



Yearly Status Report - 2019-2020

Part A

Data of the Institution

| | | |
|---|--|----------------------------------|
| 1. Name of the Institution | | SIBSAGAR GIRLS' COLLEGE |
| Name of the head of the Institution | | Buddhin Misra |
| Designation | | Principal (in-charge) |
| Does the Institution function from own campus | | Yes |
| Phone no/Alternate Phone no. | | 03772232778 |
| Mobile no. | | 7896209110 |
| Registered Email | | principalsgc@yahoo.co.in |
| Alternate Email | | sgciqac24@gmail.com |
| Address | | Near Siva Temple, Sivasagar Town |
| City/Town | | Sivasagar |
| State/UT | | Assam |
| Pincode | | 785640 |
| 2. Institutional Status | | |

| | |
|--|--------------------------|
| Affiliated / Constituent | Affiliated |
| Type of Institution | Women |
| Location | Urban |
| Financial Status | state |
| Name of the IQAC co-ordinator/Director | Dr. Bimal Dutta |
| Phone no/Alternate Phone no. | 03772232778 |
| Mobile no. | 7896209110 |
| Registered Email | principalsgc@yahoo.co.in |
| Alternate Email | sgciqac24@gmail.com |

3. Website Address

| | |
|--|---|
| Web-link of the AQAR: (Previous Academic Year) | https://sibsagargirlscollege.org.in/uploads/weblink/AQAR-Report-2018-19.pdf |
| 4. Whether Academic Calendar prepared during the year | Yes |
| if yes,whether it is uploaded in the institutional website: Weblink : | https://sibsagargirlscollege.org.in/uploads/weblink/Academic_Calendar_2019-20_compressed.pdf |

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity | |
|-------|-------|-------|-----------------------|-------------|-------------|
| | | | | Period From | Period To |
| 1 | B+ | 75.00 | 2004 | 08-Jan-2004 | 07-Jan-2009 |
| 2 | B | 2.75 | 2010 | 04-Sep-2010 | 03-Sep-2015 |

| | |
|---|-------------|
| 6. Date of Establishment of IQAC | 05-Sep-2004 |
|---|-------------|

7. Internal Quality Assurance System

| Quality initiatives by IQAC during the year for promoting quality culture | | |
|---|-----------------|---------------------------------------|
| Item /Title of the quality initiative by IQAC | Date & Duration | Number of participants/ beneficiaries |
| Celebration of World | 05-Jun-2019 | 40 |

| | | |
|---------------------------------------|------------------|----|
| Environment Day | 1 | |
| Celebration of Rabha Divas | 20-Jun-2020 1 | 30 |
| Celebration of International Yoga Day | 21-Jun-2019 1 | 35 |
| Celebration of Librarian | 12-Aug-2019 1 | 20 |
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

| Institution/Department/Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|--------------------------------|---|----------------|-----------------------------|----------|
| Sibsagar Girls' College | Upgradation of existing degree colleges into model degree college | RUSA-MHRD | 2019 365 | 10000000 |
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Book festival in association with Gyanam was organised

Popular talk programme on "Assamese Taimulyah Bhasaar Bhashik Boishisthoh" was organised

A popular talk programme was organised on "India and its neighbouring States"

[View File](#)

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

| Plan of Action | Achivements/Outcomes |
|--|---|
| Academic programmes to be conducted / organised | 1) Popular talk programme on "Assamese Tai mulyoh Bhaxar Bhaxik Basisthoh", 2) Popular talk programme on India and it's neighbouring states, 3) Programme on Career Development |
| Awareness and Sensitization programmes to be initiated and social responsibility initiatives to be taken | 1) A State Level programme for ignited Youth (EK Bharat Vijya Bharat), 2) Awareness programme on Sensitization and tobacco control done, 3) Covid Awareness Drive in neighbouring market and adopted villages |
| Celebration of Important days and festivals | 1) Celebration of Gandhi Jayanti (150th anniversary) and felicitation of a famous artist and sculptor (Mr. Rupam Bezbaruah) of Assam on the occasion, 2) Celebration of World Tourism Day, 3) Celebration of International Women's Day, 4) Celebration of International Yoga Day, 5) Celebration of Republic Day and Independence Day 6) Celebration of 150th Birth anniversary of sister Nivedita in which power point presentations, a wall magazine competition and a workshop on leadership was organized |
| Women related programme | A talk programme on rights of women and the laws for protection of Women Rights |
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14. Whether AQAR was placed before statutory body ?

Yes

| Name of Statutory Body | Meeting Date |
|--|--------------|
| Sibsagar Girls' College Governing Body | 21-Jan-2020 |

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2021

| | |
|--|---|
| Date of Submission | 03-Feb-2021 |
| 17. Does the Institution have Management Information System ? | Yes |
| If yes, give a brief description and a list of modules currently operational (maximum 500 words) | The institution does not have a management Information System but the management gives information to faculty, students' parents and others via SMS, Whatsapp and email |

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution ensures effective curriculum delivery through a well planned and documented process. The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University. The college has a well-structured curriculum to make the students socially committed, employable, innovative and research oriented. An Annual Academic Calendar is chalked out by the IQAC every year as per the programme laid down in the University Academic Calendar. It is attached with the College Prospectus as well as displayed in the College website. The departmental heads and faculty members assist the IQAC in the process along with a timetable and workload committees. The various departments prepare their own academic plans and follow it accordingly. Lesson plans are worked out by the faculty members of each department as well as a course progress register is maintained by each department. The whole process is strictly monitored by the departmental heads. The prospectus designed by the Admission Committee disseminates information regarding the programmes and courses. The details of programme outcomes, syllabi, weightage of internal and external examinations are communicated to the students at the onset of each academic session. Initially, ours was a Three year degree semester programme with the last batch in the 6th semester i.e., the last semester. In order to make the learning student-centric quizzes, debates, group discussions, project-assignments, home assignments, field visits, visits to historical sites and museums, industrial visits are organized on a regular basis. MCQs are framed by most of the departments on the entire syllabus taught to test clarity and conceptual ideas. The mode of delivery by faculty members are lecture method through chalk and blackboard, PPT presentations, ICT enabled teaching-learning methods, use of scientific models and charts graphs, survey work etc. The faculty members of each department resort to documentation of all curriculum related materials. Proper documentation is maintained for programme outcomes, syllabi, lesson plans, course progress registers, Project work, field-tour related reports by students, seminar presentations. All such activities/reports are kept under proper filing systematically year wise.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate | Diploma Courses | Dates of Introduction | Duration | Focus on employ ability/entrepreneurship | Skill Development |
|-------------|-----------------|-----------------------|----------|--|-------------------|
| Montessori | Nil | 01/01/2019 | 182 | Self | Childrens |

| | | | | | |
|-----------------------------------|-----|------------|-----|--|--|
| Teachers Training Course | | | | Employment Job Opportunity At Private Public Schools | Learning By Playing /Activities |
| Geo-Information Technology Course | Nil | 01/01/2019 | 182 | Self Employment Job Opportunity At Private Survey Firms | Mapping /Management Decision Making |
| Spoken English Course | Nil | 01/01/2019 | 182 | Self Employment Job Opportunity At Private /Psu Corporates | Strategy To Develop C ommunication skill |

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course | Programme Specialization | Dates of Introduction |
|-------------------|--------------------------|-----------------------|
| Nil | NIL | Nil |
| No file uploaded. | | |

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

| Name of programmes adopting CBCS | Programme Specialization | Date of implementation of CBCS/Elective Course System |
|----------------------------------|--|---|
| BA | English, Assamese, Education, Pol.Sc., Home Sc., Geography, History, Economics | 01/08/2019 |
| BSc | Botany, Zoology, Math, Chemistry, Physics | 01/08/2019 |

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

| | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 82 | Nil |

1.3 – Curriculum Enrichment

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

| Value Added Courses | Date of Introduction | Number of Students Enrolled |
|--|----------------------|-----------------------------|
| Value education is a part of the curriculum of Education Dept. It is taught as one of the papers in Education Dept. and soon the teachers of the department are coming up with plans to make value education courses | 01/08/2017 | 50 |

available for the entire
student comm

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1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title | Programme Specialization | No. of students enrolled for Field Projects / Internships |
|---------------------------|--------------------------|---|
| BA | Education (M) | 30 |
| BA | History (M) | 34 |
| BA | Pol. Sc. (M) | 32 |
| BSc | Zoology (M) | 23 |
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

| | |
|-----------|-----|
| Students | Yes |
| Teachers | Yes |
| Employers | Yes |
| Alumni | No |
| Parents | No |

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

Feedback Obtained

Feedback from stakeholders (students, teachers, employers, alumni and parents) is a part of the college's self assessment and academic quality assurance system. The institution collects the feedback from stakeholders which include students and teachers. Usually the feedback covers the curriculum aspects and courses offered by the college. It also assesses the understanding skills provided by the faculties. The members belonging to Criterion 1 which mostly comprises of the Departmental heads analyses the feedback and submits a report of the feedback from the stakeholders. The suggestions are considered and placed before the Academic Audit Committee for discussion and for action thereof to be taken. The Academic Audit Committee assess various aspects like faculty performance, students support system and evaluation. IQAC organizes various faculty development programmes, workshops, talk programmes in order to enrich the competency level and teaching methods of faculty members. The college authorities encourage the faculty members to pursue higher education, publish papers in research Journals and authorize books. The College follows a continuous review system of the feedback process. The IQAC tries its best to infuse a sense of belongingness into the teaching faculty. The functioning of various committees of the College strengthens the quality sustenance and academic enhancement of the College.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|--------------------------|---------------------------|--------------------------------|-------------------|
| BA | BA Major & Pass Course | 350 | 818 | 410 |

| | | | | |
|---------------------------|---------------|-----|-----|-----|
| BSc | B.Sc. (Major) | 150 | 162 | 104 |
| View File | | | | |

2.2 – Catering to Student Diversity

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

| Year | Number of students enrolled in the institution (UG) | Number of students enrolled in the institution (PG) | Number of fulltime teachers available in the institution teaching only UG courses | Number of fulltime teachers available in the institution teaching only PG courses | Number of teachers teaching both UG and PG courses |
|------|---|---|---|---|--|
| 2019 | 514 | Nil | 36 | Nil | Nil |

2.3 – Teaching - Learning Process

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

| Number of Teachers on Roll | Number of teachers using ICT (LMS, e-Resources) | ICT Tools and resources available | Number of ICT enabled Classrooms | Number of smart classrooms | E-resources and techniques used |
|----------------------------|---|-----------------------------------|----------------------------------|----------------------------|---------------------------------|
| 36 | 26 | 7 | 5 | 2 | 2 |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Faculty mentors play a crucial role in mentoring students. The college has introduced mentoring system since 2017 onwards in order to establish a better and effective student-teacher relationship and guide the students in all matters. All heads of the departments allot a mentor for each semester with a well-maintained ratio. The students feel free to confide in their mentors their academic problems and problems faced in other areas. The mentees' academic attendance and performance is regularly monitored and the mentors take measures for improvement. The mentors regularly counsel the students / mentees and ensure that students drop-outs are minimized. The mentors also inform the parents about the performance of the students through the medium of parent-teacher meet held twice a year. The mentors try to meet students individually as well as in groups. Meetings of the mentors with the HODs are arranged on a monthly basis to give updates on the mentees they are entrusted to. The mentors guide their mentees in other matters too, specially the mentees' personality development, tips for time management, stress management tips for employability of other life skills, career counselling and motivation for higher studies. Outcome : 1) Gap has been lessened between teachers and students 2) Improvement in teacher-learner relations 3) Creation of a conducive environment in the college where students can approach teachers for both academic and personal guidance. 4) Awareness and support system for students enhanced. 5) Motivation for higher studies and entrepreneurship.

| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
|--|-----------------------------|-----------------------|
| 514 | 36 | 1:14 |

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with Ph.D |
|-----------------------------|-------------------------|------------------|--|--------------------------|
| 45 | 36 | 9 | Nil | 13 |

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

| | | | |
|-------------------|---|-------------|--|
| Year of Award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies |
| Nil | NIL | Nil | Nil |
| No file uploaded. | | | |

2.5 – Evaluation Process and Reforms

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

| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year-end examination | Date of declaration of results of semester-end/ year- end examination |
|---------------------------|----------------|--|--|---|
| BA | UG | ODD SEM (JAN TO JUNE, 2019), Even Sem (June To Dec, 2019) | 31/05/2019 | 30/06/2019 |
| BSc | UG | ODD SEM (JAN TO JUNE, 2019), Even Sem (June To Dec, 2019) | 30/04/2019 | 30/06/2019 |
| View File | | | | |

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

The evaluation of the students on the basis of examinations is an integral part of the teaching learning process. The college is affiliated to Dibrugarh University, Dibrugarh and follows the examination pattern as prescribed by the University. The college conducts 2 Internal tests per semester with a weightage of 20 marks each. The schedules of the tests are communicated to the students at the onset of each academic session which is specified in the institutes academic calendar based on the University academic calendar. The question paper format for the internal examination is prepared on the basis of the question paper of the main examination and is scrutinized by the HOD to ensure quality and academic standard of the question paper. The seating arrangement of the students is also done as per the seating pattern in the main examination where invigilators are assigned for the purpose. After completion of the Internal exam, the faculty of each department evaluates the answer scripts and distributes the scripts to the students for doubt clarifications or re-correction if any. The marks secured in the internal exam are then displayed on the departmental notice boards thus ensuring transparency. The invigilation system in our college is carried out every effectively and in an impartial way. Subject specific teachers are never allotted for invigilation duty and are barred from entering the exam halls. The internal assessment marks are further recorded in the Records Register maintained for the purpose year wise and semester wise. Surprise tests, MCQs, seminar presentation, field visits, project assignments, group discussions, surveys, industrial visits are other modes of internal assessment. The performance of students in Internal exam is also used by the faculties to identify slow learners and advance learners in their respective subjects. Slow learners are encouraged to go for remedial classes to ensure subject clarity. Notes are given to them to grasp a better understanding of the subject. Advanced learners are advised to attend tutorial classes, to improve their skill in writing and in enhancing concepts and ideas through motivation for further reading of research publications, reference books etc.

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

At the beginning of the year, an Academic Calendar (Annual Academic Plan) is prepared by the IQAC based on inputs from the University Academic Calendar and Departmental Work Plans. The preparation of the academic calendar ensures that the students get adequate learning hours and teachers get enough time to deliver their courses effectively. At the onset of each semester, the principal convenes a staff meeting to discuss ways and means for the smooth and effective implementation of the academic calendar. Schedule of Internal examinations, celebration of important days and festivals apart from days of national importance, time schedule of holding elections for students body, announcement of results, time schedule for youth festival, literary festival, sports festival are all inclusive in the academic calendar. All the components of CIE namely, assignments, seminars, test papers, projects are conducted on time as per the academic calendar. Assignments and seminars are given to the students continuously and well in advance so that they can prepare for the same. The evaluation is also done on a continuous basis. The college takes special note that conduct of all extra-curricular activities which are equally important does not interfere or infringe upon the CIE process. Proposed dates of field trips, study tours, educational visits, industrial visits are scheduled in a manner in which the CIE process is not disrupted.

2.6 – Student Performance and Learning Outcomes

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

https://sibsagargirlscollege.org.in/uploads/weblink/complete_programme_outcome_CBCS.pdf

2.6.2 – Pass percentage of students

| Programme Code | Programme Name | Programme Specialization | Number of students appeared in the final year examination | Number of students passed in final year examination | Pass Percentage |
|----------------|----------------|--------------------------|---|---|-----------------|
| UG | BSc | Chemistry | 32 | 10 | 31.25 |
| UG | BSc | Physics | 11 | 2 | 18.18 |
| UG | BA | Geography | 49 | 35 | 71.42 |
| UG | BA | Home Sc. | 32 | 17 | 53.12 |
| UG | BA | History | 26 | 11 | 42.30 |
| UG | BA | Political Sc. | 41 | 18 | 43.90 |
| UG | BA | Education | 33 | 27 | 81.81 |
| UG | BA | Economics | 37 | 17 | 45 |
| UG | BA | Assamese | 51 | 32 | 62 |
| UG | BA | English | 32 | 8 | 25 |

[View File](#)

2.7 – Student Satisfaction Survey

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

https://sibsagargirlscollege.org.in/uploads/weblink/SSS_2019-20.xlsx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION**3.1 – Resource Mobilization for Research**

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

| Nature of the Project | Duration | Name of the funding agency | Total grant sanctioned | Amount received during the year |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nill | Nill | NIL | Nill | Nill |
| No file uploaded. | | | | |

3.2 – Innovation Ecosystem

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

| Title of workshop/seminar | Name of the Dept. | Date |
|---------------------------|-------------------|------|
| NIL | | |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
| NIL | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | |

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

| Incubation Center | Name | Sponsored By | Name of the Start-up | Nature of Start-up | Date of Commencement |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| NIL | Nill | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | |

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

| State | National | International |
|-------|----------|---------------|
| 0 | 0 | 0 |

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

| Name of the Department | Number of PhD's Awarded |
|------------------------|-------------------------|
| NIL | Nill |

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

| Type | Department | Number of Publication | Average Impact Factor (if any) |
|-------------------|------------|-----------------------|--------------------------------|
| Nill | NIL | Nill | Nill |
| No file uploaded. | | | |

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

| Department | Number of Publication |
|-------------------|-----------------------|
| Assamese | 5 |
| English | 5 |
| Geography | 1 |
| Political Science | 1 |

| | |
|---------------------------|---|
| Education | 1 |
| Home Science | 1 |
| Chemistry | 2 |
| Zoology | 1 |
| Botany | 1 |
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

| Title of the Paper | Name of Author | Title of journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the publication | Number of citations excluding self citation |
|--|---|--|---------------------|----------------|--|---|
| Antioxidant properties and Phenolic contents of traditional rice-based alcoholic beverages of Assam, India | Pranami Handique, Anamika Kalita Deka, Dibakar Ch. Deka | National Academy Science Letters, Springer | 2020 | Nil | Department of Chemistry, Gauhati University, Guwahati, Assam | 2 |
| No file uploaded. | | | | | | |

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

| Title of the Paper | Name of Author | Title of journal | Year of publication | h-index | Number of citations excluding self citation | Institutional affiliation as mentioned in the publication |
|--------------------|----------------|------------------|---------------------|---------|---|---|
| NIL | Nil | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

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

| Number of Faculty | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | Nil | 1 | Nil | 31 |
| Presented papers | 2 | 4 | Nil | Nil |
| View File | | | | |

3.4 – Extension Activities

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

| Title of the activities | Organising unit/agency/ collaborating agency | Number of teachers participated in such activities | Number of students participated in such activities |
|-------------------------|--|--|--|
| Programme officer | NCC Gwalior | 1 | 0 |

| | | | |
|---|---|----|-----|
| Attend a Refresher Course | | | |
| Celebration of Intl. Yoga Day | IQAC | 10 | 100 |
| Observation of International Day against Drug abuse and Illicit Trafficking | NCC SGC | 1 | 5 |
| Swachh Bharat Summer Internship | NCC Sibsagar Girls' College | 1 | 5 |
| Advance Leadership Camp (ALC)-4 | NCC Directorate of NER, Shillong | 1 | 3 |
| Darjeeling Trek - 1 at Namchi, Sikkim | NCC Directorate of West Bengal and Sikkim | 1 | 6 |
| Participation in Pashan Mela, cum Ethnic Cultural Meet | District Social Welfare Deptt. | 1 | 10 |
| Selection of NCC Cadets for Preparatory Republic Day Camp (Pre PDC) | 26 Assam(I) Coy NCC, Digboi under the aegis of NCC Group HQS, Dibrugarh | 1 | 6 |
| Attachment training for NCC Girl Cadets | NCC Directorate (TN, Pondicherry and Andaman Nicobar) | 1 | 1 |
| Pre-TSC-I Camp | NCC Training Centre Jorhat | 1 | 3 |
| View File | | | |

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

| Name of the activity | Award/Recognition | Awarding Bodies | Number of students Benefited |
|----------------------|-------------------|-----------------|------------------------------|
| NIL | Nil | Nil | Nil |
| No file uploaded. | | | |

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

| Name of the scheme | Organising unit/Agency/collaborating agency | Name of the activity | Number of teachers participated in such activities | Number of students participated in such activities |
|--------------------|---|--|--|--|
| Civil Defence | Office of the controller of Civil Defence | Civil defence Orientation Course and Team Training Course in Firls Aid | 1 | 5 |

| | | | | |
|--|---|---|----|-----|
| Science based Extempore speech, (35) Poster (28) drawing and model competition | SGC in association with Aryabhata Science Centre, Sivasagar Block | Under the aegis of Aryabhata Science Centre | 2 | 63 |
| National Programme for Youth and Adolescent Development Ministry of Youth Affairs Govt. of India | Nehru Yuva Kendra | Participant in adventure camp | 1 | 3 |
| Social Service | DC Office , Sibsagar Assam Govt. | Social Service | 1 | 2 |
| National Science Day | SGC in association with Aryabhata Science Centre, Sivasagar Block | Celebration of Science Day in College Campus | 15 | 150 |
| Unnat Bharat Abhijan | UBA Cell | Household Survey at Akhoi Putia village | 3 | 30 |
| Unnat Bharat Abhijan | UBA Cell in association with department of Political Science faculties and Students SGC | Plastic free campaign and household surveys at Akhoipotia village | 10 | 30 |
| Unnat Bharat Abhijan | UBA Cell and Deptt. Of Education SGC | Education enhancement programme at Akhoipotia village Disangporia High School | 6 | 16 |
| Unnat Bharat Abhijan | UBA Cell in collaboration with Bio-tech hub, SGC | Agricultural Awareness Programme was conducted among the farmers at Akhoipotia village | 5 | 20 |
| Unnat Bharat Abhijan | UBA Cell in association with Sibsagar Girls' College | Observance of World Menstrual Day at 1) Merbil village 2) Sukanpukhuri High School Merbil village | 8 | 20 |

(Activity done under Project Sakhi)

[View File](#)

3.5 – Collaborations

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

| Nature of activity | Participant | Source of financial support | Duration |
|--------------------|-------------|-----------------------------|----------|
| NIL | Nil | Nil | Nil |
| No file uploaded. | | | |

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

| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration From | Duration To | Participant |
|-------------------|----------------------|---|---------------|-------------|-------------|
| NIL | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | |

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

| Organisation | Date of MoU signed | Purpose/Activities | Number of students/teachers participated under MoUs |
|--|--------------------|---|---|
| Between IIE, Guwahati (1st Party) and Sibsagar Girls' College (2nd Party) Time framework - 5 years | 16/10/2015 | To collaborate with each other in under taking Joint initiatives aimed at promotion of skill development, entrepreneurship education and integrated development of the region | 0 |
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

| Budget allocated for infrastructure augmentation | Budget utilized for infrastructure development |
|--|--|
| 24 | 22.12 |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities | Existing or Newly Added |
|-------------|-------------------------|
| Campus Area | Existing |
| Class rooms | Newly Added |

| | |
|-----------------------------------|-------------|
| Laboratories | Newly Added |
| Seminar Halls | Existing |
| Classrooms with LCD facilities | Existing |
| Classrooms with Wi-Fi OR LAN | Existing |
| Seminar halls with ICT facilities | Existing |
| View File | |

4.2 – Library as a Learning Resource

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

| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
|---------------------------|---|----------|--------------------|
| SOUL 2.0 | Partially | 2.0.0.12 | 2010 |

4.2.2 – Library Services

| Library Service Type | Existing | | Newly Added | | Total | |
|---------------------------|----------|-----|-------------|-------|-------|-------|
| | | | | | | |
| Text Books | 25722 | Nil | 392 | Nil | 26114 | Nil |
| Reference Books | 17476 | Nil | 250 | Nil | 17726 | 0 |
| Journals | 35 | Nil | Nil | 62093 | 35 | 62093 |
| e-Books | 32000 | Nil | Nil | Nil | 32000 | Nil |
| e-Journals | 6000 | Nil | Nil | Nil | 6000 | Nil |
| Digital Database | 2 | Nil | Nil | Nil | 2 | Nil |
| CD & Video | 157 | Nil | 11 | Nil | 168 | Nil |
| Library Automation | 1 | Nil | Nil | Nil | 1 | Nil |
| Weeding (hard & soft) | 1350 | Nil | 50 | Nil | 1400 | Nil |
| View File | | | | | | |

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

| Name of the Teacher | Name of the Module | Platform on which module is developed | Date of launching e-content |
|---------------------|--------------------|---------------------------------------|-----------------------------|
| NIL | Nil | Nil | Nil |
| No file uploaded. | | | |

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

| Type | Total Computers | Computer Lab | Internet | Browsing centers | Computer Centers | Office | Departments | Available Bandwidth | Others |
|------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------|--------|
|------|-----------------|--------------|----------|------------------|------------------|--------|-------------|---------------------|--------|

| | | | | | | | | | |
|----------|----|---|---|---|---|---|---|-------------------|---|
| | | | | | | | | h (MBPS/ GBPS) | |
| Existing | 47 | 1 | 1 | 1 | 1 | 1 | 0 | 100 | 0 |
| Added | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 54 | 1 | 1 | 1 | 1 | 1 | 0 | 100 | 0 |

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

| |
|----------------|
| 100 MBPS/ GBPS |
|----------------|

4.3.3 – Facility for e-content

| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
|--|--|
| NIL | Nil |

4.4 – Maintenance of Campus Infrastructure

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

| Assigned Budget on academic facilities | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | Expenditure incurred on maintenance of physical facilities |
|--|--|--|--|
| 16 | 1580230 | 17 | 1657770 |

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

Physical facilities including laboratories, classrooms and computers etc. are made available for the students admitted as day scholars. The students pursuing practical related subjects at the time of admission have to pay for the laboratory expenses as per University norms. The infrastructural facilities like classrooms, furniture, boards are utilised properly by the students. At times, however such facilities are made available for use for government related / non- governmental organization for conducting exams by various departments. The maintenance and the cleaning of classrooms/ laboratories are done with support staff. Students, Social Services Section of the College, NSS/NCC resort to cleanliness drive of the College Campus from time to time and maintenance of cleanliness of the same. There is a College garden which is maintained by the Departments of Economics and History. There is a herbal garden too which is taken care by the Dept. of Botany. The college has an adequate number of computers with internet facilities. The college is automated with ILMS and it is well equipped with books and journals. The office staff also make full use of computers installed at their seating places. ICT smart classrooms are also well maintained. The maintenance of the UPS and the generators located are regularly monitored. Academic and support facilities like Library, Indoor stadium, NSS, NCC are the platforms supporting overall development of the students. Library access is open to all. The librarian and his staff also monitor the maintenance and cleanliness of the library which is a valuable asset of the institution. The institution has an Indoor Stadium which of late has been utilised as a Badminton Academy for training not only students from the college but also from outside the College. The Academy has trained several boys and girls who have brought laurels to Sivasagar town by winning National and State level Competitions. Various counselling programmes/ employability skills programmes are undertaken for the students by the cells formed for such purposes keeping in mind the vision and mission of the institution.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

| | Name/Title of the scheme | Number of students | Amount in Rupees |
|--------------------------------------|--------------------------|--------------------|------------------|
| Financial Support from institution | Nill | Nill | Nill |
| Financial Support from Other Sources | | | |
| a) National | Ishan Uday | 32 | 3456000 |
| b) International | Nill | Nill | Nill |
| View File | | | |

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

| Name of the capability enhancement scheme | Date of implemetation | Number of students enrolled | Agencies involved |
|---|-----------------------|-----------------------------|-------------------|
| NIL | Nill | Nill | Nill |
| No file uploaded. | | | |

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

| Year | Name of the scheme | Number of benefited students for competitive examination | Number of benefited students by career counseling activities | Number of students who have passed in the comp. exam | Number of students placed |
|-------------------|--------------------|--|--|--|---------------------------|
| Nill | NIL | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | |

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

| Total grievances received | Number of grievances redressed | Avg. number of days for grievance redressal |
|---------------------------|--------------------------------|---|
| 3 | 3 | 10 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

| On campus | | | Off campus | | |
|-------------------------------|---------------------------------|---------------------------|-------------------------------|---------------------------------|---------------------------|
| Name of organizations visited | Number of students participated | Number of students placed | Name of organizations visited | Number of students participated | Number of students placed |
| NIL | Nill | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | |

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

| Year | Number of students | Programme graduated from | Department graduated from | Name of institution joined | Name of programme |
|------|--------------------|--------------------------|---------------------------|----------------------------|-------------------|
|------|--------------------|--------------------------|---------------------------|----------------------------|-------------------|

| | enrolling into higher education | | | | admitted to |
|---------------------------|---------------------------------|----|-----------|--|--|
| 2019 | 6 | UG | Botany | Nil | Nil |
| 2019 | 10 | UG | Zoology | Nil | Nil |
| 2019 | 9 | UG | Chemistry | Nil | Nil |
| 2019 | 1 | UG | Maths | Nil | Nil |
| 2019 | 2 | UG | Economics | Dibrugarh University | Nil |
| 2019 | 4 | UG | English | English | University of Alberta |
| 2019 | 10 | UG | Assamese | 1-Guwahati University 3-AWE 6-Dibrugarh University | 7-PG, 1-D.El.Ed, 1-PGDCA, 1-GNM |
| 2019 | 14 | UG | Home Sc | Down Town University, Women University | PG |
| 2019 | 15 | UG | Geography | Nil | Nil |
| 2019 | 2 | UG | History | Nil | Nil |
| View File | | | | | |

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

| Items | Number of students selected/ qualifying |
|-------------------|---|
| NET | 2 |
| No file uploaded. | |

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

| Activity | Level | Number of Participants |
|---------------------------|---------------|------------------------|
| Outdoor Sports | Institutional | Nil |
| Music | Institutional | Nil |
| Literary Activities | Institutional | Nil |
| Indoor Sports | Institutional | Nil |
| Cultural | Institutional | Nil |
| View File | | |

5.3 – Student Participation and Activities

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

| Year | Name of the award/medal | National/ Internaional | Number of awards for Sports | Number of awards for Cultural | Student ID number | Name of the student |
|-------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| Nil | NIL | Nil | Nil | Nil | Nil | Nil |
| No file uploaded. | | | | | | |

5.3.2 – Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)

The College Union is a very important constituent of the institution without which the democratic structure/process would not work in the desired manner. The Union body facilitates the students to engage themselves effectively in co-curricular and extra-curricular activities of the College and plays a vital role in providing opportunities for shaping them into valuable human resources.

Functioning of the College Union : The election of the College Students body is conducted in accordance with the norms as laid down in the Lyngdoh Commission Report. The executive members of the Students body as well as class representatives are duly elected in the election process. The College Union is supervised and assisted by Teacher Advisers to guide them in the various activities. Activities of College Union The Union body operates with a sense of responsibility in dealing with the student concerned activities. It undertakes programmes that promote Corporate, social and cultural life of the students. The activities of the Union also include the organizing of the annual Youth festival (which includes sports, literary, music and culture related events) which is an important medium for showcase of various talents of the students. The Union body also takes the lead in the celebration of local and national days thus inculcating a sense of patriotism among the students. The Union body also takes the initiative of publishing a College Magazine annually.

Representation in Academic and administrative bodies: Student members are involved in several institute and department level committees with active participation. Students members are accommodated in the IQAC, Hostel Committee in which they play a major role regarding food quality, hygiene and other facilities. The student body members play a major role in enrolling and encouraging students to the NCC at the time of admission. The students play a participatory role in some other Committees like Anti-ragging Committee, Discipline Committee also. Their suggestions and opinions are taken into consideration for furtherance and enhancement of academic quality of the institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The alumni of an organization are the reflection of its past, representation of its present and a link to its future. Our institution has an Alumni Association right from the first cycle of accreditation and is quite active with a lot of involvement in the College activities. However, the association is not registered. The process of registration is under way and we are hopeful that this would be completed very soon in the near future. As for activities, though the institution does not have a registered alumni association, efforts are always made to reconnect with the alumni. The alumni association has proved to be a good support system to the institution. They are our best ambassadors offering invaluable marketing/publicity of their alma maters attracting new faces to join the institution. The alumni who have got good placements are always willing to 'give back' to the institution. Alumni meets are held once a year, Departmental alumni meets are also held once a year. One of our alumni, Mrs. Manisha Mazindar Barma had donated a huge amount for the college and the amount was utilized for construction of a ICT enabled hall cum mini-conference hall. The alumni of our institution are always filled with a sense of pride and loyalty for the institution. We are looking forward to the future where we will organise the alumni in such a way that they would support us more by way of 'giving back' as they desire with factors ranging from helping us in improving our infrastructural facilities, lending their expertise skills to our students, and enhancing the name and fame of the institution through their constant involvement in all matters. They can also lend their hands towards contributing

in academic matters, student support as well mobilization of resources (financial and non-financial).

5.4.2 – No. of enrolled Alumni:

100

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

9040

5.4.4 – Meetings/activities organized by Alumni Association :

Meetings held on 7/9/2019 where 16 members were present to discuss various issues related to the Alumnae association. In May 2020, with the initiative of 1982 Alumnae batch, the Swahid Bedi (Martyrs Column) was installed at the main campus..

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Governing body to the entire staff and students, all the stakeholders have a role to play in the building of a college. The college focuses on decentralization. The Governing body : The Institution's management comprises of the governing body with specific functions that cater to the needs of the institution for the ongoing process and development of the institution. All strategic plans relating to infrastructural development, enhancement of quality in teaching-learning process, promotion of research and healthy practices are approved by the GB which are so much essential to reach the set goals or benchmarks of the institution. The GB also takes care of the financial management and the implementation of facilities for the institution. It guides and articulates the available resources and authorizes the head of the institution to carry out the activities. The Principal, HODs (Head of departments) teaching staff, non-teaching staff along with student union members, as a community concentrate on fostering the progress of the institution by sharing the responsibilities and participate in the growth of the institution. The Principal: He is the member-secretary of the Governing body and chairperson of the IQAC. The/Principal in consultation with the Teachers of the different committees implements different academic, office and student related policies. There are several committees which work hand in hand with the authorities as well as with the IQAC. The different committees are :- ? Internal Quality Assurance Cell ? Library Management Committee ? Financial Advisory Committee ? Discipline Committee ? Hostel Committee ? Prospectus Committee ? Grievance Redressal Committee ? Website Development Committee ? Purchase Committee ? Works Committee/Building Committee ? Academic and Administrative audit committee ? Admission committee ? Examination committee ? Research promotion committee ? Fund Raising and Resource Mobilization Committee ? Career Counselling and Guidance Committee ? Employees Welfare Committee ? Placement Committee Some committees are constituted in accordance with governmental guidelines such as-Sexual Harassment Prevention Committee, Anti Ragging Committee. Teaching Staff : Faculty members are given representation in various committees/cells nominated by the Principal or according to unanimous decisions in Staff Meetings. Non Teaching Staff : Non teaching staff members are also represented in the Governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or in the decision-making process. Participative Management : The college promotes the culture of participative

management at all levels. The principal, governing body, faculty members and the IQAC are involved in defining policies and decision taking, framing guidelines and rules and regulations pertaining to admission, examinations, code of conduct, discipline, grievances, finance, construction, renovation etc. The Principal and the faculty members interact with government and other external agencies. Students, and office staff support and lend a helping hand with the Principal and the faculty for the execution of different academic, administrative, extension related, co-curricular and extra-curricular activities.

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

Partial

6.2 – Strategy Development and Deployment

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

| Strategy Type | Details |
|---------------------------|---|
| Human Resource Management | <p>The admission procedure of the institution is very clear and transparent. Usually, information regarding the admission process is duly notified in the notice board, newspapers, college website and also hung at prominent spots of the town for advertisement. The authority, each year appoints an Admission Committee with a Co-ordinator and some members to monitor the entire admission process. The admission committee scrutinises the forms and chalks out the strategy for admission of the students in the various courses/programmes offered by the College. It prepares a merit list based on the performance in the last exam. The Committee also ensures that the government reservation policy is strictly adhered to. Students are categorised into BPL (Below Poverty Line) and APL (Above Poverty Line) with the annual income into account. BPL students are offered free admission according to the Govt. of Assam norms and guidelines. From 2019 onwards, online form issue and admission has been introduced, Cashless transaction is also a priority which has been achieved since a few years back.</p> |
| Human Resource Management | <p>Sibsagar Girls' College is a premier institution catering to the needs of higher education of girls in the historic destination of Sibsagar in Assam. Most of the students come from diverse communities and from rural areas. In keeping with the vision and mission of the college, it is our utmost duty to give the best of knowledge and skills to our students</p> |

and empower each of them as well as to create a human resource in the right sense of the term. To do so, the college undertakes various training programmes for the students to gain and enhance their capability skills. Teachers attend faculty induction programmes, faculty development programmes, seminars, workshops, refresher courses, orientation programmes, short term courses etc. up and keep up in line with the latest academic trends. Workshops, (student centric and teacher centric) student seminars, student exchange programmes, faculty exchange programmes are some other modes in which the making of human resources rely upon. The authorities as well as the IQAC takes initiatives in organizing training programmes for the administrative staff also to ensure and develop skills in the day to day administration and use of effective technology for the purpose.

Research and Development

A notable amount of teachers are involved in various research activities. The college authorities encourages and inspires the existing faculties to go in for research work and acts as a support system by providing necessary facilities and leave as and when required. The Research Promotion Committee takes the initiative in publishing in house research journals in which teachers of all departments are encouraged to contribute research articles. The teachers also take interest in taking up minor as well as major research projects and contribute their lot towards development of research in the institution.

Examination and Evaluation

The college has a stringent and systematic process for the evaluation of the students. It considers students, alumni, and parents as valuable stakeholders. The evaluation of students is carried out on their overall performance which includes the internal evaluation in the form of internal exam (IE) and University level evaluation by conducting the end semester examination. An Examination Committee with the Principal as the officer in Charge, one Assistant Officer in Charge and 2 Confidential

Officers is constituted for conducting the examinations in a systematic and hassle free way. The information regarding evaluation process is relayed to the parents in the parent-teacher interface. The University always takes initiatives to implement the reforms especially in the exam process. The overall development of students is one of the motto of these reforms. For this, the University has introduced and initiated the CBCS pattern from 2019 onwards for UG programmes. In CBCS, the students are evaluated on a continuous basis. The evaluation includes home assignments, project work, laboratory and field work, surveys, presentations, group discussions, quizzes as part of internal evaluation and an end semester exam. The pattern is much useful for students which improves their involvement in the learning process.

Curriculum Development

Education is evolving at a faster pace than other period in history. There's a growing awareness among the stakeholders that today's curriculum needs to evolve to meet tomorrow's reality. Therefore, the college has felt the need to educate the students to develop new skills to solve tough problems, collaborate effectively and express ideas in new ways. Though apart from the regular curriculum as prescribed by the University exists presently, ways and means have been worked out to start a holistic education that would prepare students for their future careers. This would include practical vocational skills, innovative skills, communication strategies and leadership development. The College would lay stress on problem-solving, coding which would go a long way to prepare students to address future challenges.

Teaching and Learning

The development of a nation rests on the shoulders of teachers because they shape the future generation. The College is thus highly committed to continuous improvement in the teaching learning process with action planning to address any identified issue forming an essential part of the feedback process. Regular peer observations as well as peer learning among students are a feature in all curriculum areas. Faculty members are encouraged to

explore new and innovative teaching and learning strategies. The appraisal and performance record for each member of the teaching fraternity and assessing them, places a strong emphasis on the quality of teaching, learning and assessment. With the ongoing pandemic situation, and with the conduct of outline classes becoming the need of the hour, faculty members have tried to acquaint/themselves and adapt themselves to the new modes of teaching by regularly attending faculty development programmes and workshops, webinars online. The focus is to continue the learning process without break as well as to improve skills in using new technologies to develop teaching and learning strategies.

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

| E-governance area | Details |
|-------------------------------|--|
| Student Admission and Support | <p>a) College Website with its both dynamics static pages work for publicity of admission in the online platforms. b) Prospective students apply through college website where they can access information like phase wise merit lists. Cut off marks, departments wise intake capacity, Hostel admission, Admission fees, Best practices, facilities like sports music, literary activities Extra Curricular etc. c) Finally, a final list of admitted students in the college is generated form the website weblink admission software. d) Group messaging (SMS) helps students notices in receiving from college office instantly. e) Library automation with SOUL 2.0, digitization of d-space, online public access catalog, reference service bibliographic service etc.</p> |
| Administration | <p>? Biometric machine has been installed to keep the record of attendance of the employee of the institution ? Whatsapp official information group has been formed to give and circulate all official related information. ? Website of the College stores all the information regarding the college with relevant updates from time to time.</p> |
| Finance and Accounts | <p>The salary e-bill of teaching and non-teaching staff of the college gets uploaded through the Assam Govt.'s financial portal and salary of all</p> |

| | |
|-------------|--|
| | employees are disbursed distributed through their respected bank accounts. |
| Examination | Dynamic College Website provides the link for Examination Form fill up to students. The office administrator can track the record of the students who successfully submits the form fill up courses. He or she can also track the record of the pending cases as a result out of non payment of examination fees at university's account |

6.3 – Faculty Empowerment Strategies

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

| Year | Name of Teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support |
|-------------------|-----------------|--|--|-------------------|
| Nill | Nill | Nill | Nill | 0 |
| No file uploaded. | | | | |

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date | To Date | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|-------------------|--|---|-----------|---------|---|---|
| Nill | NIL | Nill | Nill | Nill | Nill | Nill |
| No file uploaded. | | | | | | |

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

| Title of the professional development programme | Number of teachers who attended | From Date | To date | Duration |
|---|---------------------------------|------------|------------|----------|
| Short Term Courses | 5 | Nill | Nill | Nill |
| RC | 7 | Nill | Nill | Nill |
| FDP | 22 | 21/10/2019 | 26/10/2019 | 6 |
| View File | | | | |

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

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

6.3.5 – Welfare schemes for

| Teaching | Non-teaching | Students |
|---|---|--|
| A welfare Fund is functional in which teachers contribute an amount of Rupees 50/- per month which is deducted from the salary account. The fund is utilised as and when emergency arises out of critical illness, accidental cases etc. The beneficiaries of the scheme are the teaching staff, non teaching staff and students. | A similar welfare fund is also functional amongst the non-teaching staff in which each member contributes a monthly amount of Rupees 100/- for the fund. The fund is utilised in the eventuality of a critical illness, accidental cases etc. | A students Welfare fund also exists in the institution in which students contribute an amount of Rs. 100/- at the time of admission. The beneficiaries of this fund are students from financially weaker sections and also students suffering from critical illness. |

6.4 – Financial Management and Resource Mobilization

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

The institution has a systematic financial management system. The statutory body monitors and approves all financial related matters and ensures that proper auditing mechanisms are conducted. All the accounts under different heads are audited both internally and externally every year. On behalf of the Principal, the head accountant maintains the accounts of the government funds as well as funds from other sources. External audit is conducted by the department of Audit, Govt. of Assam. The external audit team checks whether fund utilization is done in accordance with the prescribed procedures. Tenders and quotations are also verified by the audit team. Their suggestions are incorporated in planning and effective utilization of funds.

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

| Name of the non government funding agencies /individuals | Funds/ Grnats received in Rs. | Purpose |
|--|-------------------------------|---------|
| NIL | Nil | Nil |
| No file uploaded. | | |

6.4.3 – Total corpus fund generated

35800

6.5 – Internal Quality Assurance System

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

| Audit Type | External | | Internal | |
|----------------|----------|--------|----------|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | Nil | Yes | Internal Academic Audit Committee |
| Administrative | No | Nil | Yes | Finance Committee Sibsagar Girls College |

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

The Parent-Teacher Association has been constituted to maintain the

communication between parents, teachers and students. The Parents Teacher Association plays a vital role in the sustenance of academic quality of the college. The executive members of the PTA are elected every year in the beginning of the academic session in a general meeting. The general body of the PTA meets twice a year. Once at the beginning of the session when an induction programme is held for the students in which they are briefed about the college, rules and regulations, their expected behaviour and the maintenance of discipline. Parents are thus asked to co-operate in maintaining the name and fame of the college. Further, Departmental PTA meetings are held once in a semester following the internal exams in which the performance of the students are discussed, betterment options, and improvement strategies to be taken. In special cases individual parents contact is the medium through which solution of matters are brought about.

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

Though not many developmental programmes have been initiated in the past, some programmes like computer training programmes, training on latest updates of technology are arranged for the staff. In order to relieve day to day stress of the employees, yoga and meditation classes are also arranged.

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

1) As per the recommendations of NAAC peer team during the 2nd cycle in 2010, emphasis on functioning of departmental libraries was taken in right earnest. Each department has a good stock of syllabus related and reference books. The students avail the facilities of the departmental libraries. Books are issued in such a manner that all students can get a chance to use the books according to their needs. 2) As regards sports facilities, an indoor stadium has been constructed from RUSA funds and is in an operational stage. Indoor competitions for youth festival are organised and the facilities are fully utilised by the students. Awareness camps for promotion for sports and games as part of day to day life are organised to encourage students towards healthy life-style and physical well-being. 3) A separate reading room is available for the faculty members in the library. An academic and serene atmosphere prevails in the room where teacher members find it convenient for carrying out their academic pursuits. 4) The suggestion of more research and publications to be undertaken have been followed in practice. A total of 11 teachers have completed their Ph.D.s 2 teachers have taken up Major Research Projects. 4 have taken up minor research projects. A publication of a book entitled "ECLECTIC" was published in 2019 with many noted research papers as articles.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

| Year | Name of quality initiative by IQAC | Date of conducting IQAC | Duration From | Duration To | Number of participants |
|------|--------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2019 | Celebration of World Environment Day | 05/06/2019 | Nil | Nil | 40 |
| 2019 | | 20/06/2019 | Nil | Nil | 30 |

| | | | | | |
|------|---|------------|------------|------------|-----|
| | Celebration of Rabha Divas | | | | |
| 2019 | Celebration of International Yoga Day | 21/06/2019 | Nil | Nil | 35 |
| 2019 | Celebration of Librarian's Day, (S.R. Ranganathan's birthday) | 12/08/2019 | Nil | Nil | 20 |
| 2019 | Book festival in association with Gyanam | 04/09/2019 | 04/09/2019 | 06/09/2019 | 150 |
| 2019 | Celebration of world Tourism Day | 27/09/2019 | Nil | Nil | 50 |
| 2019 | Career Development Seminar | 27/09/2019 | Nil | Nil | 100 |
| 2019 | A State Level Programme for Ignited Youth Ek Bharat Vijay Bharat | 28/09/2019 | Nil | Nil | 150 |
| 2019 | Celebration of Gandhi Jayanti and felicitation of famous artist and Sculptor of Assam Rupam Bezbaruah | 02/10/2019 | Nil | Nil | 100 |
| 2019 | Awareness programme on Sensitization and tobacco control | 16/10/2019 | Nil | Nil | 20 |

[View File](#)

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

| Title of the programme | Period from | Period To | Number of Participants | |
|---|-------------|-----------|------------------------|------|
| | | | Female | Male |
| Rights of Women and the laws for protection of Women Rights | 17/10/2019 | Nil | 100 | 4 |

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

| Percentage of power requirement of the University met by the renewable energy sources |
|--|
| Activities based on environmental awareness and its sustenance have been regularly undertaken under the banner of IQAC, NSS, NCC, ACTA (teacher's organization), Environment cell, Eco-club and Women's Cell. "Nurture Nature" is strictly adhered to. Regarding alternate energy initiatives, the College did have a solar park installed at the Science Camp and several power connections were made possible. This included the energy requirements at night (lighting the entire hostel and Science Campus). The lighting arrangement at the main College Campus at night is also available through solar lighting. It also included provision of Solar Cookers in the hostel kitchen thus reducing the power requirements of other sources. |

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

| Year | Number of initiatives to address locational advantages and disadvantages | Number of initiatives taken to engage with and contribute to local community | Date | Duration | Name of initiative | Issues addressed | Number of participating students and staff |
|------|--|--|------|----------|--------------------|------------------|--|
| Nil | Nil | Nil | Nil | Nil | NIL | Nil | Nil |

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

| Title | Date of publication | Follow up(max 100 words) |
|-------|---------------------|--------------------------|
| NIL | Nil | Nil |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity | Duration From | Duration To | Number of participants |
|--|---------------|-------------|------------------------|
| Every morning, prayers are held in the departments where values like honesty, truthfulness, importance of a disciplined life are imparted to the students | 01/06/2019 | 31/05/2020 | 30 |
| Every, morning before the beginning of classes, two students of the history department are assigned to light a diya and agarbattis at the altar of Goddess Saraswati thus promoting a sense of a sacredness contributing towards a serene academic envt. | 01/06/2019 | 31/05/2020 | 30 |
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

NCC,NSS, Social Survey Section of the Students body, Eco Club and Environmental Cell maintains the cleanliness of the campus. The organizations frequently organises various activities up keeping an eco-friendly behavior through plantation drives in the campus and maintenance of the saplings planted thereof Strong initiatives have been initiated to make the campus tobacco free and plastic free (Garbage disposal system has been taken up science 2016-17)

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice: Play school for Tiny-Tots Objectives : In keeping with the syllabi, the Department of Home Science of our College runs a pre-primary/play school for kids of the age group of 2 1/2 . The objective of opening a play school is to acquaint the students with the child psychology and child development of pre-school kids. Practice : The practice has been in vogue since 2003. Play at school is more than recess. It can be any activity, in the classroom or out, that fascinates the brain. When teachers use play in the curriculum and let the children follow their own interests, learning happens. When learning is self-initiated and self directed that way, it goes deeper and lasts longer. Another best practice associated with the play school is that pre-

school education is provided at a very low cost with a well-maintained ratio of 1 teacher to 20 students for imparting quality education and which enables the teachers to take personal care of each child. The department also takes the initiative to appoint alumni of the college as teachers for the purpose. Impact of the Practice: Play is integral to the academic environment. It has been shown to help children to enhance their learning readiness, learning behaviours and problem solving skills. Play enhances physical development, cognitive development, social and emotional development. Above all, students of the department get firsthand knowledge or so to say practical knowledge regarding the various stages of development in a pre-school child. Obstacles faced: Because of the pandemic situation, it has not been possible to continue the activities of the school as all parents of the students are not techno-savvy. Salary payment to the teachers are getting delayed for which they are facing hardships. Best practice II Title of the Practice: Extension activities by department Goal: Our College inculcates social values and responsibilities to the students by engaging them in the extension activities in the adopted villages for holistic development of the society. Various programmes are organised through the NSS and NCC wing of the College under the UBA scheme and the Bio-Tech Hub. The various departments too engage their students in carrying out extension activities. Through extension activities, students learn collaboration, teamwork, leadership qualities and the importance of working together. Context: Our college is located in Sibsagar District which has a number of villages nearby and which follow various agricultural practices. So the Bio-Tech hub, and under the UBA scheme, initiatives had been taken to carry out activities in which awareness and sensitization on diverse aspects were laid stress upon. Our institution has taken up 5 colleges for adoption - Bagal Habi Gaon, Kopouting, Banmukh Dehingia, Akhoi phutia, Merbill and in which most of the departments had take initiatives to organise programmes, in the villages. Though several programmes had been planned, due to the pandemic situation, some of them could not be carried out as planned. An awareness programme on organic farming was undertaken to encourage the rural farmers to take up such practices. Another such awareness programme on organic farming and distribution of Trichoderma samples among farmers were taken up at Bagal Habi Gaon, another adopted village. An awareness programme on new acts and loans relating to women was also taken up in the villages to sensitize the women on such pertinent issues. Some of the departments also jointly took up the initiative of taking Covid an awareness drive in the adopted villages. Evidence of success The various extension activities have helped the residents of the villages to look for healthier and sustainable agricultural practices. The various programmes on nutrition needs and other related topics have instilled a spirit of awareness in the rural women the need for looking after their own health. When students go and spent quality time with them, they are happy enough to share their feelings.

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

https://sibsagargirlscollege.org.in/uploads/weblink/best_practices_2019-20.docx

7.3 – Institutional Distinctiveness

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

The institution is one of the premier institute for girls in the state of Assam and is a much sought after institution by students. It is situated in a suitable and approachable location of Sibsagar town. Though the land area of the main campus is limited, yet in the backdrop of a secular surrounding with the historic Shiva Temple, a Mosque, the historic Baptist Church, a Buddhist Temple and Gurudwarah nearby, the location of the college itself presents a

wonderful, serene and peaceful environment in the true sense of the term. As envisaged in the vision and mission of the institution, our thrust is to provide quality in academic pursuits and hence continuously strive for curricular excellence by incorporating the courses to suit the needs of the 21st century. Currently, the institution offers many courses in the UG level as well as a few certificate courses. True to its vision, alongwith academic pursuits, the college has been successful in empowering the girl students through holistic education. Many students have graduated from our college and some have occupied places of prominence not only in the home district or in the state of domicile but in other parts of the country too. Being a girl's education institute and in keeping with the vision of shaping the future of young women by empowering them in all aspects, the Women's Cell of the College plays a vital role in introducing and organising programmes relating to women health issues, women's rights, hygiene management, self defence training programmes and camps to train them for their future roles. The Women's Cell not only caters to the various aspects of the girl students but also takes up various extension activities including training programmes for rural women, awareness programmes about personal hygiene, sanitation, legal and mental health related issues, specifically in the adopted villages under the College. The cell further encourages and motivates the young minds towards research oriented studies and contribute their lot towards the society. Another unique feature of the institution is the student's union body whose representatives are elected in a democratic manner by way of elections. The students carry out their responsibilities independently and flawlessly thus acquiring the ideals of leadership. The participation of students in various extension activities through the medium of various governmental, non-governmental bodies, NSS, NCC and other such agencies, not only help the students to showcase their talents but their involvement in such activities gives them the practical experience of shouldering social responsibilities. Emphasis on scientific temperament, character building, skill enhancement is encouraged gaining entrepreneurial skills and employability skills, capability enhancement skills are prioritised through various career counselling, personal counselling and entrepreneurial training programmes thus fulfilling the much desired mission of the institution. The college with a visionary management and committed and learned faculty continues its inspiring journey to reach new heights and new horizons. In the current academic year with our thrust on self reliance some innovative courses are on the agenda to make our students march towards self reliance.

Provide the weblink of the institution

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8.Future Plans of Actions for Next Academic Year

Amidst the pandemic situation, the institution too focuses a lot of hurdles and stagnancy in all fields. Nevertheless, several plans of action are on the agenda in order to keep pace with the other institutions and to upkeep, the academic quality of the institution. 1) In view of the 3rd cycle of accreditation and the process. Which has been delayed for quite some time, the IQAC has decided to conduct a workshop on by a renowned resource person from Guwahati University as well as a member of NAAC Peer team - Dr. Jogen Kalita 2) The online classes being the only option to keep the teaching mode in line, the institution also plans to gear up the teachers for facing the challenge of holding online classes. As such, it joined hands with the Teaching Learning Centre, Tezpur University to conduct a training programme for teachers on 'Use of ICT in Teaching 3) Several online academic activities are on the agenda too like - conduct of induction training programme for faculties of higher educational institutions and online refresher course/FDP for teachers. 4) Several awareness programmes on Covid behavior to be taken up in real earnest by the faculties in the neighbourhood and adopted

villages. 5) The member of the IQAC had also raised issues for a fund raising scheme to keep a continuity of the different programmes to be taken up by IQAC from time to time 6) Apart from the celebration of important days and festivals the IQAC also conveyed to the departments to celebrate two events each year relating to the subject concerned and which is to be inclusive in the academic calendar. 7) Plans are also in the agenda for the proper utilization of our third campus i.e. Boniabari Campus and urgent initiatives to be taken for early materialization for the plans taken. 8) To encourage students to enroll in various platforms of MOOCs and SWAYAM 9) Strengthen the research activities in the institute and motivate faculty members to bring out research articles / publications with high impact factor 10) Publication of an Annual News Letter to be initiated 11) Publication of E-Journal to be initiated