



YEARLY STATUS REPORT - 2023-2024

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	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/2024/11/AQAR-2022-23.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/2024/12/ACADEMIC-CALENDAR-2023-24.pdf																												
5.Accreditation Details																													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>C++</td> <td>66.25</td> <td>2005</td> <td>28/02/2005</td> <td>28/02/2010</td> </tr> <tr> <td>Cycle 2</td> <td>B</td> <td>2.02</td> <td>2015</td> <td>25/06/2015</td> <td>25/06/2020</td> </tr> <tr> <td>Cycle 3</td> <td>A</td> <td>3.04</td> <td>2023</td> <td>14/02/2023</td> <td>14/02/2028</td> </tr> </tbody> </table>						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
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 1	Final Installment for Construction of Indoor Sports Complex	U.G.C	2024	3500000
Institutional 1	Pragyan Bharati 2022	Govt. of Assam	2023	13452414
Institutional 1	NSS	G.U.	2023	9000
Institutional 1	Impact Lecture Series	AICTE	2024	20000
Institutional 1	Study Centre Management & Conduct of Examinations	KKHSOU	2023-2024	1558100

8. Whether composition of IQAC as per latest NAAC guidelines	Yes		
<ul style="list-style-type: none"> Upload latest notification of formation of IQAC 	View File		
9. No. of IQAC meetings held during the year	4		
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File		
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No		

• If yes, mention the amount	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
Participation in NIRF	
Internal Academic & Administrative Audit was Conducted	
Programmes on career guidance and skills to students were conducted	
Community centric programmes conducted to uphold the college's commitment to the society	
One International Webinar and a number of Talks were organised on various issues.	
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
Prepare and submit the Annual Quality Assurance Report (AQAR) within the designated timeframe.	AQAR will be submitted on time, that is, before December 30, 2024
Conduct academic & administrative audits to evaluate teaching-learning processes, research outcomes, and institutional performance.	Academic & Administrative Audit Audit Conducted
Plan and implement extension programmes addressing local issues such as health, education, environmental conservation, and skill development.	Good number of programmes were organised
Expand exchange programmes with other institutions to provide broader exposure and learning opportunities.	Exchange programmes with neighbouring colleges were conducted
Organize events on topics like climate change, gender sensitivity, mental health, and digital literacy to foster awareness and inclusivity.	Talks were organised on the issues of climate change, gender issues, mental health, ethical intelligence, etc. were conducted.
Conduct self-defense, yoga sessions for girl students, along with workshops on employability skills, entrepreneurship, and leadership.	Good number of programmes were conducted specifically targeting the girl-students
Establish research collaborations with academic institutions, industries, and funding agencies to enhance research output and innovation.	MOU was signed with Royal Global University. Department of Physics and Department of Education signed MoUs with the same Departments of the neighbouring colleges.
Promote the use of technology in teaching, learning, and administration, including the adoption of Learning Management	Number of class rooms with projectors/ smart class have been increased

Systems (LMS).	
Host seminars, workshops, and awareness programmes for students	Seminars, sessions, talks, awareness programmes were organised to sensitise the students on various issues
Conduct surveys to understand and address the socio-economic challenges of the local population.	Surveys were conducted by the Departments on socio-politico-economic issues.
Observe important days like World Environment Day, International Women's Day, and Independence Day to instill civic and global awareness.	Important National and International Days were celebrated
Strengthen the publication of academic journal, encouraging faculty and students to contribute quality research articles.	The College has applied for ISSN. One felicitation volume with ISBN was published by the Department of English
Develop stronger alumni networks and encourage their active participation in institutional development.	Alumni are contributing to the college in various ways.
To introduce programmes focused on renewable energy, waste management, water conservation, and green campus initiatives.	Green campus initiatives have been taken. Green Audit was conducted for 2023-2024
To encourage the faculty members to participate in faculty development programmes (FDPs), administrative training, and skill enhancement workshops.	Good number of Faculty members participated in the FDPs
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Governing Body	25/09/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	26/02/2024

15. Multidisciplinary / interdisciplinary

The affiliating Gauhati University has implemented FYUGP programmes as per NEP 2020 from August 2023. As an affiliating college of the University, multidisciplinary and interdisciplinary content have been incorporated into the curriculum and implemented by the college from August 2023. Suren Das College offers FYUGP 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 Major/ Minor, Ability Enhancement Course (AEC), Skill Enhancement Courses (SEC), Value Added Courses (VAC) and Multidisciplinary Courses (MDC) in different semesters. These courses incorporate multidisciplinary and interdisciplinary contents that helped the students to realise their potentials.

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 Samarth E-Govt. Suite (ERP), awareness programmes have been organised among the students for enrolment in ABC.

17. Skill development:

A good number of programmes such as workshops, talks, interactive sessions were organised. 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, etc.. 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 one Star Rank from MHRD in 2024. 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)
Good number of teachers were deputed 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 prepare 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 students are 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 since 2013. Additionally, the College has one centre on Institute of Distance and Open Learning. The College has also made efforts to start courses for students under MOOCS and Infosys SpringBoard. Already, the college has paid fees to IIT Bombay for various courses meant for the students and teachers of the college.
Extended Profile
1.Programme

1.1	414
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	1259
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	587
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	203
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	41
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	53
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	25
4.2 Total expenditure excluding salary during the year (INR in lakhs)	110.96332
4.3 Total number of computers on campus for academic purposes	48

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 abides by the curriculum of the affiliating Gauhati University. In the beginning of each academic session, the institute designs an Academic Calendar based on the Academic Calendar prepared by the University. An Orientation Programme is organised by the college for each course to explain the Course outcome (CO) and Programme outcome (PO) to the students. A general class routine is prepared by the Academic Cell. Each Department in turn prepare the Departmental Routine for smooth conduct of classes. The Departments initiate a number of tasks like arranging classes as per the routine. Proper Teaching Plans and Log books are maintained for efficient exercise of the curriculum. The plan particularly involves timely completion of the course material. In addition to this, tutorial classes are also conducted by each department separately. Field trips and excursions are organised systematically and regularly. The college promotes a mentor-mentee program specially designed to help the students develop academically, professionally and individually as well. Textbooks and references from different areas are also provided to the students via the central library. A Course Completion Certificate is particularly submitted to the IQAC by each Department after the completion of the courses.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/ACADEMIC-CALENDAR-2023-24.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 among 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 affiliating university, and the Departmental Academic Calendar is prepared by each department based on the Academic Calendar of the institution. Records of CIEs are preserved for future purpose. 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 learners and project work for the advanced learners, etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/ACADEMIC-CALENDAR-2023-24.pdf

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

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

27

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

12

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 affiliating university. A number of the Departments of the college offer courses in the above-mentioned cross-cutting issues like Gender equity and sensitization 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 Environmental Geography and Disaster Management (GGY-HC-4016), and recently Environmental Studies (EVE-101) course has been introduced under the FYUGP as Value added Course. Human Values and Professional Ethics are included in courses like Material Culture (FOK-RC-3016), Ethics (PHI-RC-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 programmes 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 report on various activities conducted by different cells and departments is 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

8

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

106

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

B. Any 3 of the above

from the following stakeholders Students
Teachers Employers Alumni

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)	No File Uploaded

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	No File Uploaded
URL for feedback report	https://surendascollege.co.in/wp-content/uploads/2024/12/Feedback-Report-2023-24.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	View File
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

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

The evaluation of students' learning levels begins with an analysis of their academic performance in board/council examinations. Additionally, a class test is conducted at the start of each session to assess the potential and learning capabilities of each department. Based on their performance, students are categorized into two groups: advanced learners and slow learners.

To ensure continuous assessment, various tools such as internal tests, university exams, presentations, group discussions, and assignments are employed. Students' progress is closely monitored, and feedback is provided regularly to guide their academic development.

Advanced learners are supported through specialized programs, including orientation sessions, competitive classes, and mentorship initiatives. They are encouraged to participate in diverse activities within and beyond the college to gain exposure to refine their skills.

For slow learners, remedial and tutorial classes are organized to address their specific challenges and enhance their understanding. They are provided with additional study materials and encouraged to engage in college activities to boost their confidence and abilities.

To foster holistic development, the institution organizes events such as quizzes, seminars, workshops, creative idea competitions, and orientation programs. These activities aim to enhance students' analytical thinking, presentation abilities, and problem-solving skills, preparing them for future success.

File Description	Documents
Link for additional Information	https://surendascollege.co.in/wp-content/uploads/2024/12/Newsletter-2023-2024.pdf
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
652	39

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

To make classes engaging and motivating, teachers incorporate audio-visual methods, enhancing the learning experience. Various departments frequently organize interactive activities such as debates, quizzes, webinars, seminars, poster competitions, essay writing contests, hands-on training, and student exchange programs, fostering academic and creative growth.

Students actively participate in experiential learning opportunities, including fieldwork, surveys, institutional visits, heritage tours, and other enriching activities that complement classroom education. Practical training is a significant focus, with students receiving hands-on experience through in-lab training, supervised projects, and laboratory experiments, helping them develop technical skills and confidence.

To cultivate critical thinking, leadership, and active participation, group discussions and problem-solving exercises are regularly integrated into the academic framework. These collaborative activities encourage students to share ideas, tackle challenges, and develop teamwork abilities.

Extracurricular activities, organized by the college's departments, cells, and committees, are conducted where students are encouraged to participate in these events, which range from academic to

cultural and social initiatives, providing a holistic learning environment.

By combining theoretical knowledge, practical exposure, and extracurricular engagement, the institution aims to nurture well-rounded individuals equipped with the skills and competencies needed to excel in their academic and professional endeavors.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/Newsletter-2023-2024.pdf

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

- The institute offers state-of-the-art digital classrooms equipped with computers, LCD projectors, and internet access to support multimedia-based teaching. All departments are IT-enabled, ensuring internet connectivity for faculty to prepare engaging lectures using PowerPoint presentations and supplementary resources like educational films.
- Faculty members extensively utilize e-resources, such as N-List, e-books, e-journals, Shodhganga, and the National Digital Library, to deliver up-to-date and comprehensive course content. Google platforms, including Google Classroom and Google Forms, facilitate the seamless sharing of assignments, learning materials, and recorded lectures, ensuring effective communication between teachers and students.
- To enhance the teaching-learning experience, faculty incorporate tools like Google Meet, YouTube videos, pre-recorded lectures, website links, and various audio-visual aids to explain concepts engagingly. The institution regularly organizes online events such as webinars, talk shows, and speech and essay competitions, fostering students' holistic growth.
- The college maintains an active social media presence through platforms like Facebook and Twitter under "Suren Das College, Hajo," keeping stakeholders informed about academic and institutional activities. Additionally, an ICT-enabled system streamlines administrative processes, such as online form submissions and registration, ensuring efficient 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/ict-infrastructure/

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****37**

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****39**

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**

21

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

344

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.

The college follows a comprehensive and structured assessment process designed to ensure timely and high-quality evaluations. Various modes of assessment, including group discussions, assignments, presentations, class tests, and sessional exams, are employed to gauge student performance effectively.

An examination committee oversees the seamless conduct of exams, ensuring transparency and adherence to guidelines. The committee prepares the internal examination schedule well in advance, which is displayed on the notice board for students. Proper seating arrangements are organized, attendance is meticulously recorded, and all departmental teachers are assigned invigilation duties during exams.

Semester examinations are conducted in strict accordance with the academic calendar of Gauhati University. Teachers individually

assess the answer scripts, and results are promptly declared. To maintain transparency, students are given access to their evaluated answer sheets, and their acknowledgment is documented through signatures recorded in registers.

The examination committee ensures the confidentiality of sealed question papers, with multiple levels of verification carried out before finalizing and submitting marks to the university. These measures safeguard the integrity of the examination process.

Additionally, comprehensive exam guidelines are available on the college website, offering students clarity on procedures and expectations. This structured approach ensures fairness and smooth functioning of the assessment system.

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

The college ensures that grievances related to internal examinations are addressed in an open, timely, and effective manner. Students with concerns can meet the relevant subject instructor to resolve issues. During this process, instructors allow students to review their answer sheets thoroughly and discuss any discrepancies. Additionally, for students unable to attend sessional tests due to unforeseen circumstances, the examination cell either arranges alternate dates or authorizes departments to conduct exams with revised question papers.

Evaluation-related grievances are managed promptly by the Examination-Related Grievance Committee, which operates according to established guidelines. If a student is dissatisfied with the initial resolution, an appeal process is available. The student can escalate their concerns to the Examination Cell, which collaborates with the examination committee to ensure a fair and just outcome.

For grievances concerning end-of-semester examinations conducted by the affiliated university, the process strictly adheres to the university's policies and protocols.

The grievance redressal process is clearly explained to students during orientation sessions. Additionally, details about the procedure are made available through notices issued by the examination cell. This structured and transparent system ensures that students' concerns are handled efficiently, fostering trust and fairness in the examination and evaluation process.

File Description	Documents
Any additional information	View File
Link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/2.5.2_Additional-Link-2023-24.pdf

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.

Each academic program has well-defined learning objectives, which are outlined by the university and presented before the syllabus. The institute ensures that students are provided with a clear understanding of the Program Outcomes (POs) and Course Outcomes (COs) for every program it offers. These outcomes are readily accessible on the college website for reference.

To familiarize students with their program's goals and expected achievements, detailed explanations of the POs and COs are provided during orientation sessions and at the time of admission. This practice ensures that students begin their academic journey with a clear understanding of the objectives and potential outcomes associated with their chosen program.

Every course within the program is designed to offer comprehensive instruction tailored to meet its specific outcomes. The curriculum is structured to align with the overarching program objectives while addressing the individual course outcomes. This approach ensures that students gain not only theoretical knowledge but also the skills and competencies required to achieve academic and professional success.

By systematically communicating these objectives and outcomes, the institute fosters transparency and accountability, enabling students to effectively plan and work toward their academic and career goals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/2.6.1-Additional-Information-Link-2023-24.pdf
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 college employs a systematic approach to ensure the effective alignment and achievement of Program Outcomes (POs) and Course Outcomes (COs). These measures are designed to enhance the academic experience and foster continuous improvement.

The institution strictly follows the academic calendar provided by the affiliated university, ensuring a structured and organized learning process. Each subject instructor maintains a detailed evaluation report, which serves as the basis for assessing PO and CO attainment levels. This data-driven approach enables precise measurement of learning outcomes.

To address areas of improvement, the college conducts remedial sessions for students identified as needing additional support. These sessions aim to strengthen their understanding and enhance overall performance. Student achievements in academic and related fields are meticulously tracked and documented, providing valuable insights into their progress.

Additionally, the institution monitors alumni success by tracking their placements and further education pursuits. This feedback helps in refining the curriculum and ensuring it remains relevant to industry and higher education requirements.

Through these strategies, the college fosters a culture of academic excellence, ensuring that students not only meet the desired outcomes but also develop the skills and competencies necessary for their personal and professional growth.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/2.6.2-Additional-Upload-2023-24.pdf

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

203

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	View File
Paste link for the annual report	https://surendascollege.co.in/wp-content/uploads/2024/12/Annual-Report-2023-2024-.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/2024/12/students-satisfaction-survey-2023-2024.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	View File
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	View File
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

10

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

5

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

10

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 Department of Physics organized an extension activity at the Hajo Adarsha Vidyapith High School where the students from Physics Department conducted two interactive classes for the students of class 9 and 10. The Department of Political Science conducted a field survey in Sonapur to know about "The Socio-Political Status of the Karbi People of Botakuchi village". The Department of Chemistry organized a Two-Week "Water Quality Survey cum Awareness Program to highlight the importance of water quality issues and engage students in hands-on scientific research and community awareness activities. A survey was jointly conducted by IPR Cell and Geography Department on "Status of Women of Kumarpara Village in the Pottery Industry of Hajo". 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/2024/12/Newsletter-2023-2024.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	View File
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

70

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

3017

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

11

File Description	Documents
e-copies of linkage related Document	View File
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

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 (1st floor under construction), one Central Library, 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 25 classrooms having Wi-Fi facility, and ICT facility in 9 rooms.

Laboratories: There are 09 Laboratories available for different undergraduate courses.

ICT Facilities: The College has 79 computers. The whole campus is covered by Wi-Fi (JIO-leased line). At present there are 9 no. ICT enable classrooms.

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 21,059 printed books and subscription of 2 printed research journals, 7 newspapers and 7 magazines.

Toilets: The College has separate toilet facilities for boys and girls. There is one disabled friendly Toilet for Divyangajan students. Additionally, there are separate washrooms for faculty members. Ramps also available.

Power Back up: Online UPS systems and power Generators available for back up.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.1.1.-Additional-Link-2023-24.pdf

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

The college engages the students in all co-curricular activities that includes the following-

Sports: The college has a playground of 1.51 acres of land where outdoor games are organised. There is also 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. The college has also adequate numbers of carpets to organise Yoga sessions and such other programmes.

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 organized at the College Auditorium. The musical instruments such as Harmonium, Tablas, Guitar, etc. are available. Annual College Week, Freshmen Social and such other cultural events were organized here. Workshop on fabric and painting was organized at the college seminar hall. An exhibition cum sale on art, craft and handicraft items was also organized in the auditorium.

Auditorium: The college has a state-of-the-art auditorium with proper sound systems, stage with lighting to conduct cultural events, with a sitting capacity of good number of audience.

Seminar Hall: Departmental cultural events are organised in the Seminar Hall of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.1.2-Additional-Link-2023-24.pdf

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.1.3-Additional-link-2023-24.pdf
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)

33.04587

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 Central Library is housed in a separate two-floor building. It has 21,059 printed books and 2 printed journals, 7 dailies and 7 magazines. The library also has reference books, rare books, manuscripts, Minor and Major Research Project Reports, PhD Thesis and College publications/magazines and newsletters etc.
- The library provides a spacious reading hall equipped with internet and reprography facilities, Wi-Fi, reference services and so on.
- Library has a reading room with 70+ seating capacity. There is a separate reading area for the faculty members.
- A library advisory committee manages its operations.
- The library is a member of NLIST, granting access to over 6,000 e-Journals and 30+ lakh eBooks.
- The library also has institutional repository using DSpace software.
- The Integrated Library Management System (ILMS) was upgraded to SOUL 3.0. It is partially automated.
- The library includes- Main Stack Section, Technical Section, Circulation Section, Reference Section, Newspaper Section, Reprographic Section, Digital Library Section and New Arrival Display Section, OPAC etc. CCTV surveillance available.
- The library has 10 computers with internet and Power backup.

Sl No.

Particulars of work

No of Computers

1

OPAC

1

2

Circulation

3

3

Library Administrative Work/Server

3

4

Digital Library

4

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.2.1-Additional-Link-2023-24.pdf

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 **A. Any 4 or more 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)

0.98694

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

26

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 ITinfrastructures are regularly updated. Every Department of thecollege has been provided desktops connected with Wi-Fi. Forconducting day to day activities of the department.

- College has twointernet Browsing Centers for the students aswell as faculties.
- Wi-Fi is provided by JIO leased line having 10 Mbps Bandwidth.
- Anti-virus for computers are regularly updated.
- The college has 05 classes with overhead projectors and 01classroom with LCD and the one smart classroom.
- 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 functioning through Library Management Software SOUL 3.0. for issue of books and journals. 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/wp-content/uploads/2024/12/4.3.1-Additional-Link-2023-24.pdf

4.3.2 - Number of Computers

79

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)

77.91745

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 various Committees and Cells duly constituted by the Governing Body, the apex Body of the College, takes care of physical, academic and support facilities. The Governing Body also allocates fund for the upkeep of the infrastructure and equipment every year. Purchasing is done through due process.

1) Laboratory: Every Department having a laboratory gives requirements of works to be done. Accordingly, repairing works, or supply of goods and materials are done by the college authority through duly constituted Purchase Committee. The Laboratory Assistants look after the Departments and the Laboratories.

2) Library: The Library Advisory Committee formulates policies relating to purchase of books, journals, or such other infrastructural requirements, etc. and ensures accessibility of Library services to all. The Library Bearer maintains the Library such as regular dusting of books, placing of books in the stacks etc.

3) Sports complex: Maintenance and development of sports infrastructure and making of relevant policies are done by the Sports Development Committee.

4) Computers: The Computer Science Department recommends number of computers/software to be increased, or updated, or maintained. The Website Committee recommends updating of the website, etc.

5) Classroom: The Grade-IV employees regularly maintain classrooms.

6) Toilets: The Sweeper cleans the toilet blocks.

7) Auditorium/Seminar Hall: The Auditorium Committee looks after

the Auditorium/Seminar Hall. Fee is levied if the auditorium has to be given to parties beyond the college family.

8) Campus Cleanliness: Campus cleanliness is monitored by the Campus Beautification Committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.4.2-Additional-Link-2023-24.pdf

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

867

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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/2024/12/Newsletter-2023-2024.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

60

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

150

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

A. All of the above

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

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

18

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

40

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

3

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.

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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, 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, and IIC. A team of students participated under various categories of G.U. Inter College Youth festival held on 15th and 16th of October 2024. The NSS unit, Green Cell along with 38 NSS volunteers; Ek Tareekh Ek Ghanta cleanliness effort an initiative by the Honourable PM of India organized at the entrance of Haygriva Madhab Temple in Hajo. On 22nd March 2024, a team of volunteers from NSS Unit of Suren Das College, Hajo participated in an Inter College Drama, Street Play and reel making competition organized by NSS Cell Gauhati University in Collaboration with ASACS. On 17th Sept, 2023 a government initiative Amrit Brikshya Andolan was conducted a total 30 saplings of mixed varieties of plants have been planted at the college premise.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/Newsletter-2023-2024.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

31

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 facts, including academic progress, student welfare, socio-cultural events, and resource mobilization—both in terms of finances and other forms of support. Alumni play a significant role in enhancing the reputation and prestige of their alma mater. Through word-of-mouth, personal achievements, and active participation in community or professional events, they help promote the institution's brand and values. Alumni associations often include professionals from diverse fields who can provide specialized knowledge or services to the institution. This could include guest lectures, or volunteer work in areas that require specific expertise. 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 college foundation day, freshmen social, saraswati puja, national sports day, national unity day, community initiatives, celebration of rabha day, even spearheaded a significant plantation drive.

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

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

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

The vision of the College is "empowering the rural masses through quality education and enabling the youths to meet the challenges of future". The vision is sought to be addressed through five identified mission- 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 to various stake holders of the college. The Governing Body, 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.

The Principal/Secy constitutes Cells and Committees with due approval of the college Governing Body. The Committees and Cells in turn implement the action plans sorted out in the meeting of the IQAC. The Principal & Secy. also 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.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/mission-and-vision/
Upload any additional information	View File

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

The Principal/Secy of the college administers the college through decentralisation and participative management. For effective implementation of the policies of the college, responsibilities are assigned 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 prepare the policies and implement them accordingly. As for example, the Principal/Secy constituted the Election Committee for conduct of Election to the Students' Union 2024-2025 session. Similarly, Principal/Secy appointed the Examination Committee in order to conduct internal Examinations as well as the University Examinations. The AoCs (Assistant Officer-in-Charges) were appointed to conduct the examinations as per the resolution taken in the staff meeting. The College has also some very important committees such as Planning Committee, Anti Ragging Committee, Internal Complaint Committee (ICC), Research and Development Committee, 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 members of the College enthusiastically participated 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, concentrating on students' progression in various parametres. The IQAC also discussed issues relating to creation of new facilities in the college to cater to the growing number of students in the college. The perspectives plans were reviewed in the IQAC meeting and further course of actions were decided. The Principal/Secy also informs the Governing Body of the College about the strategic and perspective plans and their deployment strategies and executions. All such plans were informed to the Departments, Cells and Committees of the College, which thereupon sorted out programmes to implement phase wise. 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, 2024.

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/2024/12/Newsletter-2023-2024.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 for all categories of staffs and students.as per govt provisions and as provided by the college from

its side. The college provides welfare measures to the teaching and nonteaching staffs by provisioning minimum standard of health and safety measures such as emergency first aid facility, provision of safe drinking water facility, hygienic canteen, hygienic toilet, security measures (through CCTV surveillance). The college gives due leaves of various types as per government norms. Reimbursement of T.A., provident fund facility, OPS/ NPS for the serving employees, periodical pay revision as per government norms, promotion in service. The other welfare measures include 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.

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

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

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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	No File Uploaded
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

The teachers have to keep record of their academic activities on annual basis for performance appraisal as per the UGC guidelines for promotion under CAS. Performance Based Appraisal System (PBAS) Proforma with attachment of all the credentials has to be submitted to the Principal/Secy. with an application stating about his promotion which will be due shortly. The Principal/Secy.

then forwards this to the IQAC for evaluation of the records submitted by the teacher. Upon scoring the minimum API against each category during the assessment period by a teacher, the IQAC recommends to the Principal/Secy. to hold the DPC for personal interview of the teacher. Accordingly, 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.

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 Internal Audit for the year 2023-2024 was conducted by qualified chartered accountant. As per the application of the College authority, the govt audit was being conducted by the Directorate of Audit (Local Fund) for 2016 to 2021. The College has also applied for extension of Govt. Audit as mentioned from 2021 to 2024.

All financial audits therefore required to be done by the College has been done on time. The U.C. is pending unto any agency, Govt, U.G.C or RUSA, etc.

Any Audit objection, if any is placed in the College Governing Body for remedy. The Principal/Secy conducts all financial transactions with due approval of the College Governing Body.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/Financial-Audit-Report-2023-2024.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)

0

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

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	No File Uploaded

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 developed a quality assurance approach that aligned with the College's vision and purposes. Quality assurance strategies were based on the seven NAAC manual criteria. Consequently, the annual strategic plans were prepared. The quality assurance procedures used there were institutionalised. To raise staff awareness of the college's plans, awareness programs were held, and the planners were subsequently emailed to the departments. The departments' adherence to these planners for execution was guaranteed by the IQAC. These methods for quality assurance were also carried out by different committees and cells. The feedback system has been formalised by the IQAC. Feedback was gathered from guardians, teachers, alumni, and students, examined, and appropriate action was taken. To ensure that the students could participate in the process without hesitation, a high level of confidentiality was maintained. Additional institutionalised practices include the creation of lesson plans, teaching plans, and the annual academic audit by the teachers. The various wings of the college were required to adhere to the green practices that were previously institutionalised through a policy document, thanks to the IQAC.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/students-satisfaction-survey-2023-2024.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

The teaching and learning process, etc., is reviewed by IQAC. The departments kept track of the classes and extension activities they

conducted in a Log Book. Additionally, each department kept a course file that contained information about the lesson plan, teaching strategy, POs, COs, PSOs, and class routine. These details were routinely confirmed and suggested for improvement by the IQAC. Additionally, the IQAC regularly discussed techniques, structure, and TL that may need to be reviewed. The IQAC examined the learning outcomes of the students, which the departments created in accordance with the syllabus, because the college uses Outcome Based Education (OBE). The instructors gave the pupils a course-by-course explanation of the POs, PSOs, and COs. The college implemented Continuous Internal Evaluation (CIE) to improve the learning outcome. Students' performance on class tests, sessional exams, homework assignments, and final exams indicated their learning outcomes. Examining students' advancement to higher education, their placements, and their entrepreneurial endeavours is another way to gauge the learning outcome. The department tabulated and analysed the students' performance. Since the teachers kept evaluation reports, it was possible to determine the COs' attainment levels. Both the external academic and administrative audits and the internal academic audit show the college's gradual progress in several areas.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/Academic-Administrative-Audit-2023-24-Internal.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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://surendascollege.co.in/wp-content/uploads/2024/12/Annual-Report-2023-2024-.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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. The college has formed the Internal Complaints Committee, formerly known as the Gender Sensitization Cell against Sexual Harassment, to create a safe environment and promote gender equality on the college campus.

Since the college is under Gauhati University, gender, equity and sensitization have been taught according to the syllabus of the university by some departments.

The institution promotes gender equity & sensitization through seminars, workshops, counselling etc. Counselling programmes on Women and Security, Gender Based Violence and the role of education, Gender Equity and Career Counselling etc. were organized at different times. The Women Studies Cell celebrates International Women's Day every year. In addition, the Internal Complaint Committee and Women Studies Cell of the college along with 56 numbers of female students attended an " Awareness and Capacity Building Programme" organised by the National Commission of Women, Delhi in collaboration with the Centre for Gender Justice, National Law University and Judicial Academy, Amingaon, Guwahati.

For the safety and security of the women, CCTVs, separate common rooms & toilets, daycare centre etc. are also available.

File Description	Documents
Annual gender sensitization action plan	https://department.sdcollege.co.in/storage/7.1.1%20Annual%20ActionPlan.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/7.1.1%20Specific%20Facilities%20(New).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	View File

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 unit for the proper utilization of the biodegradable 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 of when sufficient quantity is stored.

E-Waste Management

- All e-wastes of the college are stored in appropriate places, which are disposed of 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/2024/12/7.1.3-Geo-tagged-photo-2023-24.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:

A. Any 4 or All of the above

- 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**

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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

A. Any 4 or all of the above

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

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	View File

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 has always been a symbol of quality education and progressive thoughts. Being a higher educational institution, this college always focuses on the formation of an inclusive environment on the campus.

The government's reservation policy and quota-based seat segregation are adhered to by the college. This has established the value of the right to equality among all citizens irrespective of caste, creed and gender.

The college is playing a 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 of the values of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Some initiatives have also been taken to engage with and contribute to the local community. The college plays a greater role in creating 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 be aware of their duties and responsibilities towards society. 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. National Voters Day is celebrated to make the students aware of the importance of voting in a democratic country. Similarly, International Women's Day, International Yoga Day, Teachers' Day etc. are observed to increase the respect, spirituality, patience and courage among the students and employees. Activities like Mera Pehla Vote Desh ke Liye, a voting awareness drive; Live telecast of Viksit Bharat @ 2047, programmes like Meri Mati Meri Desh, Amrit Briksha Andolan etc. were conducted. International Human Rights Day, Constitution Day, National Unity Day were also celebrated. In addition, the institution celebrates its foundation day on 29th August every year to pay respect to the personalities who made immense contributions to 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 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	View File

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

The college regularly celebrates the National and International commemorative days, events and festivals to maintain unity and healthy work environment and to make the students aware of the national pride and rich cultural heritage. Birth anniversary of Sarvepalli Radhakrishnan is celebrated on 5th September as Teacher's Day by the students. Similar to this, death anniversary of Bishnu Prasad Rabha, an Indian cultural figure from Assam is celebrated to make the students aware of his contributions towards arts and culture.

Every year, the college observed the Independence Day and the Republic Day with great respect and enthusiasm. Additionally, it commemorates the birth and death anniversaries of the freedom fighters and nation builders like Mahatma Gandhi. International Women's day is celebrated on 8th March where the issues related to gender disparity and equity are addressed. Likewise, International Yoga Day is celebrated on 21st June to make the practice of self-discipline. In addition, National Education Day, National Science Day, International Day of Mathematics etc. are also observed with

various programmes. Every year, on 29th August, the foundation day of the college is celebrated with a variety of events and a heartfelt commemoration of 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.

Best Practice 1:

Title of the practice: 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 various community-based programmes. The community people avail the facilities of the college.

Evidence of Success: Students are encouraged to enroll in this college by the community members. 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: Eco-Friendly Green Campus

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

The Context: Nature and the environment need to be conserved. 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

The college's vision has prioritized enhancing the employability of students by developing their skills and capabilities through proper direction. Three skill enhancement courses like Make-up Artists, Self Employed Tailoring and FTCP have been offered by the college under PMKYV-4 scheme since April, 2024. Various departments and cells take initiatives for the improvement of skills and knowledge among the students in order to prepare them competent for the modern 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 Single Star Rank from MHRD. Besides, the college participated in NIRF Innovation, 2023 ranking process.

The college registered in NISP to uphold the 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.

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 abides by the curriculum of the affiliating Gauhati University. In the beginning of each academic session, the institute designs an Academic Calendar based on the Academic Calendar prepared by the University. An Orientation Programme is organised by the college for each course to explain the Course outcome (CO) and Programme outcome (PO) to the students. A general class routine is prepared by the Academic Cell. Each Department in turn prepare the Departmental Routine for smooth conduct of classes. The Departments initiate a number of tasks like arranging classes as per the routine. Proper Teaching Plans and Log books are maintained for efficient exercise of the curriculum. The plan particularly involves timely completion of the course material. In addition to this, tutorial classes are also conducted by each department separately. Field trips and excursions are organised systematically and regularly. The college promotes a mentor-mentee program specially designed to help the students develop academically, professionally and individually as well. Textbooks and references from different areas are also provided to the students via the central library. A Course Completion Certificate is particularly submitted to the IQAC by each Department after the completion of the courses.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/ACADEMIC-CALENDAR-2023-24.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 among 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 affiliating university, and the Departmental Academic Calendar is prepared by each department based on the Academic Calendar of the institution. Records of CIEs are preserved for future purpose. 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 learners and project work for the advanced learners, etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/ACADEMIC-CALENDAR-2023-24.pdf

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**27****1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year****12**

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 affiliating university. A number of the Departments of the college offer courses in the above-mentioned cross-cutting issues like Gender equity and sensitization 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 Environmental Geography and Disaster Management (GGY-HC-4016), and recently Environmental Studies (EVE-101) course has been introduced under the FYUGP as Value added Course. Human Values and Professional Ethics are included in courses like Material Culture (FOK-RC-3016), Ethics (PHI-RC-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 programmes 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 report on various activities conducted by different cells and departments is 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**8**

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**106**

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)	No File Uploaded

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	No File Uploaded
URL for feedback report	https://surendascollege.co.in/wp-content/uploads/2024/12/Feedback-Report-2023-24.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	View File
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

128

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

The evaluation of students' learning levels begins with an analysis of their academic performance in board/council examinations. Additionally, a class test is conducted at the start of each session to assess the potential and learning capabilities of each department. Based on their performance, students are categorized into two groups: advanced learners and slow learners.

To ensure continuous assessment, various tools such as internal tests, university exams, presentations, group discussions, and assignments are employed. Students' progress is closely monitored, and feedback is provided regularly to guide their academic development.

Advanced learners are supported through specialized programs, including orientation sessions, competitive classes, and mentorship initiatives. They are encouraged to participate in diverse activities within and beyond the college to gain exposure to refine their skills.

For slow learners, remedial and tutorial classes are organized to address their specific challenges and enhance their understanding. They are provided with additional study materials and encouraged to engage in college activities to boost their confidence and abilities.

To foster holistic development, the institution organizes events such as quizzes, seminars, workshops, creative idea competitions, and orientation programs. These activities aim to enhance students' analytical thinking, presentation abilities, and problem-solving skills, preparing them for future success.

File Description	Documents
Link for additional Information	https://surendascollege.co.in/wp-content/uploads/2024/12/Newsletter-2023-2024.pdf
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
652	39

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

To make classes engaging and motivating, teachers incorporate audio-visual methods, enhancing the learning experience. Various departments frequently organize interactive activities such as debates, quizzes, webinars, seminars, poster competitions, essay writing contests, hands-on training, and student exchange programs, fostering academic and creative growth.

Students actively participate in experiential learning opportunities, including fieldwork, surveys, institutional visits, heritage tours, and other enriching activities that complement classroom education. Practical training is a significant focus, with students receiving hands-on experience through in-lab training, supervised projects, and laboratory experiments, helping them develop technical skills and confidence.

To cultivate critical thinking, leadership, and active participation, group discussions and problem-solving exercises are regularly integrated into the academic framework. These collaborative activities encourage students to share ideas, tackle challenges, and develop teamwork abilities.

Extracurricular activities, organized by the college's departments, cells, and committees, are conducted where students

are encouraged to participate in these events, which range from academic to cultural and social initiatives, providing a holistic learning environment.

By combining theoretical knowledge, practical exposure, and extracurricular engagement, the institution aims to nurture well-rounded individuals equipped with the skills and competencies needed to excel in their academic and professional endeavors.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/Newsletter-2023-2024.pdf

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

- The institute offers state-of-the-art digital classrooms equipped with computers, LCD projectors, and internet access to support multimedia-based teaching. All departments are IT-enabled, ensuring internet connectivity for faculty to prepare engaging lectures using PowerPoint presentations and supplementary resources like educational films.
- Faculty members extensively utilize e-resources, such as N-List, e-books, e-journals, Shodhganga, and the National Digital Library, to deliver up-to-date and comprehensive course content. Google platforms, including Google Classroom and Google Forms, facilitate the seamless sharing of assignments, learning materials, and recorded lectures, ensuring effective communication between teachers and students.
- To enhance the teaching-learning experience, faculty incorporate tools like Google Meet, YouTube videos, pre-recorded lectures, website links, and various audio-visual aids to explain concepts engagingly. The institution regularly organizes online events such as webinars, talk shows, and speech and essay competitions, fostering students' holistic growth.
- The college maintains an active social media presence through platforms like Facebook and Twitter under "Suren Das College, Hajo," keeping stakeholders informed about academic and institutional activities. Additionally, an ICT-

enabled system streamlines administrative processes, such as online form submissions and registration, ensuring efficient 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/ict-infrastructure/

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

37

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

39

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**21**

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****344**

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.

The college follows a comprehensive and structured assessment process designed to ensure timely and high-quality evaluations. Various modes of assessment, including group discussions, assignments, presentations, class tests, and sessional exams, are employed to gauge student performance effectively.

An examination committee oversees the seamless conduct of exams, ensuring transparency and adherence to guidelines. The committee prepares the internal examination schedule well in advance, which is displayed on the notice board for students. Proper seating arrangements are organized, attendance is meticulously recorded, and all departmental teachers are assigned invigilation duties during exams.

Semester examinations are conducted in strict accordance with the academic calendar of Gauhati University. Teachers individually assess the answer scripts, and results are promptly declared. To maintain transparency, students are given access to their evaluated answer sheets, and their acknowledgment is documented through signatures recorded in registers.

The examination committee ensures the confidentiality of sealed question papers, with multiple levels of verification carried out before finalizing and submitting marks to the university. These measures safeguard the integrity of the examination process.

Additionally, comprehensive exam guidelines are available on the college website, offering students clarity on procedures and expectations. This structured approach ensures fairness and smooth functioning of the assessment system.

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

The college ensures that grievances related to internal examinations are addressed in an open, timely, and effective manner. Students with concerns can meet the relevant subject instructor to resolve issues. During this process, instructors allow students to review their answer sheets thoroughly and discuss any discrepancies. Additionally, for students unable to attend sessional tests due to unforeseen circumstances, the examination cell either arranges alternate dates or authorizes departments to conduct exams with revised question papers.

Evaluation-related grievances are managed promptly by the Examination-Related Grievance Committee, which operates according to established guidelines. If a student is dissatisfied with the initial resolution, an appeal process is available. The student can escalate their concerns to the Examination Cell, which collaborates with the examination committee to ensure a fair and just outcome.

For grievances concerning end-of-semester examinations conducted

by the affiliated university, the process strictly adheres to the university's policies and protocols.

The grievance redressal process is clearly explained to students during orientation sessions. Additionally, details about the procedure are made available through notices issued by the examination cell. This structured and transparent system ensures that students' concerns are handled efficiently, fostering trust and fairness in the examination and evaluation process.

File Description	Documents
Any additional information	View File
Link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/2.5.2 Additional-Link-2023-24.pdf

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.

Each academic program has well-defined learning objectives, which are outlined by the university and presented before the syllabus. The institute ensures that students are provided with a clear understanding of the Program Outcomes (POs) and Course Outcomes (COs) for every program it offers. These outcomes are readily accessible on the college website for reference.

To familiarize students with their program's goals and expected achievements, detailed explanations of the POs and COs are provided during orientation sessions and at the time of admission. This practice ensures that students begin their academic journey with a clear understanding of the objectives and potential outcomes associated with their chosen program.

Every course within the program is designed to offer comprehensive instruction tailored to meet its specific outcomes. The curriculum is structured to align with the overarching program objectives while addressing the individual course outcomes. This approach ensures that students gain not only theoretical knowledge but also the skills and competencies required to achieve academic and professional success.

By systematically communicating these objectives and outcomes,

the institute fosters transparency and accountability, enabling students to effectively plan and work toward their academic and career goals.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/2.6.1-Additiona-Information-Link-2023-24.pdf
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 college employs a systematic approach to ensure the effective alignment and achievement of Program Outcomes (POs) and Course Outcomes (COs). These measures are designed to enhance the academic experience and foster continuous improvement.

The institution strictly follows the academic calendar provided by the affiliated university, ensuring a structured and organized learning process. Each subject instructor maintains a detailed evaluation report, which serves as the basis for assessing PO and CO attainment levels. This data-driven approach enables precise measurement of learning outcomes.

To address areas of improvement, the college conducts remedial sessions for students identified as needing additional support. These sessions aim to strengthen their understanding and enhance overall performance. Student achievements in academic and related fields are meticulously tracked and documented, providing valuable insights into their progress.

Additionally, the institution monitors alumni success by tracking their placements and further education pursuits. This feedback helps in refining the curriculum and ensuring it remains relevant to industry and higher education requirements.

Through these strategies, the college fosters a culture of academic excellence, ensuring that students not only meet the desired outcomes but also develop the skills and competencies necessary for their personal and professional growth.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/2.6.2-Additional-Upload-2023-24.pdf

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

203

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	View File
Paste link for the annual report	https://surendascollege.co.in/wp-content/uploads/2024/12/Annual-Report-2023-2024-.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/2024/12/students-satisfaction-survey-2023-2024.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	View File
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	View File
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

10

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**

5

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**

10

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 Department of Physics organized an extension activity at the Hajo Adarsha Vidyapith High School where the students from Physics Department conducted two interactive classes for the students of class 9 and 10. The Department of Political Science conducted a field survey in Sonapur to know about "The Socio-Political Status of the Karbi People of Botakuchi village". The Department of Chemistry organized a Two-Week "Water Quality Survey cum Awareness Program to highlight the importance of water quality issues and engage students in hands-on scientific research and community awareness activities. A survey was jointly conducted by IPR Cell and

Geography Department on "Status of Women of Kumarpara Village in the Pottery Industry of Hajo". 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/2024/12/Newsletter-2023-2024.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	View File
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

70

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

3017

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

11

File Description	Documents
e-copies of linkage related Document	View File
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 (1st floor under construction), one Central Library, 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 25 classrooms having Wi-Fi facility, and ICT facility in 9 rooms.

Laboratories: There are 09 Laboratories available for different undergraduate courses.

ICT Facilities: The College has 79 computers. The whole campus is covered by Wi-Fi (JIO-leased line). At present there are 9 no. ICT enable classrooms.

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 21,059 printed books and subscription of 2 printed research journals, 7 newspapers and 7 magazines.

Toilets: The College has separate toilet facilities for boys and girls. There is one disabled friendly Toilet for Divyangajan students. Additionally, there are separate washrooms for faculty members. Ramps also available.

Power Back up: Online UPS systems and power Generators available for back up.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.1.1.-Additional-Link-2023-24.pdf

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

The college engages the students in all co-curricular activities that includes the following-

Sports: The college has a playground of 1.51 acres of land where outdoor games are organised. There is also 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. The college has also adequate numbers of carpets to organise Yoga sessions and such other programmes.

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 organized at the College Auditorium. The musical instruments such as Harmonium, Tablas, Guitter, etc. are available. Annual College Week, Freshmen Social and such other cultural events were organized here. Workshop on fabric and painting was organized at the college seminar hall. An exhibition cum sale on art, craft and handicraft items was also organized in the auditorium.

Auditorium: The college has a state-of-the-art auditorium with proper sound systems, stage with lighting to conduct cultural events, with a sitting capacity of good number of audience.

Seminar Hall: Departmental cultural events are organised in the Seminar Hall of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.1.2-Additional-Link-2023-24.pdf

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

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.1.3-Additional-link-2023-24.pdf
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)

33.04587

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 Central Library is housed in a separate two-floor building. It has 21,059 printed books and 2 printed journals, 7 dailies and 7 magazines. The library also has reference books, rare books, manuscripts, Minor and Major Research Project Reports, PhD Thesis and College publications/magazines and newsletters etc.
- The library provides a spacious reading hall equipped with internet and reprography facilities, Wi-Fi, reference services and so on.
- Library has a reading room with 70+ seating capacity. There is a separate reading area for the faculty members.
- A library advisory committee manages its operations.
- The library is a member of NLIST, granting access to over 6,000 e-Journals and 30+ lakh eBooks.
- The library also has institutional repository using DSpace software.
- The Integrated Library Management System (ILMS) was upgraded to SOUL 3.0. It is partially automated.
- The library includes- Main Stack Section, Technical Section, Circulation Section, Reference Section, Newspaper Section, Reprographic Section, Digital Library Section and New Arrival Display Section, OPAC etc. CCTV surveillance available.
- The library has 10 computers with internet and Power backup.

Sl No.	
Particulars of work	
No of Computers	
1	
OPAC	
1	
2	
Circulation	
3	
3	
Library Administrative Work/Server	
3	
4	
Digital Library	
4	
File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.2.1-Additional-Link-2023-24.pdf
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	A. Any 4 or more 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)

0.98694

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

26

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 ITinfrastructures are regularly updated. Every Department of thecollege has been provided desktops connected with Wi-Fi. Forconducting 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.
- Anti-virus for computers are regularly updated.
- The college has 05 classes with overhead projectors and 01 classroom with LCD and the one smart classroom.
- 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 functioning through Library Management Software SOUL 3.0. for issue of books and journals. 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/wp-content/uploads/2024/12/4.3.1-Additional-Link-2023-24.pdf

4.3.2 - Number of Computers

79

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)

77.91745

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 various Committees and Cells duly constituted by the Governing Body, the apex Body of the College, takes care of physical, academic and support facilities. The Governing Body also allocates fund for the upkeep of the infrastructure and equipment every year. Purchasing is done through due process.

1) **Laboratory:** Every Department having a laboratory gives requirements of works to be done. Accordingly, repairing works, or supply of goods and materials are done by the college authority through duly constituted Purchase Committee. The Laboratory Assistants look after the Departments and the Laboratories.

2) **Library:** The Library Advisory Committee formulates policies relating to purchase of books, journals, or such other infrastructural requirements, etc. and ensures accessibility of

Library services to all. The Library Bearer maintains the Library such as regular dusting of books, placing of books in the stacks etc.

3) Sports complex: Maintenance and development of sports infrastructure and making of relevant policies are done by the Sports Development Committee.

4) Computers: The Computer Science Department recommends number of computers/software to be increased, or updated, or maintained. The Website Committee recommends updating of the website, etc.

5) Classroom: The Grade-IV employees regularly maintain classrooms.

6) Toilets: The Sweeper cleans the toilet blocks.

7) Auditorium/Seminar Hall: The Auditorium Committee looks after the Auditorium/Seminar Hall. Fee is levied if the auditorium has to be given to parties beyond the college family.

8) Campus Cleanliness: Campus cleanliness is monitored by the Campus Beautification Committee.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/4.4.2-Additional-Link-2023-24.pdf

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

867

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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/2024/12/Newsletter-2023-2024.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

60

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

150

File Description	Documents
Any additional information	View File
Number of students benefitted 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**

18

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**

40

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**

3

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.**

2

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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, 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, and IIC. A team of students participated under various categories of G.U. Inter College Youth festival held on 15th and 16th of October 2024. The NSS unit, Green Cell along with 38 NSS volunteers; Ek Tareekh Ek Ghanta cleanliness effort an initiative by the Honourable PM of India organized at the entrance of Haygriva Madhab Temple in Hajo. On 22nd March 2024, a team of volunteers from NSS Unit of Suren Das College, Hajo participated in an Inter College Drama, Street Play and reel making competition organized by NSS Cell Gauhati University in Collaboration with ASACS. On 17th Sept, 2023 a government initiative Amrit Brikshya Andolan was conducted a total 30 saplings of mixed varieties of plants have been planted at the college premise.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/Newsletter-2023-2024.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

31

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 facts, including academic progress, student welfare, socio-cultural events, and resource mobilization—both in terms of finances and other forms of support. Alumni play a significant role in enhancing the reputation and prestige of their alma mater. Through word-of-mouth, personal achievements, and active participation in community or professional events, they help promote the institution's brand and values. Alumni associations often include professionals from diverse fields who can provide specialized knowledge or services to the institution. This could

include guest lectures, or volunteer work in areas that require specific expertise. 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 college foundation day, freshmen social, saraswati puja, national sports day, national unity day, community initiatives, celebration of rabha day, even spearheaded a significant plantation drive.

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

The vision of the College is "empowering the rural masses through quality education and enabling the youths to meet the challenges of future". The vision is sought to be addressed through five identified mission- 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 to various stake holders of the college. The Governing Body, 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.

The Principal/Secy constitutes Cells and Committees with due approval of the college Governing Body. The Committees and Cells in turn implement the action plans sorted out in the meeting of the IQAC. The Principal & Secy. also 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.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/mission-and-vision/
Upload any additional information	View File

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

The Principal/Secy of the college administers the college through decentralisation and participative management. For effective implementation of the policies of the college, responsibilities are assigned 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 prepare the policies and implement them accordingly. As for example, the Principal/Secy constituted the Election Committee for conduct of Election to the Students' Union 2024-2025 session. Similarly, Principal/Secy appointed the Examination Committee in order to conduct internal Examinations as well as the University Examinations. The AoCs (Assistant Officer-in-Charges) were appointed to conduct the examinations as per the resolution taken in the staff meeting. The College has also some very important committees such as Planning Committee, Anti Ragging Committee, Internal Complaint Committee (ICC), Research and Development Committee, 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 members of the College enthusiastically participated 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, concentrating on students' progression in various parametres. The IQAC also discussed issues relating to creation of new facilities in the college to cater to the growing number of students in the college. The perspectives plans were reviewed in the IQAC meeting and further course of actions were decided. The Principal/Secy also informs the Governing Body of the College about the strategic and perspective plans and their deployment strategies and executions. All such plans were informed to the Departments, Cells and Committees of the College, which thereupon sorted out programmes to implement phase wise. 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, 2024.

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/2024/12/Newsletter-2023-2024.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 facilitates 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 for all categories of staffs and students as per govt provisions and as provided by the college from its side. The college provides welfare measures to the teaching and nonteaching staffs by provisioning minimum standard of health and safety measures such as emergency first aid facility, provision of safe drinking water facility, hygienic canteen, hygienic toilet, security measures (through CCTV surveillance). The college gives due leaves of various types as per government norms. Reimbursement of T.A., provident fund facility, OPS/ NPS for the serving employees, periodical pay revision as per government norms, promotion in service. The other welfare measures include 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.

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

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**

1

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
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	No File Uploaded
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

The teachers have to keep record of their academic activities on annual basis for performance appraisal as per the UGC guidelines for promotion under CAS. Performance Based Appraisal System (PBAS) Proforma with attachment of all the credentials has to be submitted to the Principal/Secy. with an application stating about his promotion which will be due shortly. The Principal/Secy. then forwards this to the IQAC for evaluation of the records submitted by the teacher. Upon scoring the minimum API against each category during the assessment period by a teacher, the IQAC recommends to the Principal/Secy. to hold the DPC for personal interview of the teacher. Accordingly, 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.

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 Internal Audit for the year 2023-2024 was conducted by qualified chartered accountant. As per the application of the College authority, the govt audit was being conducted by the Directorate of Audit (Local Fund) for 2016 to 2021. The College has also applied for extension of Govt. Audit as mentioned from 2021 to 2024.

All financial audits therefore required to be done by the College has been done on time. The U.C. is pending unto any agency, Govt, U.G.C or RUSA, etc.

Any Audit objection, if any is placed in the College Governing Body for remedy. The Principal/Secy conducts all financial transactions with due approval of the College Governing Body.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/Financial-Audit-Report-2023-2024.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)

0

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

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	No File Uploaded

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 developed a quality assurance approach that aligned with the College's vision and purposes. Quality assurance strategies were based on the seven NAAC manual criteria. Consequently, the annual strategic plans were prepared. The quality assurance procedures used there were institutionalised. To raise staff awareness of the college's plans, awareness programs were held, and the planners were subsequently emailed to the departments. The departments' adherence to these planners for execution was guaranteed by the IQAC. These methods for quality assurance were also carried out by different committees and cells. The feedback system has been formalised by the IQAC. Feedback was gathered from guardians, teachers, alumni, and students, examined, and appropriate action was taken. To ensure that the students could participate in the process without hesitation, a high level of confidentiality was maintained. Additional institutionalised practices include the creation of lesson plans, teaching plans, and the annual academic audit by the teachers. The various wings of the college were required to adhere to the green practices that were previously institutionalised through a policy document,

thanks to the IQAC.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/students-satisfaction-survey-2023-2024.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

The teaching and learning process, etc., is reviewed by IQAC. The departments kept track of the classes and extension activities they conducted in a Log Book. Additionally, each department kept a course file that contained information about the lesson plan, teaching strategy, POs, COs, PSOs, and class routine. These details were routinely confirmed and suggested for improvement by the IQAC. Additionally, the IQAC regularly discussed techniques, structure, and TL that may need to be reviewed. The IQAC examined the learning outcomes of the students, which the departments created in accordance with the syllabus, because the college uses Outcome Based Education (OBE). The instructors gave the pupils a course-by-course explanation of the POs, PSOs, and COs. The college implemented Continuous Internal Evaluation (CIE) to improve the learning outcome. Students' performance on class tests, sessional exams, homework assignments, and final exams indicated their learning outcomes. Examining students' advancement to higher education, their placements, and their entrepreneurial endeavours is another way to gauge the learning outcome. The department tabulated and analysed the students' performance. Since the teachers kept evaluation reports, it was possible to determine the COs' attainment levels. Both the external academic and administrative audits and the internal academic audit show the college's gradual progress in several areas.

File Description	Documents
Paste link for additional information	https://surendascollege.co.in/wp-content/uploads/2024/12/Academic-Administrative-Audit-2023-24-Internal.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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://surendascollege.co.in/wp-content/uploads/2024/12/Annual-Report-2023-2024-.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
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. The college has formed the Internal Complaints Committee, formerly known as the Gender Sensitization Cell against Sexual Harassment, to create a safe environment and promote gender equality on the college campus.

Since the college is under Gauhati University, gender, equity and sensitization have been taught according to the syllabus of the university by some departments.

The institution promotes gender equity & sensitization through seminars, workshops, counselling etc. Counselling programmes on Women and Security, Gender Based Violence and the role of education, Gender Equity and Career Counselling etc. were organized at different times. The Women Studies Cell celebrates International Women's Day every year. In addition, the Internal Complaint Committee and Women Studies Cell of the college along with 56 numbers of female students attended an "Awareness and Capacity Building Programme" organised by the National Commission of Women, Delhi in collaboration with the Centre for Gender Justice, National Law University and Judicial Academy, Amingaon, Guwahati.

For the safety and security of the women, CCTVs, separate common rooms & toilets, daycare centre etc. are also available.

File Description	Documents
Annual gender sensitization action plan	https://department.sdcollege.co.in/storage/7.1.1%20Annual%20ActionPlan.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/7.1.1%20Specific%20Facilities%20(New).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	View File

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 unit for the proper utilization of the biodegradable 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 of when sufficient quantity is stored.

E-Waste Management

- All e-wastes of the college are stored in appropriate places, which are disposed of 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/2024/12/7.1.3-Geo-tagged-photo-2023-24.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

A. Any 4 or all of the above

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
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	View File

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 has always been a symbol of quality education and progressive thoughts. Being a higher educational institution, this college always focuses on the formation of an inclusive environment on the campus.

The government's reservation policy and quota-based seat segregation are adhered to by the college. This has established the value of the right to equality among all citizens irrespective of caste, creed and gender.

The college is playing a 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 of the values of tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Some initiatives have also been taken to engage with and contribute to the local community. The college plays a greater role in creating 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 be aware of their duties and responsibilities towards society. 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. National Voters Day is

celebrated to make the students aware of the importance of voting in a democratic country. Similarly, International Women's Day, International Yoga Day, Teachers' Day etc. are observed to increase the respect, spirituality, patience and courage among the students and employees. Activities like Mera Pehla Vote Desh ke Liye, a voting awareness drive; Live telecast of Viksit Bharat @ 2047, programmes like Meri Mati Meri Desh, Amrit Briksha Andolan etc. were conducted. International Human Rights Day, Constitution Day, National Unity Day were also celebrated. In addition, the institution celebrates its foundation day on 29th August every year to pay respect to the personalities who made immense contributions to 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 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

A. All of the above

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	View File

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

The college regularly celebrates the National and International commemorative days, events and festivals to maintain unity and healthy work environment and to make the students aware of the national pride and rich cultural heritage. Birth anniversary of Sarvepalli Radhakrishnan is celebrated on 5th September as Teacher's Day by the students. Similar to this, death anniversary of Bishnu Prasad Rabha, an Indian cultural figure from Assam is celebrated to make the students aware of his contributions towards arts and culture.

Every year, the college observed the Independence Day and the Republic Day with great respect and enthusiasm. Additionally, it commemorates the birth and death anniversaries of the freedom fighters and nation builders like Mahatma Gandhi. International Women's day is celebrated on 8th March where the issues related to gender disparity and equity are addressed. Likewise, International Yoga Day is celebrated on 21st June to make the practice of self-discipline. In addition, National Education Day, National Science Day, International Day of Mathematics etc. are also observed with various programmes. Every year, on 29th August, the foundation day of the college is celebrated with a variety of events and a heartfelt commemoration of 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.

Best Practice 1:

Title of the practice: 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 various community-based programmes. The community people avail the facilities of the college.

Evidence of Success: Students are encouraged to enroll in this college by the community members. 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: Eco-Friendly Green Campus

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

The Context: Nature and the environment need to be conserved. 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

The college's vision has prioritized enhancing the employability of students by developing their skills and capabilities through proper direction. Three skill enhancement courses like Make-up Artists, Self Employed Tailoring and FTCP have been offered by the college under PMKYV-4 scheme since April, 2024. Various departments and cells take initiatives for the improvement of skills and knowledge among the students in order to prepare them competent for the modern 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 Single Star Rank from MHRD. Besides, the college participated in NIRF Innovation, 2023 ranking process.

The college registered in NISP to uphold the 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

1. To organise seminars, workshops, lecture programmes etc.
2. To undertake collaborative academic programmes through MOU

3. To increasing ICT facility and its use by students and teachers.
4. To conduct research activity on women and other issues.
5. To organise workshops on skill development, waste management etc.
6. To organise legal awareness/aid camp.
7. To promote faculty exchange/student exchange programmes
8. To organise development and capacity building activities in the community.
9. To organise awareness programme on ecology and environment.
10. To conduct programme on value education.
11. To conduct counseling programme for students.
12. To take up extension education programmes
13. Publication of research journal
14. Creating awareness among the students regarding inclusiveness of especially abled persons.
15. To Conduct Academic and Green audits.
16. Introduction of New Courses
17. Timely submission of AQAR.