

S.B.DEORAH COLLEGE
G.S.ROAD, ULUBARI, GUWAHATI – 781007 (Assam)
Tel.No.: 0361-2523172
E-mail: info@sbdeorahcollege.org.in
sbdeorahcollege@gmail.com
Website: www.sbdeorahcollege.org.in

1. Details of the Institution

1.1 Name of the Institution	S.B.DEORAH COLLEGE
1.2 Address Line 1	ULUBARI
Address Line 2	G.S.ROAD
City/Town	GUWAHATI
State	ASSAM
Pin Code	781007
Institution e-mail address	info@sbdeorahcollege.org.in sbdeorahcollege@gmail.com
Contact Nos.	0361-2523172 ; +919435024667; +919435340466
Name of the Head of the Institution:	DR. DHARMENDRA NATH
Tel. No. with STD Code:	0361-2523172
Mobile:	+919435024667

Name of the IQAC Co-ordinator: DR. BANDANA BAISHYA

Mobile: +919435340466

IQAC e-mail address: info@sbdeorahcollege.org.in

1.3 NAAC Track ID (For ex. MHCOGN 18879) ASCOGN12101

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

EC(SC)/10/A & A/113.2 dated
15-11-2015

1.5 Website address: www.sbdeorahcollege.org.in

Web-link of the AQAR: http://www.sbdeorahcollege.org.in/wp-content/uploads/2018/12/ASCOGN12101_S-B-Deorah-College_AQAR2015-16.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C ⁺⁺	66.75	2005	2010
2	2 nd Cycle	B	2.46	2015	2020
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 15-05-2006

1.8 AQAR for the year (for example 2010-11) 2015-16

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2015-2016 **26/ 12/2018**
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (PhysEdu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (*for the Colleges*)

GAUHATI UNIVERSITY

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc. **NO.**

Autonomy by State/Central Govt. / University	<input type="text"/>	
University with Potential for Excellence	<input type="text"/>	UGC-CPE <input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE <input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST <input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>) <input type="text"/>
UGC-COP Programmes	<input type="text"/>	

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="07"/>	
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>	
2.3 No. of students	<input type="text" value="02"/>	
2.4 No. of Management representatives	<input type="text" value="02"/>	
2.5 No. of Alumni	<input type="text" value="01"/>	
2.6 No. of any other stakeholder and community representatives	<input type="text" value="02"/>	
2.7 No. of Employers/ Industrialists	<input type="text" value="NIL"/>	
2.8 No. of other External Experts	<input type="text" value="NIL"/>	
2.9 Total No. of members	<input type="text" value="16"/>	
2.10 No. of IQAC meetings held	<input type="text" value="05"/>	
2.11 No. of meetings with various stakeholders:	<input type="text" value="10"/>	No. Faculty <input type="text" value="04"/>
Non-Teaching Staff	<input type="text" value="01"/>	Alumni <input type="text" value="03"/>
Students	<input type="text" value="01"/>	Others <input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text"/>	No <input checked="" type="checkbox"/>
	<input type="text" value="No"/>	

If yes, mention the amount

2.13. Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

- Symposium on “Academic Audit” held on 12th August 2015.
- Seminar on “Yes, I am the Change” held on 24th August 2015
- Seminar on “Social Victory of Victorian England” held on 7th Sept. 2015.
- Workshop on “Language Learning Strategies” held on 10th Sept. 2015.
- Seminar on “Some Aspects of Assam History: New Interpretations” hold on 14 Sept. 2015.
- Seminar on “Integrated Child Development Scheme” held on 3rd Oct.2015.
- Seminar on “Tenth Schedule: A Myth?” held on 5th Oct. 2015.
- Seminar on “Indirect Taxation” held on 7th Oct. 2015
- Talk on “Prosepects of Chartered Accountant as Career and Easy Learning of Commerce”

2.14 Significant Activities and contributions made by IQAC

- IQAC carried out the documentation of the various programmes/activities of the college, leading to quality improvement.
- The academic calendar is annually prepared by the IQAC and it monitors its implementation throughout the year.
- IQAC make arrangement for feedback responses on quality related institutional processes from different stakeholders such as students, alumni, parents etc.
- It acts as a nodal agency for co-ordinating quality related activities.
- It identifies the best practices and disseminating them among the students and teachers.
- It organises workshops and seminars on quality related theme.
- It disseminates information among the students and teachers on the various quality parameters of higher education
- It works towards facilitating the creation of a learner-centric environment conducive for quality education
- IQAC prepares AQAR for the college for assessment and re-accreditation by NAAC

- It actively involved in promoting research activities in the college. It has a research committee which examines and evaluates the research proposals of the faculty members before submitting to the agencies like UGC, ICSSR etc.
- Remedial coaching classes were organised for the ST/ SC/ OBC/ Minority students and slow learners.
- The Health Care Cell of IQAC organizes health check-up camps and health awareness programmes from time to time.
- The IQAC in association with Students' Welfare Committee of the college works for the welfare of the students. It selects poor meritorious students for providing financial help by the authority in the form of book grants, free uniform, waiver of tuition fees etc.
- The Women's Cell in collaboration with the IOAC works towards providing a gender friendly atmosphere in the college.
- The IQAC has a beautification cell which makes efforts to keep the campus eco-friendly.
- The Grievance Redressal Cell redressed complains receives from the students on various issues.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

**Enclosed in Annexure- I
Academic Calendar Attached**

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	0	0	0
PG	0	0	0	0
UG	2	0	1	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	5	0	5	0
Others	2 (H.S./+2)	0	0	0
Total	9	0	5	0

Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of Programme
Semester	2
Trimester	0
Annual	0

1.3 Feedback from stakeholders* Alumni Parents Employers Students

(On all aspects)

Mode of feedback: Online Manual Co-operating schools (for PEI)

Feedback collected manually from the Students

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO

1.5 Any new Department/Centre introduced during the year. If yes, give details.

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
22	04	18	NIL	NIL

2.2 No. of permanent faculty with Ph.D.

12

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
NIL	NIL	NIL	NIL	NIL	NIL	7	NIL	7	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	NIL	15	5
Presented papers	0	2	0
Resource Persons	0	2	0

2.6. Innovative processes adopted by the institution in Teaching and Learning:

The College has introduced some new measures for the overall improvement of teaching and learning.

- Group discussion, seminars, course related quiz, surprise test etc are held round the year so that there is active involvement of the students in the teaching learning process.
- Remedial classes are also held towards the end of each session to help the academically weak students.
- Reading list, lecture summary, study materials and home assignments are also given to the students for their comprehensive learning.
- Measures are taken to ensure accessibility of the teachers in and out of the class to motivate further study and discussion.
- Students are given help and training in the use of library and computer services and are informed about the availability of reading materials for the prescribed syllabus in the library.
- Teachers are always asked to advice the students on all matters and provide feedback on their performance.
- Applicability/ relevance to real life situations of course content is pointed out by the teachers.
- Student's feedback questionnaires are provided to the students to evaluate the Programme and assess the teachers individually to know their strength and weakness.

2.7 Total No. of actual teaching days during this academic year

157

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Nil

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

3	3	3
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2.10 Average percentage of attendance of students

69%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division (in %)			
		Distinction	I	II	pass
B.A.- (Major)	56	nil	16.1	71.4	87.5
B.Com-(Major)	36	nil	2.8	97.2	100
		-	-	-	

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

Various steps are taken by the IQAC to contribute /monitor /evaluate the teaching learning process.

- An academic calendar is annually prepared by the IQAC and it monitors its implementation throughout the year.
- Arrangements are also made for the uninterrupted holding of classes and timely completion of syllabus.
- The HODs are asked to maintain log books wherein each teacher records his/ her classes taken and lessons taught.
- The HODs monitor the progression of the syllabus by holding meetings from time to time and they report the same to the principal.
- The IQAC also organises feedback sessions with the students to monitor and evaluate the teaching learning process.
- The IQAC also makes arrangements for organising in- house workshops and seminars for the students and teachers to make the teaching learning process more interactive.
- Field trips are also organised by the IQAC so that the students have first hand information on relevant topic.
- The IQAC ensures access to Computers and internet facility at the departmental level.
- It encourages faculty members to attend workshops, seminars, training programmes on teaching methods.
- It organizes workshops and seminars with external experts to expose the faculty to advance level of knowledge and skill.
- Educational tours are organized to make teaching learning more effective.
- It makes efforts to make the teaching learning process more student centric by encouraging teachers to adopt participatory teaching methods.
- It promotes research culture by motivating the teachers to undertake research projects.
- It ensures smooth functioning of students' support services which supplement the teaching learning process.
- It ensures that all grievances of the students relating to teaching and learning are

redressed through the Grievance Redressal Cell.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (Short term course)	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	11	0	0	2
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- The IQAC works with the research committee for sensitizing / promoting research climate in the Institution.
- Two MRP projects of faculty members have been accepted by the UGC and the same are going on.
- Because of its constant encouragement, large percentages of the teachers have completed doctoral degrees and some are pursuing the same.
- Many students are also actively involved in project work as per Gauhati University syllabus.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			
Outlay in Rs. Lakhs			5.6	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	0	-
Outlay in Rs. Lakhs			4.2	

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	02	-01	08
e-Journals	-	-	-
Conference proceedings	-	05	-
Published in Books	-	-	01

3.5 Details on Impact factor of publications: **NIL**

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	--
Minor Projects	2014-16	UGC	Rs. 4.2 Lacs	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)			--	--
Total	-	-	4.2Lacs	-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Book Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges: Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10. Revenue generated through consultancy

3.11. No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	9
Sponsoring agencies	-	-	-	-	COLLEGE

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaboration International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year: **NIL**

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	

Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year: **NIL**

Total	International	National	State	University	Dist	College

3.18. No. of faculty from the Institution who are Ph.D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones): **NIL**

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events: **NIL**

University level State level
 National level International level

3.23 No. of Awards won in NSS: **NIL**

University level State level
 National level International level

3.24 No. of Awards won in NCC: **NIL**

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="4"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="5"/>
		Any other	<input type="text" value="-"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

As a part of institutional social responsibility, the college in association with NSS, Red Ribbon Club and Extension Education Cell has been providing various community services in the form of extension activities:

The college has an active NSS wing and Red Ribbon Club which conducts various Programmes on social issues throughout the year. Training programs, camps, workshops, film shows, blood donation camps are conducted both inside and outside the college campus.

- A special NSS camp was held in the college from 1-3 October, 2015. On 3rd October a meeting was held in the primary school in the adopted village Bhabanipur. The college donated 10 fans, 1 water purifier and 1 dustbin to the school as a part of institutional social responsibility. Financial support was extended to some poor students so that they continue pursuing their study.
- NSS Volunteers of the college participated in the Unity run which was organised to observe National Unity Day on 31st October, 2015, to mark the birth anniversary of Sardar BallavBhai Patel.
- 34 NSS volunteers participated in the 12th South Asian Games held from 5-16 Feb., 2016, which was organized by Ministry of Youth Affairs and Sports, Union Government in collaboration with Government of Assam.
- A youth Conclave on Skilled youth, Empowered Assam under NYKS (Nehru Yuva Kendra Sangathan) was organised in Gauhati University on 29th January, 2016, in collaboration with NSS Regional Directorate.
- The NSS Wing of S.B.Deorah College observed World Water Day at college premises in association with UNESCO.

The Extension Education Cell of the College has organized a number of out- reach programmes to help people from various sections of the society. The following programmes were implemented by the cell during 2015-16 session.

- 1) CONVERSATION:- A teaching learning programme for the non-Assamese students to learn functional Assamese.
- 2) SAATHI:- An Adult literacy programme is going on to educate the women belonging to poor families.
- 3) The Cell also celebrated 5th June' 2016 World environment day on 5th June was celebrated in the college with a day long programme. Some awareness programme like cleaning of campus, plantation of tree etc. were organised to make the campus eco-friendly.

- The Extension Education cell organised a camp to help the people who seek assistance from the cell to fill-up their respective form for National Register for Citizenship from 1st July to 15th July, 2015.

Criterion – IV

4. Infrastructure and Learning Resources:

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4500 sq.mt	-	-	4500 sq.mt
Class rooms	12	-	College	12
Laboratories	1	-	-	1
Seminar Halls	-	-	-	-
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-	-	UGC & COLLEGE	-
Value of the equipment purchased during the year (Rs. in Lakhs)	12,47,553.00	8990	UGC	12,56,543
Others	-	-	-	-

4.2 Computerization of administration and library

- The college library is fully computerized. We are using a standard integrated library management software SOUL 2.0 (Network Version) developed by INFLIBNET Centre, Ahmedabad for automating the housekeeping activities of the library.
- The college office has been automated. The administrative works, including fee collection, maintenance of audit, students' profile etc, have been carried out with the help of computer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	10483	1303703	135	27169	10618	1330872
Reference Books	1969	1010047	73	30332	2042	1040379
e-Books	93809	N-LIST	-	-	93809	N-LIST
Journals	10	23500	-	-	10	23500
e-Journals	4137	N-LIST	-	-	4137	N-LIST
Digital Database	NA					

CD & Video	35	-	-	-	25	-
Back Volumes	275	-	25	-	300	-
Magazines	07	3157	-	-	07	3157
Newspapers	14	17248	-	-	14	17248

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	-	Yes *	05	08	01	13	01
Added	02	-	Wi-fi	Wi-fi	02	02	0	01
Total	32	-	Yes	05	10	03	13	01

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up-gradation (Networking, e-Governance etc.)

- Computer basic training has been extended to all the newly admitted students of the college which enable them to become computer literate.
- Internet access facility is available free of cost for both the students and teachers of the college.
- Students are given training on how to access Internet in the Internet browsing centre of the college library.
- College library is accessing online e-resources through N-LIST consortium of the INFLIBNET Centre. Teachers of the college have been searching and downloading research papers from the N-LIST database.
- All departments are having computers with latest configuration and independent Internet connectivity for accessing learning resources.
- A two days programme on Computer Fundamentals was organised by the department of Commerce, S B Deorah College, on 28-29 June, 2016 for faculty members.

4.6 Amount spent on maintenance in lakhs :

i) ICT	1,41,625.00
ii) Campus Infrastructure and facilities	14,41,962.00
iii) Equipments	8,990.00
iv) Others	32,71,691.00
Total	Rs.48,64,268.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC monitors the student support services of the college at regular intervals.
- The NSS wing of the college is quite active and its activities are displayed in notice board, magazines and bulletins.
- The Institution also has a students' welfare cell which caters to the different needs of the students. The services provided by the cell are advertised by the IQAC among the students. Notices are served regarding the various welfare schemes provided by the cell.
- The members of the Students' Union of the college work with the IQAC and create awareness among the student community about the functions and services of the IQAC, which can be availed by the students.
- Suggestions are also given to the principal regarding the functioning of the support services and steps for improvement are taken whenever necessary.
- The college has a well-furnished and spacious Girls Hostel in the campus providing safe and secure accommodation to students.
- Prospectus of the college, prepared by the IQAC, gives adequate information about the functions and types of the support services for the students.
- The IQAC of the College in association with Legal Aid Cell of National Law University, Assam organised a Legal Awareness and Interaction Programme on March 19, 2016.

5.2. Efforts made by the institution for tracking the progression

- Different efforts are made by the Institution for tracking the progression of the student during the period of their stay in the college.
- In academic matters, the success/ failure rate is monitored at the end of every semester especially for the major students.
- The problems and difficulties of the weaker students are discussed and efforts are made to remove them.
- Remedial classes, tutorials, extra classes are held specially for them.
- Study materials are supplied and suggestion for improvement is given on a one to one basis.
- In non-academic matters also efforts are made to track their progression.
- Extracurricular activities of the students in sports, music, performing arts are encouraged and their achievement in various competitions at the college, universities, state, national level are monitored and encouraged.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1158	NIL	NIL	-

(b) No. of students outside the state

(c) No. of international students

(d) Men

No	%
590	50.95

 Women

No	%
568	49.05

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
563	100	248	218	01	1130	531	114	236	277	0	1158

Demand ratio: 1:3 Dropout: 7%

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- The department of commerce in association with Career Counselling and Guidance Cell organised campus recruitment for its students on 16 July 2015. The recruitment drive was conducted by Bajaj Allianz General Female Branch office, Ulubari, Guwahati. A total of 18 students were selected.
- The Career Counselling and Guidance Cell of the college organised a placement drive for final year students of BA and BCom class, the IICI Prudential Life Insurance Company conducted the drive on 23rd February 2016, where a total no of 15 students were selected.
- 'ISK Health' – a global health care service company of Hyderabad organised a placement drive in the college on 22nd Feb. 2016, a number of students were interviewed for the purpose.
- In addition to these teachers are always engaged in mentoring the students in choosing their right career.

No. of students beneficiaries

5.5 No. of students qualified in these examinations: **NIL**

NET SET/SLET GATE CAT

IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- The Career Guidance and Counselling Cell and its panel of advisers are actively engaged in providing counselling to the students during admission into the 1st Semester classes. The students are given guidance in choosing their subjects specially the major subjects as they are often confused while selecting their major and elective subjects. The Cell through its panel of advisers tried to explain the subjects, the need of choosing the right subject which can provide a window of opportunities for their education and employment.
- The department of commerce in association with Career Counselling and Guidance Cell organised campus recruitment for its students on 16 July 2015. The recruitment drive was conducted by Bajaj Allianz General Female Branch office, Ulubari, Guwahati. A total of 18 students were selected.
- The Career Counselling and Guidance Cell of the college organised a placement drive for final year students of B A and B Com class on 23rd February 2016, where a total no of 15 students were selected by the ICICI Prudential Life Insurance Company.
- 'ISK Health' – a global health care service company of Hyderabad organised a placement drive in the college on 22nd Feb. 2016, a number of students were interviewed for the purpose.
- The Department of Commerce of the College in association with Institute of Company Secretaries of India (ICSI) organised an awareness programme on 29th March, 2016. The programme was sponsored by Ministry of Corporate Affairs, Government of India.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
3	37	12	-

5.8 Details of gender sensitization programmes

- The Women's Cell, which works towards providing a gender friendly atmosphere in the college, holds meetings from time to time where discussions are held regarding the welfare of the girl students.
- The Women's Cell of the college constituted a Women's Redressal Cell in view of increasing number of girls' students in the college.

- The Commerce department of the college in association with Career Guidance and Counselling Cell organised a campus recruitment drive on 16th July 2015. The recruitment drive was conducted by Bajaj Allianz General Insurance Female Branch office, Guwahati. A total no of 18 female students were selected.
- The cell of the college organised a seminar on Problems of Working Women on 11th September, 2015.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rupees)
Financial support from institution	08	4000
Financial support from government	22	167,790
Financial support from other sources	02	6000
Number of students who received International/ National recognitions	NIL	NIL

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- The Grievance Redressal Cell receives complains from the students on various issues. The major grievances that have been redressed are a)Teaching aids like blackboards and class room furniture have been repaired/ replaced ,b)the electric which had been damaged has been replaced, c)the Principal holds regular meetings with the HODs in order to maintain strict vigil of the classes, attendance, course and sessional examinations, d)measures are also taken to hold the classes of teachers who are on leave by other teachers of the department so that students do not suffer, e) students are provided with sports equipment as and when required.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The prime vision of the college is to transform the college into an excellent centre of learning. We intend to provide our students a congenial environment for learning and development of skills, required not simply for living and livelihood but also to face the challenges of a rapidly evolving society, and to make the students better human beings.

Mission:

- ❖ To become one of the leading educational institute of the region and to be a centre for dissemination of knowledge and services to the society through teaching, learning and extension activities;
- ❖ To provide state-of-the-art infrastructure for the all-round development of the students;
- ❖ To create the foundation for developing leadership quality and professional skills of the students;
- ❖ To encourage students to look beyond their curriculum and nurture their talents in various fields;
- ❖ To provide value based education and to inculcate the principles of morality, devotion, duty, and responsibility among the students.

6.2 Does the Institution has a management Information System

The College has fully automated Management Information System (MIS). A private software development firm Adroit Digisoft Solutions Pvt. Ltd. has given the responsibility to design and

developed MIS software for the college. The software runs in network environment over multiple computers. All the administrative procedures such as admission, fee collection, accounts maintenance, students profile etc., are now carried out with the help of the MIS software. Information are now can be accessed and retrieved readily and instantly with the help of the MIS software which enhances efficiency and transparency of the administration of the college.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum of BA/ B.Com is prescribed by the university which is followed by the affiliated colleges. However, members of the teaching staff of the college are involved in curriculum restructuring/ revision/ syllabus development at the university level. Curriculum development workshops organised by the university and other colleges are attended regularly by the faculty members and suggestions are given whenever necessary. The college also has some add- on courses in computer. The computer classes are held within the normal college hours and are included in the class routine. Some of the computer courses offered by the college are Tally Erp9, DBMS, DTP, Web design, MS Dos/ Windows, MS office, computer language- C/C++ etc.

6.3.2 Teaching and Learning:

The College has adopted many innovative processes for the improvement of teaching and learning as follows:-

- ❖ Group discussion, seminars, course related quiz, surprise test etc are held round the year so as to involve students in the teaching learning process.
- ❖ Remedial classes are also held towards the end of each session to improve the learning skills of the academically weak students.
- ❖ Reading list, lecture summary, study materials and home assignments are also given to the students by the Departments for their comprehensive learning. Students are suggested to use the library resources for preparation of dissertation, class seminar, bibliography etc and they are also given orientation and training in the college library on how to search and retrieve reading materials both in physical and electronic format.
- ❖ Talks by scholars and renowned personalities are arranged to motivate and aware the students about the trends and development of subjects.
- ❖ The college encourages and sanctions leave to its staff to attend orientation programmes, Refresher Courses and short term courses so that they can update their domain knowledge and also get acquainted with the latest developments and teaching methods.

6.3.3. Examination and Evaluation:

The college holds sessional and final examinations as per University guidelines. Quality improvement measures are adopted from time to time for the smooth running of the

examination. Examination committees are formed which organises the examination and strategies are adopted like allotment of examination duties, proper invigilation, confidential handling of question paper etc. The evaluation process is also conducted in an organised manner. Spot evaluations of final examination are done by the faculty members in examination zones fixed by the University. The college organises the Sessional Examinations as per the date mentioned in the academic calendar where in-house evaluation of the scripts are conducted by the faculty members and after evaluation marks and scripts are given back to the students with necessary suggestions for improvements.

6.3.4 Research and Development

- Research Committee of the college formulates the strategies for Research and Development of the College.
- The College urges its faculty members to apply for Minor and Major Research Projects from funding agencies.
- As a result of constant encouragement by the college, more than 60 percent of permanent faculty has completed PhD and few others are pursuing.
- The college urges the faculty members to present at least two research papers in seminars and conferences and publish them in peer reviewed journals.
- The college has published one seminar proceeding volume and two other books by the department of Assamese and History, having ISBN number.
- To encourage research and development the college library has subscribed 8 numbers of printed journals catering to different subjects. In addition to printed journals, the college library has the access facility of e-journals under N-LIST consortia of INFLIBNET Centre. The College library also regularly procures reference books to promote research works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library

- Library is fully automated
- Book bank facility is available for the economically weak students
- Online e-journals and e-book access facility is available for the students and teachers under N-LIST consortium of INFLIBNET Centre.
- New text books as per semester syllabus have been added.
- New reference and competitive examination books for the students have been added.
- New subject journals, popular magazines, weeklies are subscribed regularly.
- Back volumes are kept for references

- Free internet facility is given to the students for accessing online e-contents.
- OPAC terminal is available for the students and teachers.
- Student and teachers can search and reserve book through OPAC
- A separate corner for career book is opened for the students.
- New books are displayed in the book case near the entrance of the stack area to motivate our student and staff to read new arrivals.

ICT and physical infrastructure

- College library is functioning through LAN
- Wi-fi internet access facility is available in the library and the Principal's chamber.
- The college campus is under CCTV surveillance.
- Laptops, projectors, display screens are procured to make the seminar, workshop as well as class room presentation lively and interactive
- Computer Lab has 10 No.s of computers with internet facility for providing basic computer training to the newly admitted students.
- Two biometric devices are strictly maintained for ensuring effective presence of both teaching and non-teaching staff in the college.
- College administration is automated. The staffs are being given training on various aspects of automation and office management.

6.3.6 Human Resource Management

- Various positions in teaching faculty are filled up on the basis of merit only.
- All the departments are provided separate rooms so that the faculty members can prepare well for their classes.
- The college library subscribes 12 numbers of printed journals catering to different subjects to facilitate research and development. In addition to printed journals, the college library has the access facility of e-journals under N-LIST consortia of INFLIBNET Centre. The College library also regularly procures reference books to promote research works.
- CCTV is installed at various locations in the college for security purposes which also helps in human resource management.

6.3.7 Faculty and Staff recruitment

All faculty positions are filled as per norms laid down by the University/state government. Eligible candidates are shortlisted on basis of UGC guidelines and invited for interview. Candidates are selected on the basis of their merits, research experience and their performance in personal interview taken by an interview panel. The college has the required number of staffs to handle the courses and no appointments of permanent faculty have been made since 2008. However, contractual and part time teachers are appointed as and when

required by a committee consisting of the Principal, Vice-Principal and the HoD concerned through personal interview. The selection is based on merit, research and experience. Computer literacy of the newly recruited staff is also considered as desirable.

6.3.8 Industry Interaction / Collaboration

The college is named after a noted industrialist of the state whose family donated the main college building. The college also interacts with the industry as and when required. Various commercial and industrial organisations provide sponsorship in various college programmes like seminar, workshop, lecture, silver jubilee celebration etc.

6.3.9 Admission of Students

The process of admitting students to the programmes offered by the college is by a transparent, well administered mechanism, complying with all the norms of the concerned regulatory/ governing agencies including state government. The following steps are followed in admission procedure to ensure publicity and transparency-

- Advertisements are published in local dailies (both Assamese and English) wherein all relevant dates are mentioned.
- Complete details are also placed on the college websites to facilitate online access to the requisite information about the college admission procedure.
- Prospectus and forms are collected from the college office by the candidates on payments. While the prospectus contains all the details of the admission procedure, the bio-data and academic records of the students are to be given in the form
- The submitted forms are sorted by the admission committee headed by the Principal and a merit list is prepared. The merit list is displayed on the college notice board a day before the admission. Complete transparency is ensured on the day of the admission as candidates are admitted on the basis of the merit list.
- The College follows the reservation policy as per Govt. of Assam norms.

6.4 Welfare schemes for

Teaching	Subsidized food provided at the College canteen Financial welfare schemes are available
Non teaching	Subsidized food provided at the College canteen Financial welfare schemes are available
Students	1.Grants to poor students 2.Cash awards to meritorious students 3. Subsidized food provided at the College canteen 4. Book Bank facility for economically weak students

6.5 Total corpus fund generated

Rs. 60 Lakhs

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	-	No	
Administrative	NO	-	No	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The examination system of BA/ B.Com is prescribed by the university which is followed by the affiliated colleges. However, Examination Reforms workshops organised by the university and other colleges are attended regularly by the faculty members and suggestions are given whenever necessary

6.10. What efforts are made by the University to promote autonomy in the affiliated/constituent Colleges?

- Internal assessment of 20 marks has been the responsibility of the college
- Teachers of the affiliated colleges are invited for designing of course curriculum of the university

6.11 Activities and support from the Alumni Association:

- Alumni Association of the College holds their meets periodically
- Guest Lectures on important social topic are being conducted with the assistance of Alumni Association

6.12 Activities and support from the Parent – Teacher Association:

- Parent Teachers meet are arranged every year to discuss academic issues
- Feedbacks are collected from the parents

6.13 Development programmes for support staff

- Computer literacy programme for the Grade-III staff is being organised on regular intervals in the computer centre of the college,
- Development Programmes for the support staff is conducted at the college level from time to time. Training on admission procedures, audit, and examination related matters are given to them by the college authority. Besides their grievances are addressed and necessary steps are taken.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- Tree plantation programme is organised regularly specially on the occasion of World Environment Day
- Energy Conservation- use of electricity is done in on the power conservation mode to conserve energy
- We have a plan to install solar unit inside the campus
- The college has a beautification cell which makes efforts to make the college eco- friendly.

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Introduction of feedback and grievances redressal mechanism for the students to evaluate the teaching learning and functioning of the institution;
- Online e-resources access facility in the library;
- Conducting departmental seminars and group discussions for the students;
- ICT skill development programme for the teachers;
- Organisation of a book fair in the college campus

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Enclosed in Annexure -III

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- i. Institutional Digital Repository (IR) of the college library has become functional for the students and faculty members.
- ii The Principal of the college monitors classes regularly. To enrich the learning environment class test, group discussions, seminars are held regularly by the departments for major and general courses.

***Provide the details in annexure (annexure need to be numbered as i, ii,iii)**

Enclosed in Annexure -IV

7.4 Contribution to environmental awareness / protection

- The college organises seminars and special lectures to create awareness about the importance of preservation of nature and environment. Resource persons from different areas are invited to exchange and share their views on various issues of the environment.
- World environment day on 5th June was celebrated in the college with a day long programme. Some awareness programme like cleaning of campus, plantation of tree etc. were organised to make the campus eco-friendly.
- The BA/ B.Com curriculum introduced by Gauhati University has given special emphasis on environmental studies. The students are given comprehensive knowledge on the subject. The students are asked to submit projects on environmental issues.
- Use of plastics is prohibited inside the campus.

7.5 Whether environmental audit was conducted? Yes No

8.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT Analysis Enclosed in Annexure - V

8.Plans of institution for next year

- **Post Graduate Programme:** The College has a plan to introduce Post Graduation programme in certain subjects of high demand such as English, Political Science, Assamese, Education and Commerce subjects in the coming years.
- **Under Graduate Programme:** As per the recommendation, forwarded by the NAAC peer team, visited on 29-31 October,2015, the college is planning to introduce UG Course in science in the coming year.
- **Linkage with other institutions:** The College has already established linkage with K.K.Handique State Open University in 2013 to promote Distance and Open Learning among the disadvantaged group of the society who cannot pursue regular university courses due to many reasons. At present the college is providing only Bachelor of Arts (B.A) programme of K.K.Handique State Open University in distance and open learning mode. In future we have a plan to introduce Masters programme in Open and Distance Learning mode by establishing linkage with other UGC recognised universities of the state such as Institute of Distance and Open Learning (IDOL) of Gauhati University, K.K.Handique State Open University.

- **Administrative Block:** The College has a plan to extend the Principal's Office cum Administrative Block in the coming years as the present structure of the administrative block is found to be congested to carry out the day to day administrative works smoothly.
- **Students' Common Room:** The College is planning for renovation of Girls' and Boys' Common Room to provide them a well furnished and hygiene room with leisure facility and attached toilet for the Girls' students.
- **Computer Laboratory:** Phase-wise renovation of the computer laboratory will be carried out in the coming days in order to make the computer education more practical and job oriented for the benefit of the students community.
- **UGC Facility:** The College will take necessary measures to apply for different schemes of UGC such as KAUSHAL, BVoC, and Community College in the coming years.
- **Wi-Fi Campus:** We have a plan of college campus networking for the purpose of linking all departments, library, Principal's Office for sharing of documents, official works as well as to make the college campus completely Wi-Fi so that students, teachers can access learning resources online through Internet freely 24x7.
- **Digital Library:** The College has a plan to develop digital library for making the learning more interactive. It will help the students to access the learning resources such as teachers class lecture, tutorials, live broadcasting of class lectures, interaction with the teachers etc.
- **Library Building:** At present the college library is running in a temporary set up in the two class rooms of the college. Due to lack of a formal library building structure, the library is facing a lot of problems to carry out day to day library activities. The library is also facing space problems to accommodate the growing reading materials. The college also lacks a seminar hall/conference room. We have a plan to construct a separate building of Library cum seminar room in the coming years.
- **Fitness centre:** We have a plan to construct a Fitness centre for the students and faculty in the coming year as the college does not have a playground in the campus.
- As per the recommendations of **NAAC Peer Team visit, 29-31 October, 2015,**
 - the college is planning to establish a placement cell for employment of outgoing students.
 - We are planning to create more faculty positions for meeting the existing teaching requirements.
 - In spite of space limitations we have a plane to construct Boys' Hostel in near future.



Name: **Dr. Bandana Baishya**
Associate Professor, Deptt of Education
IQAC Coordinator, S.B.Deorah College

Signature of the Coordinator, IQAC



Name: **Dr. Dharmendra Nath**
Principal,
S.B.Deorah College

Signature of the Chairperson, IQAC

ANNEXURE – I
PLAN OF ACTION

Plan of Action	Achievements
1. To organise remedial coaching classes for the SC/ST/OBC (Non-creamy layer); Minority students and slow learners	<ul style="list-style-type: none"> • Remedial classes for ST/ SC/ OBC (Non creamy layers)/ Minority students and slow learners have been arranged for the major students of each Department. • 142 students belonging to SC/ST/OBC and General Category were benefitted by remedial coaching classes arranged by different departments.
2. Introduction of modern method of teaching and learning and increase of number of classrooms.	<ul style="list-style-type: none"> • Classes are taken in the smart class room which has modern ICT facilities. • Teachers are given training on effective use of ICT such as power point presentation, use of internet, use of INFLIBNET etc. to integrate them in classroom teaching.
3. Enrichment of the library with new books, journals, online e-resources and managing through automated procedures.	<ul style="list-style-type: none"> • The college library is the nerve centre of all kinds of teaching, learning and research activities of the students and teachers. • New text books, Reference Books and Journals including online e-resources have been added regularly to the existing collection to cater the needs of the learning resources of the students and teacher.
4. To conduct special classes, workshop on Entry into services; Personality Development for the students.	<p>Career Guidance and Counselling Cell of the college organizes coaching classes for Entry into Services. The main objective of organizing such programmes is to develop the skills of the students required for appearing in various competitive examinations.</p> <p>The Career Counselling and Guidance Cell of the college arranged several placement drive where the ICICI Prudential Life Insurance Company, Bajaj Allianz and “ISK Health”-a global health care service company were invited to conduct interview for the recruitments of the students. A total of 33 students were benefitted by these programmes.</p>
5. To enhance employability by introducing add-on job oriented courses for the students.	<ul style="list-style-type: none"> • The college is providing computer certificate courses to the students of B.A. and B.Com programme. • A number of students provided computer basic certificate course in Accounting Tally Erp9, DTP,web designing (HTML) and in C++ certificate course.

	<ul style="list-style-type: none"> Besides, the college has a plan to introduce university approved add-on courses in the next academic session to enhance the employability of the student.
<p>6. Career Guidance and Placement Cell to be strengthened.</p>	<ul style="list-style-type: none"> Students support and progression is the soul of the college which need to be strengthened. The Career Guidance and Placement Cell of the college and its panel of advisers play a significant role in providing information and support to the students in securing employment and in taking up self-employment projects. The department of commerce organised campus recruitment for its students on 16 July 2015. Therecruitment drive was conducted by Bajaj Allianz General Female Branch office, Ulubari, Guwahati. A total of 18 students were selected. The department of commerce in association with Career Counselling and Guidance Cell organised campus recruitment for its students on 16 July 2015. The recruitment drive was conducted by Bajaj Allianz General Female Branch office, Ulubari, Guwahati. A total of 18 students were selected. The Career Counselling and Guidance Cell of the college organised a placement drive for final year students of B A and B Com class on 23rd February 2016, where a total no of 15 students were selected by the ICICI Prudential Life Insurance Company. 'ISK Health' – a global health care service company of Hyderabad organised a placement drive in the college on 22nd Feb. 2016, a number of students were interviewed for the purpose.
<p>7. To organise more workshops, seminars, field study and educational visit as a part of academic exercise</p>	<ul style="list-style-type: none"> Departmental seminars, workshops, and field trips have been organized at regular intervals. The IQAC of the college and the department of Education organized a symposium on 'Academic Audit' on 12 August 2015.

<p>8. To arrange more extension activities as a part of community service of the college.</p>	<p>As a part of social responsibility, the NSS Unit, Red Ribbon Club and Extension Education Cell of the college is extending various community services:</p> <ul style="list-style-type: none"> • The NSS unit of the college organized a special camp in the college from 1-3 October 2015. The closing meeting of the camp was held in the primary school on 3rd Oct. In the adopted village Bhabanipur, the college donated 10 fans, 1 water purifier and 1 dustbin to the school as a part of institutional social responsibility. Financial support was extended to some poor students so that they continue pursuing their study. • NSS Volunteers of the college participated in the Unity run which was organised to observe National Unity Day on 31st October, 2015, to mark the birth anniversary of Sardar Ballav Bhai Patel. • 34 NSS volunteers participated in the 12th South Asian Games held from 5-16 Feb., 2016, which was organized by Ministry of Youth Affairs and Sports, Union Government in collaboration with Government of Assam. • A youth Conclave on Skilled youth, Empowered Assam under NYKS (Nehru Yuva Kendra Sangathan) was organised in Gauhati University on 29th January, 2016, in collaboration with NSS Regional Directorate. • The NSS Wing of S.B. Deorah College observed World Water Day at college premises in association with UNESCO. • The Extension Education Cell celebrated 5th June' 2016 as World Environment Day with a day long programme. Plantation, campus cleaning programme etc. were held to develop a pollution free environment. • The Extension Education cell extended the help to people seeking assistance from the cell to fill up the National Register for Citizenship form during 1st - 30th July, 2015. • SAATHI:- An Adult literacy programme initiated by the cell is going on to educate the women belonging to poor families • Besides, many faculty members of the college are associating themselves with the NGOs to extend community services to the underprivileged groups of the society.
<p>9. Encouraging students to excel in various sports and cultural activities.</p>	<ul style="list-style-type: none"> • Annual college week is held every year where large number of students participated in various sports and cultural competitions. • A team of students was sent to participate in the sports and cultural competitions in the youth festival of Gauhati University. • 10 students of the college participated in an inter college poster making competition and was placed among top ten, on the theme "Dignity in Mental Health", organised by Ashadeep, an NGO to mark the World Mental Health Day.

	<ul style="list-style-type: none"> • A group of students took part in Inter college Wall magazine competition and secured 1st position.
10. To conduct health check-up and health awareness programme.	<ul style="list-style-type: none"> • Health Care Cell organizes health check-up and health awareness programmes. • On 21st June 2016, International Yoga Day was celebrated. Two resource persons were invited to throw light on “Yoga and its significance”. • The Health Care Cell of the College organised an awareness programme on Cancer and its Prevention on 20th August, 2015.
11. To organise more programmes related to women issues and women empowerment.	<ul style="list-style-type: none"> • Women’s Cell works towards providing a gender friendly atmosphere in the college. • It holds meetings from time to time where discussions are held regarding the welfare of the girl students. • The Women’s Cell of the college constituted a Women’s Redressal Cell in view of increasing number of girls’ students in the college. • The Commerce department of the college in association with Career Guidance and Counselling Cell organised a campus recruitment drive on 16th July 2015 for Girls’ students. It was conducted by Bajaj Allianz General insurance female Branch office, Guwahati. A total no of 18 female students were selected where 4 have already joined. • The cell of the college organised a seminar on Problems of Working Women on 11th September, 2015.
12. To increase enrolment of students in the study centre of distance learning	<ul style="list-style-type: none"> • The college has a study centre of the K.K.Handique State Open University which provides higher education to the students through distance learning mode.
13. To automate office and creation of MIS	<ul style="list-style-type: none"> • Office automation and creation of MIS has been completed and now all kinds of information can be accessed and retrieved readily and instantly.
14. To provide new teaching aids, fittings and furniture	<ul style="list-style-type: none"> • The fittings and furniture of the classrooms have been replaced with modern fittings.
15. To renovate faculty rooms and Teachers’ Common Room	<ul style="list-style-type: none"> • The faculty rooms of different departments have been renovated and tiles flooring have been given in the Teachers’ Common Room and in the main entrance of the building.
16. To replace electrical bulbs	<ul style="list-style-type: none"> • The electrical bulbs are replaced by the LED bulbs in the

	college campus which will help to conserve energy.
17.To introduce online feedback system	<ul style="list-style-type: none">• As per the suggestion of the NAAC Peer Team visit,29-31 October,2015, Online feedback system has been introduced for maintaining confidentiality of students' Feedback.
18. To apply for RUSA infra-grants for renovation & up-gradation of existing facilities; procurement of new equipment; campus and infrastructural development of the college.	<ul style="list-style-type: none">• The college has become eligible to apply for RUSA grants as it successfully completed the NAAC assessment and accreditation in 2015.• A detailed college infrastructural developmental plan, which includes renovation up-gradation; procurement of new equipment; campus development and construction of new facilities; has been prepared in the form of a project and submitted to RUSA for financial grants.

ACADEMIC CALENDER 2015 – 16

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days	
	26	Tue	Republic Day	1		
	27-30	Wed-Sat	Working days/ Classes		4	
	31	Sunday	Holiday	1		
	Feb/2016	1-6	Mon-Sat	Working days		6
		7	Sunday	Holiday	1	
		8-13	Mon-Sat	Working days		6
		14	Sunday	Holiday	1	
		15-20	Mon-Sat	Working days		6
		21	Sunday	Holiday	1	
		22-27	Mon-Sat	Working days		6
28		Sunday	Holiday	1		
29	Mon	Working days/Classes		1		
Mar/2016	1-5	Tue-Sat	Working days/Classes		5	
	6	Sunday	Holiday	1		
	7	Mon	Working days/Classes		1	
	8	Tue	Sivaratni	1		
	9-12	Wed-Sat	Working days/ Classes		4	
	13	Sunday	Holiday	1		
	14-18	Mon-Sat	Working days		6	
	20	Sunday	Holiday	1		
	21-22	Mon-Tue	Working days/ Classes		2	
	23-24	Wed-Thu	Doi-Yatra	2		
	25	Fri	Good friday	1		
	26	Sat	Working days/Classes		1	
	27	Sunday	Holiday	1		
	28-31	Mon-Thu	Working days/Classes		4	
Apr/2016	1-2	Fri-Sat	Working days/Classes		2	
	3	Sunday	Holiday	1		
	4-9	Mon-Sat	Working days		6	
	10	Sunday	Holiday	1		
	11-13	Mon-Wed	Working days/Classes		3	
	14-16	Thu-Sat	Bahag Bihu	3		
	17	Sunday	Holiday	1		

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days	
	18-23	Mon-Sat	Working days		6	
	24	Sunday	Holiday	1		
	25-30	Mon-Sat	Working days/Classes		6	
	May/2016	1	Sunday	May Day	1	
		2-7	Mon-Sat	Working days/Classes		6
		8	Sunday	Holiday	1	
		9-14	Mon-Sat	Working days/Classes/ GU Exam		6
		15	Sunday	Holiday	1	
		16-20	Mon-Fri	Working days/Classes/ GU Exam		5
		21	Sat	Buddha Purnima	1	
22		Sunday	Holiday	1		
23-28	Mon-Sat	Working days/Classes/ GU Exam		6		
29	Sunday	Holiday	1			
30-31	Mon-Tue	Working days/Classes/ GU Exam		2		
Jun/2016	1-4	Wed-Sat	Working days/Classes/ GU Exam		4	
	5	Sunday	Holiday	1		
	6-11	Mon-Sat	Working days/Classes/ GU Exam		6	
	12	Sunday	Holiday	1		
	13-18	Mon-Sat	Working days/Classes/ GU Exam		6	
	19	Sunday	Holiday	1		
	20-25	Mon-Sat	Working days/Classes/ GU Exam		6	
	26	Sunday	Holiday	1		
	27-30	Mon-Thu	Working days/Classes/ GU Exam		4	



S B DEORAH COLLEGE
Guwahati-7

Academic Calender
(2015-2016)

Principal
S B Deorah College

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days	
July/2015	1-31		Summer vacation/Working days	31	26	
	18	Sat	Id-Ul-Fitre	1		
	5,12, 19,26	Sundays		4		
Aug/2015	1	Sat	Working days/Classes		1	
	2	Sunday	Holiday	1		
	3-8	Mon-Sat	Working days/Classes		6	
	9	Sunday	Holiday	1		
	10-14	Mon-Fri	Working days/Classes		5	
	15	Sat	Independence Day	1		
	16	Sunday	Holiday	1		
	17-22	Mon-Sat	Working days/Classes		6	
	23	Sunday	Holiday	1		
	24-29	Mon-Sat	Working days/Classes		6	
	30	Sunday	Holiday	1		
	31	Mon	Working days/Classes		1	
	Sept/2015	1	Tue	Working days/Classes		1
		2	Wed	Tithi of Sri Madhabdev	1	
3		Thu	Working days/Classes		1	
4		Fri	Freshers'social/Working days		1	
5		Sat	Janmastomi	1		
6		Sunday	Holiday	1		
7-8		Mon-Tue	Working days/Classes		2	
9		Wed	College foundation Day	1		
10-12		Thu-Sat	Working days/Classes		3	
13		Sunday	Holiday	1		
14		Mon	Working days/Classes		1	
15		Tue	Tithi of Srimanta sankardeva	1		
16-19		Wed-Sat	Working days/Classes		4	
20		Sunday	Holiday	1		
21-24		Mon-Thu	Working days/Classes		4	
25	Fri	Id-Uz-Zuha	1			

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days	
	26	Sat	Students' Union Election	1		
	27	Sunday	Holiday	1		
	28-30	Mon-Wed	Working days/Classes		3	
	Oct/2015	1	Thu	Working days/Classes		1
		2	Fri	Gandhi Jayanti	1	
		3	Sat	Working days/Classes		1
		4	Sunday	Holiday	1	
		5-10	Mon-Sat	Working days/Classes		6
		11	Sunday	Holiday	1	
		12-13	Mon-Tue	Working days/Classes		2
14-17		Wed-Sat	Sessional Examination (I, III, & V Semester)	4		
18	Sunday	Holiday	1			
19-27	Mon-Tue	Kali Bihu, Durga puja, Muharam, Lakshmi puja	9			
28-31	Wed-Sat	Working days/Classes		4		
Nov/2015	1	Sunday	Holiday	1		
	2-7	Mon-Sat	Working days/Classes		6	
	8	Sunday	Holiday	1		
	9	Mon	Working days/Classes/ GU Exam		1	
	10-11	Tue-Wed	Kali Puja & Dewali	2		
	12-14	Thu-Sat	Working days/Classes/ GU Exam		3	
	15	Sunday	Holiday	1		
	16-21	Mon-Sat	Working days/Classes/ GU Exam		6	
	22	Sunday	Holiday	1		
	23-24	Mon-Tue	Working days/Classes/ GU Exam		2	
	25	Wed	Guru Nanak's Birthday	1		
	26-28	Thu-Sat	Working days/Classes/ GU Exam		3	

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days
	29	Sunday	Holiday	1	
	30	Mon	Working days/Classes/ GU Exam		1
	Dec/2015	1-5	Tue-Sat	Working days/Classes/ GU Exam	
6		Sunday	Holiday	1	
7-12		Mon-Sat	Working days/Classes/ GU Exam		6
13		Sunday	Holiday	1	
14-19		Mon-Sat	Working days/Classes/ GU Exam		6
20		Sunday	Holiday	1	
21-24		Mon-Thu	Working days/Classes/ GU Exam		4
25		Fri	Christmas day	1	
26		Sat	Working days/Classes/ GU Exam		1
27		Sunday	Holiday	1	
28-31	Mon-Thu	Working days/Classes/ GU Exam		4	
Jan/2016	1-10	Fri-Sun	Winter Break		
	1-2	Fri-Sat	Working days		2
	3	Sunday	Holiday	1	
	4-9	Mon-Sat	Working days		6
	10	Sunday	Holiday	1	
	11-13	Mon-Wed	Working days/Classes		3
	14-15	Thu-Fri	Magh Bihu	2	
	16	Sat	Working days/Classes		1
	17	Sunday	Holiday	1	
	18-19	Mon-Tue	Working days/Classes		2
	20-23	Wed-Sat	College week/ Working days		4
	24	Sunday	Holiday	1	
25	Mon	Working days/Classes		1	

ANNEXURE – III

ACTION TAKEN REPORT

Plans	Action Taken
Seminar/Workshop conducted	<ul style="list-style-type: none"> • Organised -- Symposium on “Academic Audit” on 12th August 2015. • Seminar on “Yes, I am the Change” held on 24th August 2015 • Seminar on “Social Victory of Victorian England” held on 7th Sept. 2015. • Workshop on “Language Learning Strategies” held on 10th Sept. 2015. • Seminar on “Some Aspects of Assam History: New Interpretations” hold on 14 Sept. 2015. • Seminar on “Integrated Child Development Scheme” held on 3rd Oct.2015. • Seminar on “Tenth Schedule: A Myth?” held on 5th Oct. 2015. • Seminar on “Indirect Taxation” held on 7th Oct. 2015 • Talk on “Prospects of Chartered Accountant as Career and Easy Learning of Commerce”
Classroom/Faculty Extension	Construction of Classroom for Major Classes on the top floor of the Auditorium Building completed.
Coaching Classes for Entry into Services	Organised a week long special coaching classes on Entry into Services for the students of Degree 3 rd and 5 th Semester during January 6 – 12, 2014
Digital Library	Institutional Digital Repository (IR) of the college library has become functional for the students and faculty members.
College Administration/Management	The Governing Body meeting of S.B.Deorah College is held on a regular basis to review the activities of the college. A biometric device has been installed to monitor the daily attendance of the teaching and non-teaching staff as per UGC and State Govt. norms.
Alumni Meet	Organised Alumni Meet on 6 th July, 10th October and 17 th October of 2015 respectively.
Guardians meet	Organised Annual Guardians meet – an effectual discussion was held on to chalk out some criteria to check the dropout rate.
Community Services	A special NSS camp was held in the college from 1-3 October, 2015. On the closing day on 3rd of October a meeting was held in the primary school at Bhabanipur village. The college donated 10 nos. of fans, 1 water purifier and 1 dustbin to the school as a part of institutional social responsibility. Financial support was

	extended to some poor students so that they continue pursuing their study. An Adult literacy programme is going on to educate the women belonging to poor families.
CCTV Camera Installation	CCTV cameras are installed to monitor the college campus so that safety of the girl's student can be assured; ragging, chewing tobacco etc. (if any) can be totally stopped inside the college campus.
Study Centre of State Open University	A study centre of K.K.Handique State Open University has been opened in the college to facilitate higher education to the needy students in distance learning mode.

ANNEXURE – IV

BEST PRACTICES

- i. College library, though smaller in size, is fully automated having the online e-resources access facility for both faculty and student.
- ii. Regular class monitoring by the Head of the Institution
- iii. A compulsory computer literacy programme for all the newly admitted students of degree courses
- iv. Students feedback are collected and analysed for evaluating teaching learning
- v. Maintenance of log book by each department for monitoring the daily classes by the HoD.
- vi. Organising library orientation programme for the freshers at the beginning of the session in order to acquaint them with the library system and procedures
- vii. A separate Grievance Redressal Cell is looking after the grievances of the students
- viii. Remedial coaching classes are conducted for the students belonging to non-creamy layer and slow learner category to improve their academic performance.
- ix. Organising special classes for the students for entry into services.
- x. ICT skill development programme for the teachers.
- xi. Conducting Departmental seminars for the Major students.
- xii. Organising personality development programme for the students by inviting experts.
- xiii. Organising Yoga and Meditation programme by the student welfare cell.
- xiv. Conducting study tour, field trip by each department
- xv. Wall magazines published by the students of each department

ANNEXURE – V

SWOT ANALYSIS

Strength:

- 1) Ethnic and cultural diversity of students of the college. The college attracts and hosts students from all the seven States of the region. It has become a mini seven sisters.
- 2) Centrally located in the heart of the Guwahati city, the college is easily accessible.
- 3) To make the students computer literate, the college introduced computer basic course in 2005 compulsorily for all students enrolled in the college.
- 4) The college library is fully automated and using sophisticated library management software SOUL for managing reading materials and users of the library. It has also the facility for the students and teachers to access online e-resources (e-books, e-journals) through the N-LIST consortium of INFLIBNET Centre, Ahmedabad.
- 5) Commerce stream at degree level was introduced in 2010 to cater to the need of the students
- 6) Wide range of extension activities being undertaken by the active NSS group.
- 7) Coaching, counselling, guidance and placement assistance being provided by a Cell designated for the purpose.
- 8) Financial assistance being provided to the needy students under the students' welfare scheme.
- 9) Students centred activities such as seminars, group discussion, workshop etc. being undertaken to fulfil the personal and professional need of the heterogeneous groups of students.
- 10) Principal, Librarian and one faculty member of the college have got the recognition of Ph.D. Guideship of Gauhati University.
- 11) Many faculty members of the college associated with the designing of syllabus and course-curricula of the University
- 12) Dedicated and efficient faculty members cater the need of the students community by helping, mentoring them in various ways.

Weaknesses:

- 1) The infrastructure of the college is not up to the modern day requirements.
- 2) Lack of space or land area for further extension is another weakness of the college
- 3) Large number of teachers are working in temporary posts

- 4) Computer literacy and proficiency of the both teaching and non-teaching staff is low
- 5) Commerce stream is fully self financing
- 6) Poor academic background students admitted in the college at large numbers
- 7) Results are not up to the expected level
- 8) Placement and campus recruitment of the students not very encouraging
- 9) No separate library building which result inadequate supply of learning resources and reading facility to the students.
- 10) No play ground in the college premises to promote sports and co-curricular activities.
- 11) Auditorium is not well furnished
- 12) Research activities of the faculty members are not adequate.
- 13) Seminar/conference hall is yet to be constructed
- 14) Faculty students ration is high due to non-creation of permanent sanctioned post
- 15) Second & third storied of the girls hostel yet to be constructed.
- 16) Administrative block cum Principal's office facing space constraints
- 17) Absence of separate departmental common rooms
- 18) Lack of consultancy services
- 19) Lack of value added courses.
- 20) Lack of sufficient medical facility in case of emergency

Opportunities

- 1) The college being centrally located in the city, there are ample opportunities of introducing many add on, self-financed and professional courses.
- 2) Installation of Digital Library in the college
- 3) To tie up with universities like IGNOU to offer courses in distance mode
- 4) To opening of a Community College in the campus to offer certificate and diploma courses
- 5) To arrange more soft skill development, vocational courses to increase employability among the students.
- 6) To introduce Post Graduate courses in all the subjects having major course.
- 7) To arrange entrepreneurship development programme to increase self employability
- 8) To open NCC for the students

Threats/Challenges

- 1) To promote employability in higher category of jobs.
- 2) Betterment of academic result of the students is a major challenge for the college.
- 3) Adoption of ICT and modern tools in teaching and learning by the faculty
- 4) Absenteeism of students from classroom and library
- 5) Improving the dropout rate
- 6) Paucity of fund for college development
- 7) Large section of the teachers working in temporary posts
- 8) Securing Govt. grants for the Commerce stream.