recommendations of the Library Advisory Committee. Some Departments also maintain small libraries which generally lend books 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 center. The sport and cultural activities of the college are supervised by the respective Teacher-in-Charges. They monitored and put suggestions to the respective Secretary of the Student Union for better utilization of all available resources in this regard. The College canteen is monitored by a Canteen Monitoring Committee which looks into the qualitative aspects and proper functioning. The Canteen functions on a lease basis with private partners. Laboratories in the concerned 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. The GIS Lab is attached to the Geography Department of the college. The Department looks after its proper functioning and caters to the need of the students and related field. The Computer Laboratory and all computers are taken care of by the ICT faculties. As per advice of the faculties, the College Authority takes necessary steps to repair hardware, software and installation of necessary software. Normally all repairing and software installation measures are undertaken by experienced and reputed firms on the basis of quotation. All admission, maintenance of accounts, etc. are done online basis. Some faculties are taking classes in smart class rooms and using LCD projectors available in the college. The college has 24x7 electricity facilities. An experienced electrician is employed by the college for maintenance of all electrical problems and in order to run the diesel generator(silent).

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	709	2469770
Financial Support from Other Sources			
a) National	Post Metric Minority Scholarship, Post Metric OBC Scholarship, Post Metric SC Scholarship, UGC Ishan Uday Scholarship,	64	Nill
b)International	Nill	Nill	Nill
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
Relief Material Distribution during Covid-19 pandemic	16/04/2020	7	NSS UNIT OF SUREN DAS COLLEGE

at adopted village			
Employment Enhancement Technique	08/11/2019	113	IQAC and NSS Unit, Suren Das College, Hajo
National Unity Day	31/10/2019	56	NSS UNIT OF SUREN DAS COLLEGE
Teachers Empowerment Programme-single use of plastic	01/10/2019	76	ITC Mission in association with SSA, Kamrup
5th International Yoga Day	21/06/2019	31	NSS UNIT OF SUREN DAS COLLEGE
SIX DAY SPECIAL CAMP HELD AT KAIBARTATOLA HAJO	28/06/2019	35	NSS UNIT OF SUREN DAS COLLEGE

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	22	TDC Courses	Assamese, English, Education,	GU, IDOL, LAW, B.ED In stitutions,	PG, LLB, B.ED, MUSIC, PGDCA, MBA

| | | | Political Science, Geographay | Pandu College, Nalbari College, KVSASU, B.R.M. Govt. Law College, L.C.B. College | |

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

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

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

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
2020	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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 N.S.S and Students' Union of our College extended their help in organizing various camps and programmes. The Students' Union along with the N.S.S Unit of the College organized 5th International Day of Yoga on 21.06.2019, National Unity Day on 31.10.2019, Webinar on Mental Health of the Students Community during the pandemic on 04.07.2020. The Students' Students of our college celebrate the sacred festivals like Muharram, Fateha-edowaz 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?
No

5.4.2 – No. of enrolled Alumni:
20

5.4.3 – Alumni contribution during the year (in Rupees) :
10000

5.4.4 – Meetings/activities organized by Alumni Association :
3 Meetings. Activities: Plantation and campus cleaning.

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 follows decentralization and participative management by incorporating different stakeholders at different levels of management and administration: • 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. • 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. • 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.

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	The 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 assesses the academic matters like 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	• Examinations were conducted as per Affiliating University (G.U) for regular UG courses. K.K. Handique State Open University rules and guidelines are followed for the open school 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		• 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. E-resource subscription from INFLIBNET/NDL. has been continued. • 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 likeYoga 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 2019-20 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 Planning and Development. Students' database, faculty and staff database, feedback system etc have been created for adequate planning and development. • Library automation has been done with the help of SOUL software.
Administration	• College has Digital Platforms for conduct of day to day administration activities • All Office transactions are conducted preferably through digital mode.
Finance and Accounts	• 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. • Payment are made through PFMS according to government guidelines for RUSA projects • Online FIN Assam

	Accounts platform
Student Admission and Support	Applications are submitted by students for admission to different courses through the online OFF line mode. • Merit list is prepared and uploaded in the college website • 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	• 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
2020	Nill	Nill	Nill	Nill
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)
2020	Nill	Nill	Nill	Nill	Nill	Nill
[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
How to Improve Quality	1	29/05/2020	03/06/2020	6

in HEIs (FDP)				
"Online Teaching Learning in India"(FDP),	1	17/06/2020	22/12/2020	6
Yuva Arohan's Facilitators' Training Programme	1	20/06/2020	25/12/2020	6
Research Methodology	2	24/06/2020	30/12/2020	6

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	6	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
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 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	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)	• 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 students.

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
UGC, DHE, RUSA	7846915	FDP, Girls Common Room, Science Lab, Infrastructural Grant
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

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

1. Suren Das College, Hajo has constituted the Parent Teacher Association, however yet to be registered. Interactions of teachers with parents have taken place from time to time. Guardians' Meet was organized on 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 various means. 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)

0

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 of Rs. 50 lakhs have been received from RUSA for infrastructure development of the college. Grants from govt. of Assam have also been received. • Use of ICT in teaching learning and smart classrooms to be strengthened. ICT in teaching-learning has been improved. The teachers took online classes and used PPT module in the classes. Classes were also taken in the Smart Classrooms. Library provides e-resources obtained through INFLIBNET. Reprography facility and Lab facility has been continued in the Library. • Feedback from different stakeholders should be institutionalised Online 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 are continued. • Basic facilities like canteen, drinking water, toilet etc. need qualitative improvement Basic facilities like Canteen, drinking water, toilets have been improved. • Placement and Counselling Cell needs to be strengthened and formalised Information and career guidance Cell has taken various measures for creating employment opportunities to the students. • Interdisciplinary career oriented Post Graduate courses need to be introduced. P.G in Political Science has been started. B.Sc classes have been started. • Motivating teachers to pursue research, collaboration and consultancy Research Committee is pursuing the teachers to pursue research. Initiatives have been taken for publication of a Research Journal. • Building need to be friendly to physically challenged students Ramp facility has been improved for physically challenged students. • Proper language lab facility to be extended to all students of the college Language Lab classes have been started.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Regular Meetings of IQAC	18/11/2019	18/11/2019	18/11/2019	10
2020	Regular Meetings of IQAC	01/02/2020	01/02/2020	01/02/2020	10
2020	Regular Meetings of IQAC	11/03/2020	11/03/2020	11/03/2020	10
2020	Regular Meetings of IQAC	04/06/2020	04/06/2020	04/06/2020	12
2020	Introduction	26/03/2020	26/03/2020	31/10/2020	400

	of online class				
2019	Started P.G. Class in political Science	23/08/2019	23/08/2019	31/12/2020	18
2020	Submission of AQAR 2018-19	24/03/2020	24/03/2020	24/03/2020	10
2020	Students' satisfaction survey	08/06/2020	08/06/2020	08/06/2020	128
2020	Teacher-Guardians' Meet	12/02/2020	12/02/2020	12/02/2020	33
2020	Academic Audit	06/06/2020	06/06/2020	06/06/2020	16

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Online essay and drawing competition on "Gender Disparity" by Gender Sensitization Cell	22/06/2019	30/06/2019	10	5
International Women's Day Celebration by Women Studies Cell	07/03/2020	07/03/2020	55	6
Lecture on "Samprotik Samayot Barna Baisamya" organized by Women Studies Cell	07/03/2020	07/03/2020	55	6

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 various blocks of the college. 2. Organisation of an online essay competition among the students in connection with World Environment Day by IQAC on 05/06/2020 themed on

"Importance of Bio-Diversity in Present Situation." 3. Initiation of plantation drive in the college campus in different occasions. 4. Publication of book on environmental issues. 5. Emphasis has been given to reduce paper use by circulating notices through different digital forms.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	Nill	07/08/2019	3	Interactive Lecture organized by Maulana Abul Kalam Institute of Asian Studies in collaboration with Suren Das College, Hajo	i.100 years commemoration of Jalianaalabag Massacre ii. 150th birth anniversary of Mahatma Gandhi. iii.175 years anniversary of Azad Hind Fauj	181
2019	1	1	09/08/2019	2	Librarian`s Day	Importance of library for the welfare of the

						society.	
2019	1	Nill	23/08/2019	2	Opening ceremony of P.G. classes in Political Science.	Importance of PG courses in college level	34
2019	1	1	29/08/2019	2	Programme on Fit India Movement	Physical health	130
2019	1	1	29/08/2019	3	Celebration of 41st College Foundation Day	Trends of Higher Education in India	125
2019	1	1	11/09/2019	2	Lecture on Draft National Education Policy, 2019	NPE, 2020	150
2019	1	1	01/10/2019	2	Teacher Empowerment Programme organized by ITC MISSION SUNHARA KAL in association with SSA, Kamrup	One time use plastic	76
2019	1	1	31/10/2019	2	Celebration of National Unity day	Value of National unity	56
2019	1	1	08/11/2019	2	Programme on Employment Enhancement Technique	Enhancement of employability of the college students	113
2019	1	Nill	20/01/2020	1	Programme on Parikshsa Par Charcha	How to prepare for examination	15

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

Title	Date of publication	Follow up(max 100 words)
Handbook of Professional Conduct and Guidelines, Suren Das College, Hajo	29/08/2020	Code of Professional Conduct and Ethics along with functioning guidelines for various stakeholders of the institution like Governing Body, Principal, Librarian, Teaching and non-teaching staff and in-house wings was circulated amongst them apart from being uploaded in the college website. The Handbook deals with the guidelines, policies and rules and regulations of the institution.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Interactive lectures on (i) 100 year commemoration of Jalianawalabag Massacre. (ii) 150th birth anniversary of Mahatma Gandhi. (iii) 175 years anniversary of Azad Hind Fauj	07/08/2019	07/08/2019	145
Celebration of Independence Day	15/08/2019	15/08/2019	15
Celebration of Teachers` Day by Students` Union	05/09/2019	05/09/2019	87
Celebration of National Unity Day (Rastriya Ekta Divas)	31/10/2019	31/10/2019	56
Celebration of Fateha-e-dwas-daham	20/01/2020	20/01/2020	142
Celebration of Republic Day	26/01/2020	26/01/2020	16
Celebration of Saraswati Puja	29/01/2020	29/01/2020	700
Celebration of National Science	28/02/2020	28/02/2020	76

Day by Dept. of Geography in collaboration with Aryabhatta Science Centre, Hajo			

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 in different occasions. 2. Provision of dustbins. 3. Gardening. 4. Regular cleaning of the campus. 5. Declaration of college campus as "Plastic Free Zone". 6. Prohibition of smoking, chewing of tobacco, gutkha, pan-masala etc. in the college 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 adopted 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 compost 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,20019. 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. 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. 5. Lack of motivation among most of the students.

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

Yuva Arohan Yuva Arohan is a dream project of Govt. of Assam which was proposed in the budget speech of 2019 by the honorable Finance Minister of Assam. The programme is about to create entrepreneurial mindset among the students by giving them specified course module of life skill, communication skill and self belief. Udayan Learning Foundation, an NGO of Bangalore and Kamrup District administration, takes the responsibility of conducting the pilot project by including Suren Das College as academic partner along with 6 other colleges. Vision: To foster systematically the culture of entrepreneurial mindset among the students and to give them a proper platform for expressing their entrepreneurial skills in different fields and to make them job givers instead of job seekers. Major Thrust The main thrusts of the programme are- • Creation of innovative ideas in the field of rural enterprises and Agro-based industries. • To create a vibrant local environment for nourishing

entrepreneurial skill. • To create awareness among students to develop entrepreneurial abilities. Achievements Our institution is one among the 7 selected colleges of Assam for conducting pilot project of Yuva Arohan. Our faculty member Mr. A.M Choudhury, Asstt. Prof. and Head, Dept. of Economics has successfully completed the pilot project along with faculties of other institutions and District Administration. 25 students of our college have successfully completed the training programme of the pilot project. The Govt. of Assam has decided to implement the Yuva Arohan project in 22 colleges of Kamrup district shortly. Our institution is in the position of role model in the project.

Provide the weblink of the institution
http://surendascollege.co.in/wp-content/uploads/2020/12/Institutional-Distinctiveness-2019-20.pdf

8.Future Plans of Actions for Next Academic Year

1. To organise seminars, workshops etc. 2. Increasing use of ICT. 3. Conducting research activity on women and other issues. 4. To organise workshops on skill development, waste management etc. 5. To organise legal awareness/aid camp. 6. To organise development and capacity building activities in the community. 7. To organise awareness programme on ecology and environment. 8. To conduct programme on value education. 9. To conduct counselling programme for students. 10. Publication of research journal. 11. Planning to conduct of placement programme for the final year students of various courses. 12. Creating awareness among the students regarding inclusiveness of especially abled persons. 13. Completing academic and green audits. 14. Timely submission of AQAR.