YEARLY STATUS REPORT - 2022-2023

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 its own campus?	Yes
• Phone no./Alternate phone no.	03612820341
• Mobile No:	9435124475
• Registered e-mail	surendascollege@gmail.com
• Alternate e-mail	sarmahk1234@gmail.com
• Address	Dhoparguri
• City/Town	Hajo
• State/UT	Assam
• Pin Code	781102
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**Gauhati University**
• Name of the IQAC Coordinator	**Mr. Biswajit Kalita**
• Phone No.	**03612820341**
• Alternate phone No.	**03612820341**
• Mobile	**6913407180**
• IQAC e-mail address	**iqac@surendascollege.co.in**
• Alternate e-mail address	**biswajit.iitg@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://surendascollege.co.in/wp-content/uploads/2022/04/AQAR-2020-21.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://surendascollege.co.in/wp-content/uploads/2023/12/Academic-Calender-2022-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**66.25**	**2005**	**28/02/2005**	**28/02/2010**
Cycle 2	**B**	**2.02**	**2015**	**25/06/2015**	**25/06/2020**
Cycle 3	**A**	**3.04**	**2023**	**14/02/2023**	**14/02/2028**

6.Date of Establishment of IQAC | **19/07/2005**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	NSS	G.U	2022	89000
Institutional	BPL admission fee 2021-22	Govt. of Assam	2022	2890605
Institutional	Pragyan Bharati 2022	Govt. of Assam	2022	6784470
Institutional	Pragyan Bharati 2022	Govt. of Assam	2022	6261750
Institutional	BPL admission fee 2022-23	Govt. of Assam	2023	3513848
Institutional	BPL admission fee 2022-23	Govt. of Assam	2023	1234596
Institutional	BPL admission fee 2021-22	Govt. of Assam	2023	2008726

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File](#)	
10.Whether IQAC received funding from any	No	

of the funding agency to support its activities during the year?	
• If yes, mention the amount	

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

Completion of 3rd Cycle of assessment in February 2023; the college was accredited with 'A' Grade

Participation in NIRF Innovation

Internal Academic Audit was Conducted

Community centric programmes on health & hygiene conducted to uphold the college's commitment to the society

Programmes on skills for students were conducted

Good number of Talks were organised on NEP 2020 implementation in the college

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

Plan of Action	Achievements/Outcomes
Timely submission of AQAR for 2022-2023	AQAR will be submitted on time
To conduct Academic Audit	Academic Audit Conducted
To conduct community oriented extension programmes	Done by NSS, Gender Sensitisation Cell, Departments and other Cells
To conduct awareness programmes on environment, geneder issues and such other socially relevant issues	All such programmes were conducted
To conduct faculty exchange programme	Done by the Education department
To promote collaborative research	One week collaborative research programme with Chemistry Dept. of Tezpur University was done by one faculty member of Chemistry Department of the College
To conduct self-defense programme for girl-studentso	One programme was conducted in July 2022 by Gender Sensitization Cell
To conduct seminar/webinar, etc. on implementation of NEP 2020.	Programmes were conducted
To conduct socio-economic surveys	Socio-economic surveys were conducted
To celebrate events and days of national/international importance	Important days of national and international importance were celebrated.
To initiate journal publication of the College	Sdc Journal of Multidisciplinary research was published without ISBN

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	09/12/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021	01/12/2023

15.Multidisciplinary / interdisciplinary

Suren Das College is an institution that offers U.G (CBCS) programmes in Arts and Science Streams which are provincialised by the Govt. of Assam. The College also offers UGC B.VoC programme in Medical Laboratory Technology (MLT) and Bachelor of Computer Application (BCA) programme. We follow the academic curriculum prescribed by the affiliating Gauhati University. Students are encouraged to opt for papers in the form of Honours Core (HC), Honours Generic (HG), Honours Elective (HE), Regular Elective (RE), Regular Generic (RG) Generic Electives (G.E), Skill Enhancement Courses (SEC) and Regular Core (RC) in different semesters. These courses incorportae multidisciplinary and interdisciplinary contents that helped the students to realise their potentials. The affiliating Gauhati University has implemented FYUGP programme as per NEP 2020 from August 2023. As an affiliating College of the University, multidisciplinary and interdisciplinary contents and courses have already been implemented by the college from August 20203.

16.Academic bank of credits (ABC):

As FYUGP programme as per NEP 2020 has already been implemented since August 2023 batch, all the students of the college will be enrolled in ABC as per the guidelines of the affiliating Gauhati University. Data base of the students is already maintained in the DCS (the college ERP), awareness programmes have been organised among the students for enrolment in ABC.

17.Skill development:

The College continuously strives to create a skilling ecosystem through workshops, talks, interactive sessions, short term certificate courses, etc. The college`s vision has prioritized enhancing the employability of students by developing their skills and capabilities through proper direction. Hence, to enhance the chances of employability of the students, the College introduced various courses like Cutting and Knitting, BCA, PGDCA, B. VOC,

Computer Application and various courses. Various departments, and cells take initiatives for the improvement of skills, and knowledge among the students to make them competent in today`s world. The College constituted the Information and Career Guidance Cell (ICGC) to improve knowledge, skill and entrepreneurial ability of the students to make them employable. Our College has also Institution's Innovation Council (IIC) as per Ministry of Education's guidelines. The major thrust area of the IIC is the application of innovative ideas in the field of agriculture and rural development. The IIC received the Double Gold Star Rank from MHRD. Besides, the college got recognition in the band "PERFORMER" under the category "General (Non-Technical)" in ARIIA, 2021. The college registered in NISP to uphold the spirit of innovation and entrepreneurship amongst our students and faculties.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

As first measure, our College has deputed teachers to participate in Training programmes on Indian Knowledge System (IKS) organised by Malaviya Mission Teachers' Traing Centres. On the strength of these trained up teachers, certificate courses or add on courses on various topics of IKS will be introduced. For that, the departments of the College will be encouraged to do appropriate research and add value to the existing programmes through introduction of such courses. The already existing programmes and courses of affiliating Gauhati University Curriculum have contents of IKS which are imparted to the students.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

We follow Outcome Based Education at Under Graduate level. Every Department of the college POs/Cos/PSOs and the students are informed about such Outcomes. The Learning Outcomes are measured through Sessional Examination conducted as per the affiliating Gauhati University guidelines and through Class Tests, Assignments, Seminar Presentation etc. All the marks obtained by students in such examinations are tabulated and attainment of Learning Outcomes by each student is measured. With introduction of FYUGP as per NEP 2020, since the first batch in August 20223, the College is working on devising ways to measure the Outcomes through digital ways.

20.Distance education/online education:

The College has one study centre under Krishna Kanta Handiqui State Open University. The College has strive to start courses for students under MOOCS and Infosys SpringBoard. Affiliating G.U. and govt. instructions will be followed.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**379**

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	**1260**

File Description	Documents
Data Template	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**400**

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	**100**

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	**41**

File Description	Documents
Data Template	[View File](#)

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3.2 Number of Sanctioned posts during the year	**39**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**20**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**150**
4.3 Total number of computers on campus for academic purposes	**40**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

Suren Das College ,Hajo adheres to the curriculum created by the parent institution Gauhati University. At the beginning of each academic session, the institute designs an academic plan. The course outcome (CO) and program outcome (PO) for each subject are explained to the students. A well-organized general class routine set up by the academic cell is followed when conducting classes. Departments manage things like arranging classes, departmental academic calendars, departmental class schedules, etc. Daily, teaching plans are created and every detail of the class strategy is recorded in a log book for efficient delivery of the curriculum. Theplaninvolvesthetimelycompletionofthecoursematerial,CIE, etc.. In addition to traditional teaching techniques, our institution has made substantial use of ICT tools. Tutorial classes are conducted by each department. Field visits and excursions are conducted regularly. Practical classes are done in well-equipped laboratories. Wi-Fi is available to all students for free. The college has a mentor-ward system textbooks and references are provided through the central library. Examination-related grievances have been resolved.

End-semester students are given coaching for various competitive examinations. Before the final examination, every department submitted a Course Completion Certificate to the IQAC.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://department.sdcollege.co.in//storage/ Economics SDC/PO&CO NON- CBCS%20(Major) Economics.pdf

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Our institution strictly adheres to the academic calendar for the conduct of Continuous Internal Evaluation (CIE). Continuous Internal Evaluation (CIE) is an integral part of the effective curriculum delivery mechanism in the institution. At our institution, CIE is used as an instrument for measuring the achievement of learning outcomes as well as for sorting out slow learners and advanced learners students. CIE is done both at the institutional as well as departmental levels. Class Tests, Project works, Assignments, etc. are done at the departmental level and sessional examination is conducted by the central examination committee of the college.

For the conduct of the CIE, the institute follows its academic calendar.The academic calendar of the institution is prepared based on the academic calendar of the parent university, and the departmental academic calendar is prepared by each department based on the academic calendar of the institution. Records of CIEs are kept in a systematic, documented manner. Based on their performances in the CIE, students are categorized as slow learners and advanced learners, and steps are being taken accordingly by each department, such as special classes, tutorial classes for the slow learner project work for the advanced learner, etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://department.sdcollege.co.in/website/d epartments/physics

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

33

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

50

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

60

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Cross-cutting issues related to Gender, Human values, Sustainable Environment, and Professional Ethics are incorporated into the curriculum designed by the parent university. Different departments of the college offered Courses on the above-mentioned cross-cutting issues. For example, gender equity and sensitization are incorporated in papers like Women's Power and Politics (Paper Code: POL-HE 6036) and Feminism: Theory and Practices offered by the Political Science department. Several courses on environmental issues have been incorporated into the course curriculum Environmental Studies (ENV-AE-2014), Environmental Geography and Disaster Management (GGY-HC-4016), Human Geography (402(M)), Environment and Development 601 (M), etc. Human Values and Professional Ethics are included in courses like Oral Literature (FOK-RC-2016), Material Culture (FOK-RC-3016), Ethics (PHIRC-3016), Politics of Social and New Social Management (POL-3036), Values and Peace Education (EDU-HC-3036). Besides, our institution has been

conducting several practical programs through the NSS Cell, Gender Sensitization Cell, Women's Cell, Green Campus Cell, and IQAC and IIC. Our faculty members are also actively engaged in various duties assigned to them as part of their professional obligations. like Election duty, External Evaluator in Gunotsav, etc. A detailed report of various activities conducted by different cells and departments along with the web links are provided.

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

9

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

275

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://surendascollege.co.in/wp-content/uploads/2023/12/Students-Feedback-2022-23_Final.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

900

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

95

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

1. **Students' learning levels are evaluated by looking at how well they performed academically on their board or council exams. In order to assess each department's potential and learning capacities, a class test is also administered at the start of each session. Students are divided into two groups based on their performance: advanced learners and slow learners.**
2. **Internal tests, university exams, presentations, group discussions, and assignments are all used in continuous assessment evaluation to track student performance and report findings to the students.**
3. **Programs for orientation and mentorship are used to support advanced learners. In order to be exposed to better learning opportunities, they are motivated to actively participate in a variety of events both inside and outside the college.**
4. **To help slow learners with their questions and challenges, remedial and tutorial classes are set up. Participation in college events is also recommended for slow learners. More study materials are given to the slower learners. They also receive aid and direction.**
5. **Events such as quizzes, seminars, workshops, creative idea**

competitions, orientation programs, etc. are planned to make sure that students' analytical, presenting, and problem-solving skills grow.

File Description	Documents
Link for additional Information	https://docs.google.com/document/d/17zMbHc3PiSO64_CSF3nruuBeX80-upz1/edit?usp=sharing&ouid=106382433601652895257&rtpof=true&sd=true
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
569	41

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

1. Teachers use audio-visual methods to make their classes engaging and motivating.
2. Numerous departments routinely host events, including debates, quizzes, student exchange programs, webinars, seminars, poster competitions, essay competitions, etc.
3. Students actively engage in fieldwork, surveys, visits to institutions, heritage tours, and other activities to enrich their educational experience.
4. In-lab training, supervised projects, and laboratory experiments are all provided to the students.
5. Group talks and problem-solving exercises are among the activities used to boost students' participation, critical thinking, and leadership abilities.
6. All extracurricular activities are run by the college's departments, cells, and committees in cooperation with external organizations, and students take part in them all.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://docs.google.com/document/d/1C2nw-9lGnEeedor2VOztKRP5R_tJD2Z1/edit?usp=sharing&ouid=106382433601652895257&rtpof=true&sd=true

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

1. The institute features digital classrooms equipped with computers, LCD projectors, and internet access for multimedia instruction
2. Every department has internet access and is IT-enabled. Teachers prepare PowerPoint presentations and additional resources, such as pertinent films, to use in their lectures in order to give students the greatest possible learning environment.
3. Teachers employ e-resources such as N-list, e-books and e-journals, Shodhganga, the National Digital Library, etc. when their courses require current material.
4. Faculty members utilize Google platforms, such as Google Classroom and Google Form, extensively to share assignments, learning materials, and recordings of lectures.
5. The faculty members use Google Meet, YouTube videos, recorded videos, website links, and other A/V aids to effectively teach the topics to the students and improve their learning experience.
6. There are frequent online activities such as talk shows, webinars, online speech competitions, essay writing competitions, and more.
7. The college maintains a Facebook page and a Twitter account called "Suren Das College, Hajo" where it posts all of the most recent information about academics.
8. The institution has put in place an ICT-enabled system for online form filling, registration, and other student support services.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://surendascollege.co.in/institutions-innovation-council-cell/

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	[View File](#)
mentor/mentee ratio	[View File](#)

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

41

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	[View File](#)
Any additional information	[View File](#)
List of the faculty members authenticated by the Head of HEI	[View File](#)

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

20

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

342

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

1. **The assessment process is a multifaceted system with many modes designed to provide assessments that are both time-bound and of guaranteed quality. These consist of quizzes with multiple-choice questions, group discussions, assignments, presentations, class tests, and sessional exams.**
2. **An examination committee is in place to ensure that the exams are conducted effectively and that there is transparency. The internal examination schedule is created by the committee and posted on the notice board well in advance of the exam's start time. In order to ensure a seamless test process, a proper seat arrangement is also set up, and student attendance is recorded.**
3. **Exams for each semester are held in accordance with the academic schedule of Gauhati University.**
4. **During exams, all departmental teachers are assigned to the role of invigilator. Individual teachers assess the answer books, and the results are released as soon as possible.**

Additionally, the students receive access to the answer papers, and the signatures are noted in the registers in order to ensure proper transparency.

5. The examination committee maintains confidentiality with regard to the sealed question papers. To preserve the integrity of the exam, multiple levels of verification are completed prior to the marks being finalized and forwarded to the university.

6. The college website has guidelines about the administration of exams.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://surendascollege.co.in/college-examination/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

1. Grievances pertaining to internal examinations are handled by the college in an open, timely, and effective manner. Students can meet with the concerned subject instructor and work out a resolution. During this phase, the instructor permits the pupil to go over and carefully examine the response sheet and address any concerns. Furthermore, in the event that certain students are unable to attend the sessional test for unforeseen circumstances, the examination cell will either arrange for alternative dates or give the go-ahead for departments to administer exams to those students using revised question papers.

2. The Examination-related Grievance Committee swiftly handles all evaluation-related issues in accordance with established guidelines. There an appeals process available if any student is dissatisfied with the first round of instruction. The student who feels wronged may go to the examination cell. The cell meets with the examination committee to discuss the issue and make sure the student is treated fairly.

3. Concerning complaints about the end-of-semester exams administered by the parent university, the grievance procedure follows university policies.

4. The grievance redressal process is explained to students during orientation, and they can also learn about it from a notice sent by the examination cell.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://docs.google.com/document/d/1uGKetvpdyFXFm7ZOuvywfKt6uwUWlBf5/edit?usp=sharing&ouid=106382433601652895257&rtpof=true&sd=true

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

1. **Each program has its own learning objectives, which are outlined before the syllabus by the university.**
2. **Every student receives a clear explanation of the program outcomes and course outcomes for every program the institute offers, which are posted on the college website.**
3. **During orientation programs and upon acceptance, all students receive an explanation of the goals and anticipated results of their program.**
4. **Each course includes instruction as well as a comprehensive curriculum and course outcomes for the students.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://m.facebook.com/story.php?story_fbid=230018812873176&id=100075951775274
Upload COs for all courses (exemplars from Glossary)	[View File](#)

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The following procedures are used by the college to achieve the goal of rationalizing the POs and COs:

1. **The institute adheres to the academic schedule set forth by the affiliated university.**
2. **Every subject instructor keeps an evaluation report, and the PO and CO attainment levels are determined based on this information.**
3. **Remedial sessions are offered to pupils to help them enhance their performance after their weak areas are identified**

> through analysis.
> 4. Student accomplishments in academically linked fields are tracked and recorded.
> 5. After completing the course, alumni's placement and advancement to further education are tracked.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://docs.google.com/document/d/1QiJNB-1cJXWeV_yDalAf2P3VnzFzHEVF/edit?usp=sharing&ouid=106382433601652895257&rtpof=true&sd=true

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

252

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**No File Uploaded**
Paste link for the annual report	https://surendascollege.co.in/wp-content/uploads/2023/12/Annual-Report-2022-2023.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://surendascollege.co.in/wp-content/uploads/2023/12/Students-Feedback-2022-23_Final.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

2

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

2

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

14

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The IQAC advised the departments & Cells of the college to carry out extension programmes in the neighbourhood. The NSS Unit organised 7-Day special camps at in the neighbourhood. Asa part of the " Azadi

Ki Amrit Mahotsav" programme, Tricolour was distributed to 30 nos. of households of the locality. The NSS unit also undertook programmes such as sapling plantation in the Vaishnavite monastery Dhoparguri Sattra, mega Blood Donation Camp in association with Kamrup district administration, awareness programme on Tuberculosis and Tobacco Control at the adopted village Hajo Koibortatola. Health check-up camp was organised for the local people and the students in collaboration with GNRC hospital, Guwahati. "Swachhta Hi Sewa" programme was organised at the adopted Kaibartatola Village. In order to sensitize the students to the socially relevant issues, the college ensured engaging the students in the various extension programmes. Surveys, field study, field visit, and awareness campaign, etc. were conducted on socio- politico-economic and environmental issues. Govt. initiatives such as "Swachh Bharat Campaign" were conducted with sincerity. For holistic development of the students, Yoga Day was celebrated. Students were also encouraged to participate in various programmes organised in the locality. For spiritual development, talks were organised. The college has always promoted inclusiveness through celebration of religious festival like Muharram, etc. resulting in communal harmony in the college. Our students also volunteer in religious festivals such as Manikut Festival and Urus without any reservation.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2023/12/Newsletter-2022-23.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

27

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

879

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	**No File Uploaded**
Details of linkages with institutions/industries for internship (Data Template)	[View File](#)
Any additional information	[View File](#)

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

7

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Campus area: Suren Das College has 16 bighas of land accommodating one two-storeyed Arts Block, one three storeyed Science Block, one PG Arts Block, one Central Library, one Auditorium, one Seminar Hall, one Indoor Stadium, one Basket-ball Court, one two-storeyed Girls' Hostel, one Girl's Common Room, one Boy's Common Room, one Canteen, one open platform and a Two-wheeler parking shed.

Classrooms: There are 21 classrooms having Wi-Fi facility, and ICT facility in some of them.

Laboratories: There are 09 Laboratories available for different undergraduate courses of both Arts and Science Streams. ICT

Facilities: The College has 72 desktops and 6 laptop computers. The whole campus is covered by Wi-Fi (JIO-leased line) for use of all. At present there are 06 ICT enable classrooms. The college has Digital Campus System as ERP. Solar Street Lights and Iron Remover Plant: The College has installed 4 Solar Street Lights of 24W each. Iron remover plant has been installed in 2021.

Hall/Auditorium: There are one Seminar Hall and an Auditorium with ICT facilities. Library: The central library has 11,586 text books, 8976 reference books. Also 199,500 e-books and 6000 e-journals are accessible through N-List Programme.

Toilets: The College has separate toilet blocks for both boys and girls. There is one disable friendly Toilet for Divyangajan students. Additionally, there are sepatare washrooms for Lad-facult members and Gents-faculty members

Ramp and disabled friendly toilet, etc: Buildings of the College have rams. There is one disable friendly wash rooms and wheel chairs available at college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://surendascollege.co.in/infrastructure-facilities-offered/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The college puts efforts to engage the students in all co-curricular activities that the college may provide. The following are the facilities of the college for such co-curricular activities.

Sports: The college has a playground of 1.51 acres of land. There is an Indoor Stadium with facilities such as movable badminton poles & badminton rackets, movable volleyball poles & balls, table tennis facility, etc. There is also a permanent Basketball Court, with an area of 0.124 acre, funded by RUSA 1.0. The college has footballs, cricket bats and balls, javelins, discus, shot puts, etc.

International Yoga Day was observed on 21st June every year and Yoga camps are also organized.

Gymnasium: The Gymnasium Hall is provisioned in the Indoor Stadium of the college, with items like Push-up Bands, Weight Plates, Gym Ball, Treadmill etc.

Cultural Activities: The cultural activities of the college are organised at the College Auditorium. The musical instruments such as Harmonium, Tablas, Guiter, etc. are available. Annual College Week, Freshmen Social and such other cultural events were organised here.Workshop on Clay-art was organised at the college auditorium. Azadi Ka Amrit Mahotsav- Har Ghar Tiranga programme w.e.f 11/8/22 to 15/8/22 was initiated from the college auditorium.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://surendascollege.co.in/infrastructure-facilities-offered/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://surendascollege.co.in/infrastructure-facilities-offered/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

9.377	

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

The Suren Das College Library is partially automated using Software for University Libraries (SOUL) in 2012. The version of the SOUL software is 2.0. Online Public Access Catalogue (OPAC) is made available for users to locate the status of availability of books and documents in the library.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://surendascollege.co.in/infrastructure-facilities-offered/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

2.845

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

5834

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

In order to latest requirements of the college, the IT infrastructures are regularly updated. Every Department of the college has been provided desktops connected with Wi-Fi. For conducting day to day activities of the department.

- College has two internet Browsing Centers for the students as well as faculties.

- Wi-Fi is provided by JIO leased line having 10 Mbps Bandwidth is continued.

- Anti-virus for computers are regularly updated.

- The already existing 04 classes with overhead projectors and 01 classroom with LCD and the one smart classroom that the college has has been maintained.

- **The College administrative office has adequate IT facilities which are updated regularly. The Digital Campus System designed and maintained by Kareng Technology has been continued.**

- **The finance and accounts of the College are maintained through Online Accounting Software.**

- **The College Website is regularly updated and the Online Feedback system is continued.**

- **The Library is maintained on Library Management Software SOUL 2.0. which keep track of the books and journals issued and for such other purposes. The Library has its own dedicated server supported by online Public Access Catalogue (OPAC, (IP of soul server: 192.168.0.1) The whole campus is under CCTV surveillance.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://surendascollege.co.in/infrastructure-facilities-offered/

4.3.2 - Number of Computers

78

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

23.33

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Governing Body of the College prepares the policies for maintaining and utlising the physical and academic support facilities. The College has a Planning Committee, Building Committee and such other committees required to execute various programmes of the college which were formed as per recommendations of the college Governing Body. As per directions of the Governing Body, the Principal/Secy executes the plans through these different committees which in turn look after infrastructure and learning resources. The committees also submit recommendations to the Principal/Secy. All purchases of the college are done with prior approval of the Purchase Committee.

Classrooms: Regular maintenance of classrooms is done by caretakers allotted for cleanliness purposes.

Campus Cleanliness: Cleanliness programme is monitored by the

Beautification Committee.

Laboratories: The Laboratory Assistants appointed by the Govt. take care of the Departments as well as Laboratories.

Library: Library Advisory Committee decided the matter relating to purchase of books, journals etc. Regular dusting of books and such other works of the Library are done by the library Bearer.

IT Infrastructure: The Computer Science Department recommends improvements for creating and maintaining ICT infrastructure. Software farms are assigned Works through tendering for updating IT facilities of the college.

Sports Complex: The maintenance of sports infrastructure are done by a Sports Development Committee of the College.

Auditorium/Seminar Hall: These are maintained by the Auditorium maintanance committee.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://surendascollege.co.in/committees-of-the-college/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

931

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	*View File*
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	*View File*

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	*View File*

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to institutional website	*https://surendascollege.co.in/wp-content/uploads/2023/12/Newsletter-2022-23.pdf*
Any additional information	*View File*
Details of capability building and skills enhancement initiatives (Data Template)	*View File*

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`32`

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

`32`

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	`A. All of the above`

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

32

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

22

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

19

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Student Council is a vital academic and administrative body, that recognizes students as key stakeholders. They lead committees for sports, academic contests, and cultural events, and honor diverse festivals like Saraswati Puja, Muharram, Manikut Utsav, Cultural Week, and College Foundation Day. Students hold crucial roles in academic bodies such as the IQAC Cell, NSS Cell, ICGC Cell, and administrative bodies like the Students' Council, Extension Cell, Students' Welfare Cell, Grievance Redressal Cell, Canteen Committee, Alumni Committee, Anti-Ragging Committee, Beautification Committee, and IIC.

The student union's commitment to community engagement was highlighted through a sapling plantation and campus cleanup at Dhoparguri Satra on 17.10.2022. In observance of Rashtriya Ekta Diwas, they organized a "Run for Unity" on 31.10.2022 and a mega blood donation camp with Kamrup Health Services on 22.11.2022. Departments like Political Science, History, Assamese, Economics, and Geography arranged a student exchange program on 22.11.2022. On 10th April 2023, a Mushroom production workshop took place, facilitated by Mr. Chabin Das and Mr. Pradip Das, with 45 volunteers and village women participating. Additionally, health check-up camps prioritizing student health occurred on 11.04.2023, while a Yoga and Meditation program on 21.06.2023 promoted holistic well-being.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2023/12/Newsletter-2022-23.pdf
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

33

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The institution greatly values its Alumni, considering them an indispensable part of its identity. Comprised of distinguished former students, the Alumni Association stands as a robust pillar of support for the institution. Their contributions span across various facets, including academic progress, student welfare, socio-cultural events, and resource mobilization—both in terms of finances and other forms of support.

The Association actively provides both physical and financial assistance, fostering a sense of camaraderie among students and sharing knowledge through diverse programs. Notably, they play a pivotal role in the successful execution of key events such as the Silver Jubilee celebration, college foundation day, State Children

Science Congress, NSS Special Camps, community initiatives, Monikut Utsav, and even spearheaded a significant plantation drive.

Marking special occasions, like the 'Kalaguru Bishnu Prasad Rabha Divas' on June 20, 2022, or paying tribute to the esteemed folk-culturist Dr. Prabin Chandra Das during the 'Shraddhanjali' program on September 20, 2022, showcases the Association's commitment to commemorating influential figures and fostering cultural appreciation.

Moreover, their collaboration with various entities such as NSS, Gender Sensitization Cell, Women Studies Cell of Suren Das College, and Joint Directorate of Health Services, Kamrup, Assam, on January 25, 2023, to conduct an awareness program on Tuberculosis and Tobacco Control in the adopted village of the college—Hajo Kaibortatola—illustrates their dedication to community welfare and health education.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/alumni-registration/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) | **E. <1Lakhs**

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Vision: Empowering the rural masses through quality education and enabling the youths to meet the challenges of future". Missions:

1) To develop competent, committed and compassionate leaders through education, knowledge generation and its dissemination.

2) To strengthen the teaching-learning process through innovative

practices.

3) To create good institutional infrastructure and excellent human resources.

4) To impart entrepreneurial and life skills to students for enhancing employability.

5) To develop the College through capacity building of the stakeholders. The Vision and Mission of the institution are sought to be achieved through distribution of responsibilities, as- The Principal & Secy and the IQAC play a vital role in the formulation of the plans and their implementations in respect of academic governance and infrastructural development. Some of the important resolutions adopted in the IQAC meetings are forwarded to the G.B. for due approval for implementation.

The Principal & Secy. implements the decisions and policies of the G.B through active support from the concerned Departments, Cells and Committees. The teaching and non-teaching staffs who are members of the G.B. take active roles in achieving the targets and goals.

The G.B., the Principal & Secy., the Departments & Cells together with involvement of its faculty-members, employees and other stakeholders implement the policies and accomplish the vision and mission of the institution.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/mission-and-vision/
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

The administrative power has been decentralized and participative management is being practiced by delegation of responsibilities to the IQAC, Vice- Principal, HoDs and Coordinators of various Cells and Committees.

There are various committees and Cells headed by Co-ordinators. The Committees and Cells prepares the policies and implement them accordingly. As for example, the Principal/Secy appointed the

Examination Committee inorder to conduct internal Examinations as well as the University Examinations. The AOCs (Assistant Officer-in-Charges) were appointed to conduct the examinations through a democratic process, i.e. through staff meetings. The College has also some very important committtees such as Planning Committee, Anti Ragging Committee, Internal Complaint Committee (ICC), Reserach and Development Commiitee, NEP Implementation Task Force, etc. The RTI petitions are addressed by the PIOS.

The various festivals such as celebration of saraswati Puja, Fateha-E-Dowaz-Daham were organised through constitution of committees. The National and International days were celebrated with the Help of the Students Union, NSS, etc.

All the faculty memebers of the College enthusiastically participate in the various programmes of the College as mentioned above.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/committees-of-the-college/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In the beginning of the Academic year, the IQAC prepared the strategic plans of the college covering the seven criterion of the NAAC Mannual. Further, as the College was accreditated by the NAAC for the third cycle, the IQAC immediately after the Peer Team visit and after receiving the Report, organised review meetings where many strategies were adopted from curricular aspects to student centric activities and on issues rlating to governance. All such plans were informed to the Departments, Cells and Committees of the College. The Report of such activities were then published in the form of Newsletter of the college which was released on the College Foundation Day on 29th August, 2023.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File]()
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2023/12/Newsletter-2022-23.pdf
Upload any additional information	[View File]()

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Provincialized by the Govt. of Assam and controlled and regulated by the Director of Higher Education Assam through the policy making of the Governing Body, the Principal is the apex administrative head of the Institution who is also the Member- Secretary of the Governing Body (G.B). The Principal & Secy. is assisted in all administrative and academic matters by the Vice Principal, IQAC, HoDs, support staff, and other in-house bodies.The Departments are headed by the concerned HoDs assisted in the departmental activities by the Associate Professors and Assistant Professors. The Library is administered by the Librarian with the assistance of the Library Assistant and the Library Bearer. The Principal is assisted by the Senior Assistant and Junior Assistants and the Grade-IV employees. Every in-house body is headed by a Convener/ Coordinator, preferably a senior teacher, assisted through other members, including students. Principal is the Chairperson of these in-house bodies The college is affiliated to Gauhati University which facilitate permission, affiliation, examination & evaluation of all academic programmes.

The College has various policies such as Green Policy, Policy on Environment and Energy Usage, Policy on Cleanliness and Beautification, Policy for inclusion of person with disabilities, etc.

All appointments were made through constitution of Selection Committees on merit basis as per govt. guidelines.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2023/12/6.2.2-policies-additional-2022-23.pdf
Link to Organogram of the Institution webpage	https://surendascollege.co.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College has welfare measures of both statutory and voluntary types. The statutory welfare measures provided to the teaching and nonteaching staffs include minimum standard of health and safety measures such as availing of various types of leaves, reimbursement of T.A, provident fund facility, OPS/ NPS for retired employees, periodical pay revision, promotion in service, emergency first aid facility, provision of safe drinking water facility, hygienic canteen, hygienic toilet, security measures (through CCTV surveillance), allotment of parking space, Day Care Centre facility for lactating mothers, Library facility with Ebooks & E-journals / reprography/, reading room/ computer lab/ internet/ printing facility. The staffs are encouraged to complete works within the stipulated office hours as instructed by the Government.

The voluntary welfare measures that the college undertakes for their employees on voluntary basis are air conditioned Teachers' Common Room, Seminar Hall for meetings/ presentation of papers, Auditorium for cultural activities, gymnasium facility, outdoor/indoor sports facility, free campus Wi-Fi, 24x7 power back up, separate departments for the teaching staff with adequate furniture and facilities, separate cabin for the junior/senior assistants, separate space for the grade-IV employees, facility of online library resources, workshops, talks, seminars, training programmes, encouragement faculty for pursuing Ph.D on part time basis, etc.

The College has also one Mutual Fund for all the staffs of the college who are encouraged to participate on voluntary basis.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2023/12/6.3.1.-welfare-measures-final-2022-23.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

18

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

As per UGC guidelines the teachers have to keep record of their academic activities on annual basis for performance appraisal. In order to be considered for promotion under CAS, a teacher, after completion of the required years of experience and fulfillment of other requirements, Performance Based Appraisal System (PBAS) Proforma with attachment of all the credentials has to be submitted.

The teachers are assessed on the basis of inputs provided and considered for promotionupon getting the minimum API against each category during the assessment period. The IQAC conducts a screening of the documents, and if approved the candidate has to appear before DPC for personal interview for the promotion from one stage to the next stage.Recommendations of the DPC are forwarded to the College Governing Body for due approval which are then forwarded to the Govt. for necessary approval along with a confidential report on the candidate. The non-teaching employees are also to submit self-appraisal report in a standard format provided by the college. Constructive feedbacks are given to the employee for enhancement of performance and efficiency.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2023/12/6.3.5-Performance-appraisal-System.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution maintains finance and accounts systematically and conducts Internal and external financial audits regularly as per govt. rules. Queries and suggestions, if any, are resolved satisfactorily. The Institution ensures timely submission of audited Utilisation Certificates to the funding agencies.

Internal Audit: Internal Audit was conducted by certified CA as per instruction of the College Governing Body. Frequency of the Internal Audit is once a year, i.e. after the financial year ending. Payments were made on the strength of valid document-proof which was attached for all transactions and expenditures. This process ensured that records were available for all the expenditures and payments. The College crosschecked every transaction and prepared bank reconciliation statement at the close of the financial year or whenever required. External Audit (Govt local audit): It is conducted covering the accounting periods as per govt rules. The college has applied for govt. audit covering the period 2016-2021.

Audit Report and Audited Statements of Accounts are discussed in the

Governing Body of the College.

File Description	Documents
Paste link for additional information	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://surendascollege.co.in/wp-content/uploads/2023/12/Audit-Report-2022-23.pdf
Upload any additional information	View File

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

89000

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Financial resources were mobilized from (a) govt. sources (b) at the institutional level from admission fees, surplus funds from different university examination centre fees, interests accrued from bank deposits, and other miscellaneous sources.

Human resources were mobilized by engaging the current students and the alumni of the college in different programmes. Successful alumni were invited for motivational activities to the current students. The retired teachers were invited to various programmes. The available resources of the college were utilized judiciously as per directions of the funding agency and also as per direction of the Governing Body of the College. Funds obtained/ generated from various resources were Admission fee of students, salary grants from

Govt. of Assam, funds generated from self-financing courses, surplus fund from university examination centre fees, donations from alumni, interests accrued from bank deposits, other miscellaneous sources.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC prepared quality assurance strategy in line with the vision and the missions of the College.The seven criteria of the NAAC manuals were consulted for quality assurance strategies. As the college was accrediatted by NAAC during the month of Fenruary for the third cycle, its recommendations and other observations were followed. Accordingly, the yearly strategic plans were prepared. The quality assurance strategies adopted thereof were institutionalized. Awareness programmes were organized among the staffs so as to sensitize them about the plans of the college and then the Planners were e-mailed to the Departments . The IQAC ensured that the departments followed such planners for execution. Various committees and cells also executed these quality assurance strategies.

The IQAC has institutionalized the feedback mechanism. Feedbacks were collected from students, teachers, alumni and guardians, duly analyzed and actions taken thereof. High degree of confidentiality was maintained so that the students could participate in the process without any hesitation. Some other institutionalized practices are Annual Academic Audit, preparation of lesson plan, teaching plan, etc. by the teachers. The IQAC ensured that green practices earlier institutionalised through policy document was properly followed by the various wings of the college.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2023/12/Students-Feedback-2022-23_Final.pdf
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC's review teaching learning process, etc. The Departments maintained a Log Book of the classes and extension activities undertaken. The Departments also maintained a Course File which includes information such as class routine, teaching plan, lesson plan, POs, COs, PSOs etc. The IQAC regularly verified these information and suggested improvements. The IQAC also frequently discussed TL, structure and methodologies which might require reviews. As the college follows Outcome Based Education (OBE), the IQAC reviewd the learning outcome of the students which the departments designed as per the syllabus.The teachers explained to the students the POs, PSOs and COs course wise. In order to enhance the learning outcome, the college introduced the Continuous Internal Evaluation (CIE). The learning outcome of the students was assessed through students' performance in the class tests, sessional examinations, home assignments and the final examinations. The other tool to assess the Learning Outcome is reviewing the progress of the students to higher education, their placements and engagements in entrepreneurship. The performance of the students was tabulated departmentally and analyzed. The teachers maintained evaluation report and thus the attainment levels of COs were assessed. Internal Academic Audit and External Academic & Administrative Audits reflect the incremental improvements of the college in various activities.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2023/12/Academic-Audit.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://surendascollege.co.in/wp-content/uploads/2023/12/Annual-Report-2022-2023.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

The college has a gender equity policy which is followed in every aspect, from UG admission policies to academic and non-academic programmes undertaken by the college.

Since the college is affiliated to Gauhati University, gender equity and sensitization has been taught according to the syllabus introduced by the University. For example, Department of Political Science teaches papers on Women Power and Politics (Code-6036) and Feminism: Theory and Practices (Code-2026). The department of Education teaches the paper Women and Education (Code-6046). The Literature departments also teach papers on gender issues.

The institution promotes gender equity & sensitization through various activities like seminars, workshops, counselling etc. Awareness programme like TB and Tobacco Prohibition was conducted at Kaibortatola, adopted village of the college. In addition, Free Oral and Cervical Screening Camp for adult Women was organized at the college covering women of neighboring areas and the adopted village of the college. Besides Workshop on Kick Boxing on Self Defense, Clay Art, Postert Competition etc. were organized.

For creating awareness regarding safety and security of the women, college has different cells like Gender Sensitization Cell, Women's Studies Cell, etc. Further, CCTVs, separate common rooms & toilets, day care centre etc. are also available.

File Description	Documents
Annual gender sensitization action plan	https://department.sdcollege.co.in/storage/7.1.1%20gender%20action%20plan%20and%20deployment.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://department.sdcollege.co.in//storage/Special%20facilities%20provided%20for%20women%20in%20terms%20of%20saftey%20and%20security_1.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste Management The college has a Vermicomposting unitfor the proper utilization of the bio-degradable waste generated from the college canteen and garden. Our institution sells the solid wastes (Waste papers, old newspapers etc.) to local vendors from time to time. The college tries to maintain a plastic-free zone within the campus. However, minimal plastics generated, are given out to local vendors from time to time.

Liquid waste management No hazardous liquid waste is generated. Safety measures are taken for normal liquid waste in connection with the liquid waste management.

Biomedical waste management Bio-medical wastes generated in the laboratories of the college especially in the department of MLT are collected in separate dustbins which shall be disposed off when sufficient quantity is stored.

E-Waste Management All e-wastes of the college are stored in appropriate places which are sought to be disposed systematically.

Waste recycling system The organic wastes generated in campus are recycled in the vermicomposting unit.

Hazardous chemicals and radioactive waste management There are no significant hazardous chemicals and radioactive waste generated in the college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://surendascollege.co.in/wp-content/uploads/2023/12/7.1.3-Geo-tagged-Phot-for-AQAR-2022-23.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**D. Any 1 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	[View File](#)
Details of the Software procured for providing the assistance	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Suren Das College is one of the nerve centre of higher education in greater Hajo area. Being a higher educational institution, this college always focuses on the formation of an inclusive environment in the campus.

The college follows the reservation policy of the government and the segregation of seats as per quota. This has established the value of right to equality among all citizens irrespective of caste, creed and gender.

The college is playing pivotal role in maintaining peace and integration in and around Hajo area. The college organizes seminars, workshops and conducted surveys on some local issues to make the students aware with the values of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Some initiatives have also taken to engage with and contribute to local community. The college plays greater role to create a sound inclusive environment in its adopted village and schools so that the common people as well as the students can have an idea about the rich cultural and socio-economic diversities of India.Moreover, the college celebrates some religious festivals besides participating in various festivals of the local communities and thus it enlightens the students about unity and integrity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Institutional values are recognized as fundamental principles for the society. Our institution conducts several programmes relating to human values, rights and ethics to enhance the moral character of the students and employees. At the same time, the institution facilitates the students to aware them of their duties and responsibilities towards the country. The birth and death anniversaries of the national leaders, social reformers, freedom fighters are observed in the college to inculcate the moral values among the students and staff. In order to sensitize the students to constitutional duties, the college celebrated Independence Day and Republic Day like every year. Besides, National Voter's Day, International Yoga Day, Teachers' Day, Human Rights Day, Const, National Unity Day, National Education Day, International Mother Language Day etc. were also observed. Programme like Azadi ka Amrit Mahotsav: Har Ghar Tiranga(with community people), survey on 'Exploring the Issues and Challenges of Women Empowerment: A Study of Hajo Assembly Constituency', Various activities on Conservation of Environmentetc. were also organized. Moreover, every year, the institution celebrates its Foundation Day on 29th August to pay respect to the personalities who made immense contributions for the establishment of this institution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is	A. All of the above

a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

To maintain harmony and healthy work atmosphere and to make the students aware of the national pride and rich cultural heritage of our country, the National and International commemorative days, events and festivals are regularly being celebrated in the college. Birth anniversary of Sarvepalli Radhakrishnan was celebrated on 5th September as Teachers' Day by the students. Likewise, National Mathematics Day was celebrated on the occasion of the birth anniversary of Srinibasa Ramanujan to make the students aware of his contributions towards the field of mathematics.

Every year, the college observes the Independence Day and the Republic Day with great respect and enthusiasm. International Women's Day was celebrated on 8th March where the issues related to gender disparity and equity are addressed. Likewise, International Yoga Day was celebrated on 21st June to make the practice of self-discipline. In addition, National Education Day, National Youth Day, Students' Day, International Day of Mathematics, Librarians' Day, World Environment Day etc. were also observed. Like every year, on 29th August, the foundation day of the college was celebrated with fond remembrance to its founder Lt. Suren Das.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	[View File](#)
Any other relevant information	[View File](#)

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Title of the practice: 1) Empowering the community through the College Initiatives

Objectives of the Practice: Identifying the community resources and empowering the underprivileged.

The Context: Most of the people of the area are underprivileged. They require proper information.

The Practice: The college organized different programmes at local community. The community people avail the facilities of the college.

Evidence of Success: The community people always encourage the students to attend this college. The activities conducted in the locality have made the people aware of various issues.

Problems Encountered and Resources Required: Lack of funds to organize programmes. Support from the Govt. and NGOs is necessary.

BEST PRACTICE 2

Title of the Practice: 2) Eco-Friendly Green Campus

Objectives: To inculcate the awareness and practices for promoting clean and green campus.

The Context: There is an urgent need for conservation of nature and environment. The institution decided to develop an eco-friendly campus.

The Practice: Arrangement of seminars, workshops etc. relating to eco-friendly campus and proper segregation and disposal of wastes.

Evidence of Success: Awareness on sustainable environment has increased. Rain water harvesting system helps in maintaining the plantations and gardens.

Problems Encountered and Resource Required: Lack of regular staff. Financial resource is required.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

7.3.1 Institutional Distinctiveness

The college`s vision has prioritized enhancing the employability of students by developing their skills and capabilities through proper direction. Hence, the college offers various courses. Various departments, and cells take initiatives for the improvement of skills, and knowledge among the students to make them competent in today`s world.

The college established the Institution Innovation Council (IIC) as per the norms of the MHRD's Innovation Cell (MIC) with a vision to foster systematic innovative ideas among students to develop their entrepreneurial ability. The major thrust area of the IIC is the application of innovative ideas in the field of agriculture and rural development.

The IIC received the Double Gold Star Rank from MHRD. Besides, the college got recognition in the band "PERFORMER" under the category "General (Non-Technical)" in ARIIA, 2021.

The college registered in NISP toupholdthe spirit of innovation and entrepreneurship amongst our students and faculties. The institution commits itself to streamline and strengthen the innovation and entrepreneurial ecosystem on campus by creating a sense of balance for sustaining excellence in innovation as well as in academics.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

Action plan for next academic Year 2023- 2024 includes-

1) Implementation of FYUGP as per Affilaiating Gauhati University guidelines

2) Implelemtation of Samarth E-government suit as ERP as per govt. guidelines.

3) Publication of SDC Journal of Multidisciplinary Reserach with ISSN.

4) To conduct community centric activities in and around Hajo through Various Cells and Departments of the College.

5) To conduct programmes for the Divyangajan students.

6) To conduct environmental promotional activities in the college and beyond the campus.

7) To arrarange awarness programmes on various geneder related issues.

8) To conduct counselling programmes for students on various issues such as job opportunities, entrepreneurship, skill development etc.

9) To conduct extension education activities in the adopted schools and the adopted villages and in the community of Hajo area..

10) To conduct training programmes for the teachers and the non-teaching staffof the college.

11) To promote online education for students through MOOCS and Infosys Springboard.

12) To introduce new add on courses on areas such as Indian Knowledge System (IKS), Machine Learning, Designing, AI, etc.

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