

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. ANJALI PATOWARY

Mobile:

+919401700061

IQAC e-mail address:

info@sbdeorahcollege.org.in
sbdeorahcollege@gmail.com

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_AQAR2016-17.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)

2016-17

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 2016 – 2017 **28/12/2018**
- iii. AQAR
- 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 (Phys Edu)

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="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="NIL"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
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="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="05"/>
2.11 No. of meetings with various stakeholders:	No. Faculty <input type="text" value="07"/>
Non-Teaching Staff	<input type="text" value="03"/>
Alumni	<input type="text" value="01"/>
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 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

- Annual Lecture on College Foundation Day on “Information Services Economics” delivered by Prof. Hiranya Nath, Sam Houston State University, USA, on 9th Sep, 2016
- International workshop on “Mind Education” held on 21.9.16 in association with Korean Youth Club.
- Seminar on “Social Impact of British Rule in Colonial Assam” delivered by Dr Barnali Sarma, Gauhati University held on 10th Feb, 2017.
- Seminar on “Motivational Education beyond Curriculum” delivered by Dr Soumen Chakraborty, St. Edmunds College, Shillong held on 06th March, 2017.
- Seminar on “Socio - Linguistics” delivered by Dr Manashi Bora, Gauhati University held on 06th March, 2017.
- Seminar on “ Women’s Rights” delivered by Aparajita Bhuyan , Advocate, Gauhati High Court on 8 March 2017.
- Workshop on “Spoken Hindi” delivered by Dr. Golak Chandra Deka, Gauhati College held on 25 March 2017.
- Seminar on “ Modern Assamese Drama” delivered by Dr.Sailen Bharali, Retd Prof., Gauhati University on 30 March 2017

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.
- It prepared the prospectus of the college annually
- It prepared the academic calendar and monitored its implementation throughout the year.
- IQAC made arrangements for feedback responses from students.
- It organised workshops and seminars

- It disseminated information among the students and teachers on the various quality parameters of higher education
- It promotes skill development among students by organizing workshops and training programmes
- It promotes the use of technology in the teaching learning process and in governance
- 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 is actively involved in promoting research activities in the college. It has a research committee which examined and evaluated the research proposals of the faculty members and seminar proposals of different departments before submitting them to agencies like UGC, ICSSR etc.
- The Health Care Cell of IQAC organized health check-up and health awareness programmes.
- The Women's Cell in collaboration with the IOAC works towards providing a gender friendly atmosphere in the college. It celebrated Women's Day by organizing seminar on women's rights
- The Grievance Redressal Cell redressed complains received 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

Enclosed in Annexure - II

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	0	0	0	0
Others	2 (H.S./+2)	0	0	0
Total	4	0	0	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)

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.

13

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	1	NIL	1	NIL

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

11

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	NIL	18	5
Presented papers	0	5	0
Resource Persons	0	5	1

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.

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

- In order to make the teaching learning process more interactive, classes are sometime taken in the smart room.
- 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 organized 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.
- Accessibility of the teachers outside the classroom is ensured to motivate further study and discussion.
- Students are given help and training in the use of digital library and are informed about the availability of reading materials for the prescribed syllabus in the library.
- Teachers are always asked to guide 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

165

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

65%

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)	58	nil	34.5	62.0	96.6
B.Com-(Major)	18	nil	5.6	94.4	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.

- In order to make the teaching learning process more interactive, classes are sometime taken in the smart room.
- 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 organized 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.
- Accessibility of the teachers outside the classroom is ensured to motivate further study and discussion.
- Students are given help and training in the use of digital library and are informed about the availability of reading materials for the prescribed syllabus in the library.
- Teachers are always asked to guide 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.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
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.
- The research committee proposes to publish a research journal to promote research activity in the institution
- 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				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	02	-
Non-Peer Review Journals		02	
e-Journals	-	-	-
Conference proceedings	-	07	-
Published in Books	-	-	02-

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				-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)			--	--
Total	-	-		-

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

ii) 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	-	-	-	-	8
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:

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

14

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

0

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:

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	-	College forum	2
NCC	-	NSS	3
		Any other	02

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 programmes, camps, workshops, film shows, blood donation camps are conducted both inside and outside the college campus. The following programmes were undertaken during the session 2016-17

- Six students participated in North East Youth Festival held in Mizoram from 22 to 26 November 2016.
- Observed World Water Day on 22 March 2016 at college campus.
- NSS Convenor participated as Resource Person and five students were deputed in a programme on Capacity Building and Youth Empowerment on 4 February 2017
- Twenty students participated in Run for South Asian Games held from 5 to 16 February at Guwahati.
- Ten students participated in a programme organized by Assam AIDS Control Society on the occasion of World AIDS Day 1 December 2016 at Guwahati
- Five students participated in Capacity Building and Youth Empowerment programme organized by Kasturba Gandhi National Memorial Trust held on 4-5 February 2017
- 150 students participated in an Orientation Programme on NSS and Red Ribbon held at college auditorium on 29 March 2017. NSS NER Director, Shri Sunil Basumatary, and Asstt. Director of Assam AIDS Control Society, Apurba Bezbaruah, were the Resource Persons in the programme.
- Seven students participated in a Leadership and Personality Programme held from 19-23 May 2017 at IIE, Guwahati
- Five students participated in a Youth Interaction and Cultural Programme held at Gujarat from 16 to 22 February 2016

The faculty members of the College also organized a number of out- reach programmes during 2016-17 session.

- A large number of teachers and students participated in Brahmaputra Literary Festival organized by Govt of Assam. A stall was set up in the venue displaying the books and magazines published by the college. Besides teachers and students participated in a procession.

- Dept. of Education took out a Cycle Rally on the occasion of World Environment Day which was participated by teachers, students and alumni. International body builder Mahadev Deka was the inaugurator of the rally.
- World Environment Day was celebrated in association with Advertising Association of North East and *Pathik* by enacting a street play and planting saplings in college campus.
- Three faculty members acted as Master Trainers for Gunatav organised by Sarba Sikha Abhijan for assessing and accrediting Govt. primary schools in the state of Assam
- A large number of faculty members are members of various social organisations and NGOs and conducts various out reach programmes

All faculty members contributed for flood relief and a truckload of commodities was sent to flood affected

Criterion – IV

4. Infrastructure and Learning Resources:

4.1 Details of increase facilities:

Facilities in infrastructure	Existing	Newly created	Source of Fund	Total
Campus area	4500 sq.mt	-	-	4500 sq.mt
Class rooms	17	-	College	17
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)	4,08,531	38,700	UGC & COLLEGE	1,72,146
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	10618	1330872	436	101007	11054	1431879
Reference Books	2042	1040379	54	34253	2096	1074632
e-Books	93809	N-LIST	-	-	93809	N-LIST
Journals	10	23500	-	-	10	23500
e-Journals	6100	N-LIST	-	-	6100	N-LIST
Digital Database	NA					
CD & Video	75	-	25	-	100	-
Back Volumes	325	-	25	-	350	-
Magazines	07	3157	-	-	07	3157
Newspapers	14	20248	-	-	14	20248

4.4 Technology up gradation (overall)

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

- In addition to it, students are also 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.

4.6. Amount spent on maintenance in lakhs :

i) ICT	NIL
ii) Campus Infrastructure and facilities	2,26,800
iii) Equipments	38,700
iv) Others	39,20,628
Total	Rs.41,66,128

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 and programmes are displayed in notice board, magazines and bulletins. The co-ordinator of the wing is asked to hold regular meetings with the NCC cadets to keep them informed about its programmes
- 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 S.B. Deorah College Students' Union work around the year with the IQAC in spreading awareness about its functions and services which can be availed by the students.
- The IQAC along with the Students' Union spread awareness about Anti-Ragging in the beginning of the session by holding street plays and displaying messages and hoardings in the campus.
- Suggestions are also given to the principal regarding the functioning of the support services and steps for improvement are taken whenever necessary.

- The college also has a large, spacious, well furnished girls’ hostel in the college campus. It provides a safe and secure accommodation to girl students who come from outside the state. The IQAC ensures that girl students of the college avail of this facility at the time of admission.
- Prospectus of the college, which is prepared by the IQAC, gives adequate information about the functions and types of the support services for the students.

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.
- 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
1157	NIL	NIL	-

(b) No. of students outside the state

180

(c) No. of international students

NIL

(d) Men

No	%
650	55.4

Women

No	%
507	44.6

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
535	109	234	277	0	1158	557	72	322	224	0	1157

Demand ratio: 1:2.5

Dropout: 7%

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

- Career Guidance and Counselling Cell of S.B. Deorah College organizes in association with the various departments give guidance to 6th semester students for Entry into Services from time to time.
- 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 tries to explain the subjects, the need of choosing the right subject which can provide a window of opportunities for their education and employment. Besides, students are also taken on field trips and given exposure on various career opportunities. Towards the end of their course, the major students are given guidance on post graduate courses and career opportunities of such courses

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
--	---	--	--

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. Women's Day was celebrated by felicitating women achievers and girl students were encouraged to empower themselves. Eminent advocate Ms Aparajita Bhuyan enlightened students and staff on women's rights and how these rights can be availed.

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	4,000
Financial support from government	18	116350
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) The electric switches and fans which had been damaged has been replaced, b) Teaching aids like blackboards and class room furniture

have been repaired/ replaced. c) students have been repeatedly warned by the Principal and teaching staff to stop the chewing of gutka and to abstain from in the college campus e). 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. d) The Principal holds regular meetings with the HODs in order to maintain strict vigil of the classes, attendance, course and sessional examinations. g). 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 created a fully automated Management Information System (MIS) this year. 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 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

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.
- ❖ The results of the final semester are monitored and discussed with the teaching staff.
- ❖ Students securing first class are felicitated and scholarships are given on the Foundation Day.
- ❖ 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. Evaluations of final examination are done by the faculty members according to guidelines set by the 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 70 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 received 10 ISBN. The college has published one seminar proceeding volume, one workshop proceeding book and two other books by the department of Assamese and History, having ISBN number.
- 10 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 As part of our effort of encouraging research and development the college library has subscribed 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 Principle'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 10No.s of computers with internet facility for providing basic computer access to the 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 advertised and 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.
- To encouraging research and development the college library has subscribed 10 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.
- 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 the 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. Ashray Concept Food, an industry associated with the donor family, provides scholarships worth 1 lakh to the meritorious and poorer students of the college. Various commercial and industrial organisations provide sponsorship in various college programmes like seminar, workshop,

lecture, silver jubilee celebration etc. The college has collaborated with Reliance Jio to provide a Wi-Fi campus.

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 3Subsidized food provided at the College canteen 4. Book Bank facility for economically weak students 5. Financial aid given to students to participate in co-curricular activities.

6.5 Total corpus fund generated

Rs. 1.0 crore

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
- They sponsor prizes for various competitions
- They are invited in various college activities and there is active participation from the Association

6.12 Activities and support from the Parent – Teacher Association:

- Parent Teachers meet are arranged whenever necessary to discuss academic issues
- Parent Teacher meet are also arranged by the Disciplinary Committee to discuss disciplinary issues of delinquent students

- Guardian members in the Governing Body voice their opinions on various 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.
- Deputes Grade-III staff of the college to the workshop on office management conducted by different Colleges and ASC, Gauhati University
- 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
- Seasonal flowers are regularly grown in the campus.
- Use of plastic is banned in the campus and there is a strict waste disposal mechanism.
- Energy Conservation -use of electricity is done in 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.

- Continuation 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;
- Organising field trip for firsthand experience
- Felicitating and offering scholarship to academic achievers
- Opening of a Fitness Centre to promote healthy lifestyle among students and teachers
- Encouraging students to participate in various extracurricular activities that are held both within and outside the college

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 -II

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

- Nurturing the potential of students, enabling them, empowering them to carve their own paths through academic and non academic programmes.
- Strengthening ties with the community through NSS

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

Enclosed in Annexure -III

7.4 Contribution to environmental awareness / protection

- Various awareness programmes relating to the environment are held from time to time at the college level. Resource persons of various programmes have exchanged and shared their views on various issues of the environment.
- World environment day on 5th June is celebrated in the college with a day long programme. Renowned environmentalists have delivered talks on the day.
- 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 which are of great significance

7.5 Whether environmental audit was conducted? Yes No

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

SWOT Analysis Enclosed in Annexure - IV

8.Plans of institution for next year

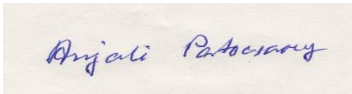
- **Post Graduate Programme:** The College has a plan to introduce Post Graduation programme in certain subjects of high demand such as English, Political Science, Assamese and Education in the coming years.
- **Science Stream:** The college has a plan to introduce science stream to cater to the needs of the student community.

- **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.

- **New Academic Block:** The College has received funds from RUSA (Rashtriya Utchhator Siksha Abhijan) and Govt. of Assam to construct a new academic block which will house the library, Boys' and Girls' Common Room, additional classrooms, Conference Room etc.
- **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.
- **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.
- **Conference Room/Seminar Hall:** The college has a plan to construct a conference room/seminar hall in the next session.
- **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 as well as access to online e-resources (e-books, e-journals etc), institutional repositories anywhere throughout 24x7 hours.
- **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 shift the library to the first and second floor of the New Academic Building.

- **Marble and Tiles Flooring of the College Building:** The college has a plan to give a new look to the college building by converting cement floors into tiles and marble staircase



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Associate Professor
Department of History
S.B. Deorah College, Guwahati – 7



Name: **Dr. Dharmendra Nath**
Principal,
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Guwahati – 7

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

ANNEXURE – I

PLAN OF ACTION

Plan of action	Achievement
1. To organise extra classes for slow learners	<ul style="list-style-type: none"> • Extra classes for slow learners have been arranged for the major students of each Department.
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. • To cater the needs of the learning resources of the students and teachers more nearly 500 new books including reference books, 2 new research journals have been added to the existing collection.
4. To conduct special classes, workshop on career guidance; Personality Development for the students.	<ul style="list-style-type: none"> • Career Guidance and Counselling Cell of the college organizes special classes for career guidance. The main objective of organizing such programmes is to develop the skills of the students required for appearing in various competitive examinations in banking, SSC Insurance etc. The programme also arranged special classes on personality development.
5. To provide online form fill up for examination to increase the class period of each semester.	<ul style="list-style-type: none"> • The college has successfully facilitated online form fill up for examination which has brought tremendous change in increasing the number of classes in each semester

<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.
<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. • Seminars and workshops have been organised by different cells and by IQAC also • Educational tours have been organized by some departments where students were given first hand experience.
<p>8. To arrange more extension activities as a part of community service of the college.</p>	<ul style="list-style-type: none"> • Various extension activities under NSS and Red Ribbon Club have been conducted at the local, state and national level. • 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 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 and in the Alcheringa – youth festival of IIT, Guwahati. Many students have won prizes in various competitions.
<p>10. To conduct health check-up and health awareness programme and to set up fitness centre</p>	<ul style="list-style-type: none"> • Health programmes are organized from time to time and importance of a healthy lifestyle is stressed • A fitness centre has been set up to encouraged physical activity of the students
<p>11. To organise more programmes related to women issues and women</p>	<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

empowerment.	<p>regarding the welfare of the girl students.</p> <ul style="list-style-type: none"> • Women’s Day is celebrated with a day long programme
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. The centre has been successful in increasing the enrolment of the students.
13. 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.
14. To renovate faculty rooms, Teachers’ Common Room and the entire building	<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. • Tiles and marble flooring have been provided to the entire building
15. To plan for infrastructural development with the grants received from RUSA & State Govt.	<ul style="list-style-type: none"> • The college has received Rs.50.0 lakh from RUSA and Rs. 50.0 lakhs from State Govt in the financial year 2016-17. For effective utilization of grants, a Project Monitoring Unit (PMU) and a construction committee have been constituted as per the guideline of RUSA and Govt. of Assam. The PMU and construction committee have sorted out the various development works of the college as follows: <ul style="list-style-type: none"> • Renovation & up-gradation of the existing facilities • Procurement of new equipment and furniture • Construction of new academic building • Infrastructural developments of the college etc.

ACADEMIC CALENDER 2016– 17

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days
April/2017	14-18	Tue-Sat	Working days/ Classes		5
	19	Sunday	Holiday	1	
	20-25	Mon-Sat	Working days/Classes		6
	26	Sunday	Holiday	1	
	27-31	Mon-Fri	Working days/ Classes		5
	1	Sat	Working days/Classes		1
	2	Sunday	Holiday	1	
	3-4	Mon-Tue	Working days/classes		2
	5-8	Wed-Sat	Sessional Examination (II, IV, & VI Semester)		4
	9	Sunday	Holiday	1	
	10-12	Mon-Wed	Working days/classes		3
	13-15	Thu-Sat	Bahag Bihú		3
	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		
May/2017	1	Mon	May Day	1	
	2-6	Tue-Sat	Working days/ Classes/GU Exam		5
	7	Sunday	Holiday	1	
	8-13	Mon-Sat	Working days/ Classes/ GU Exam		6
	14	Sunday	Holiday	1	
	15-20	Mon-Sat	Working days/ Classes/GU Exam		6
	21	Sunday	Holiday	1	
	22-27	Mon-Sat	Working days/ Classes/ GU Exam		6
	28	Sunday	Holiday	1	
	29-31	Mon-Wed	Working days/ Classes/ GU Exam		3

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days
June/2017	1-3	Thu-Sat	Working days/ Classes/ GU Exam		3
	4	Sunday	Holiday	1	
	5-10	Mon-Sat	Working days/ Classes/ GU Exam		6
	11	Sunday	Holiday	1	
	12-17	Mon-Sat	Working days/ Classes/ GU Exam		6
	18	Sunday	Holiday	1	
	19-24	Mon-Sat	Working days/ Classes/ GU exam		6
	25	Sunday	Holiday	1	
	26-30	Mon-Fri	Working days/Classes		5

Note : In the event of any change in the Holidays, the University main Holiday list will be followed.

Principal
S. B. DEORAH COLLEGE
Ulubari, Guwahati-7



S. B. DEORAH COLLEGE
Guwahati-7

Academic Calender
(2016-2017)

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days
July/2016	1-31		Summer vacation/ working days	31	24
	6-7	Wed-Thu	Id-Ul-Fitre	2	
	3,10,17,24,31	Sundays	Holiday	5	
	Aug./2016	1-6	Mon-Sat	Working days/Classes	
7		Sunday	Holiday	1	
8-13		Mon-Sat	Working days/Classes		6
14		Sunday	Holiday	1	
15		Mon	Independence Day	1	
16-20		Tue-Sat	Working days/Classes		5
21		Sunday	Holiday	1	
22		Mon	Tithi of Sri Sri Madhabdev	1	
23-24		Tue-Wed	Working days/Classes		2
25		Thu	Janmastomi	1	
26-27		Fri-Sat	Working days/Classes		2
28		Sunday	Holiday	1	
29-31		Mon-Wed	Working days/Classes		3
Sept/2016	1-2	Thu-Fri	Working days/Classes		2
	3	Sat	Tithi of Srimanta sankardeva	1	
	4	Sunday	Holiday	1	
	5-8	Mon-Thu	Working days/Classes		4
	9	Fri	College foundation Day	1	
	10	Sat	Freshers' social/Working day	1	
	11	Sunday	Holiday	1	
	12	Mon	Id-Ul-Zuha	1	
	13-17	Tue-Sat	Working days/Classes		5
	18	Sunday	Holiday	1	
	19-24	Mon-Sat	Working days/Classes		6
25	Sunday	Holiday	1		
26-29	Mon-Thu	Working days/Classes		4	
30	Fri	Student's Union Election	1		
Oct/2016	1	Sat	Working days/Classes		1
	2	Sunday	Gandhi Jayanti	1	
	3-6	Mon-Thu	Working days/Classes		4
	7-15	Fri-Sat	Durga puja, Lakshmi puja, Muharam		9

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days	
Nov/2016	16	Sunday	Holiday	1		
	17	Mon	Kati Bihu	1		
	18-20	Tue-Thu	Working days/Classes		3	
	21-25	Fri-Tue	Sessional Examination (I, III, & V Semester)		4	
	*23	Sunday				
	26-28	Wed-Fri	Working days/Classes		3	
	29-30	Sat-Sun	Kali Puja & Dewali		2	
	31	Mon	Working day/Class		1	
	Dec/2016	1-5	Tue-Sat	Working days/classes		5
		6	Sunday	Holiday	1	
		7-12	Mon-Sat	Working days/ Classes/ GU Exam		6
		13	Sun	Holiday	1	
		14	Mon	Guru Nanak's Birthday	1	
15-19		Tue-Sat	Working days/ Classes/ GU Exam		5	
20		Sunday	Holiday	1		
21-26		Mon-Sat	Working days/ Classes/ GU Exam		6	
27		Sunday	Holiday	1		
28-30		Mon-Wed	Working days/ Classes/ GU Exam		3	
Jan/2017	1	Thu	Working days/ Classes/ GU Exam		1	
	2	Fri	Asom Divas (Sukapha Divas)	1		
	3	Sat	Working days/ Classes/ GU Exam		1	
	4	Sunday	Holiday	1		
	5-10	Mon-Sat	Working days/ Classes/ GU Exam		6	
	11	Sunday	Holiday	1		
	12-17	Mon-Sat	Working days/ Classes/ GU Exam		6	
	18	Sunday	Holiday	1		

Month	Dates	Days	Particular of Event (s)	No. of holidays	No. of Working Days
Feb/2017	19-24	Mon-Sat	Working days/ Classes/ GU Exam		6
	25	Sunday	Christmas Day	1	
	26-31	Mon-Sat	Working days/ Classes/ GU Exam		6
	1-10	Sun-Tue	Winter Break	10	
	1	Sunday	Holiday	1	
	2-7	Mon-Sat	Working days		6
	8	Sunday	Holiday	1	
	9-13	Mon-Fri	Working days/Classes		5
	14-16	Sat-Mon	Magh Bihu		3
	17-21	Tue-sat	Working days/Classes		5
Mar/2017	22	Sunday	Holiday	1	
	23-25	Mon-Wed	Working days/Classes		3
	26	Thu	Republic Day	1	
	27-30	Fri-Mon	College week/ Working days		4
	31	Tue	Working days/Classes		1
	1	Wed	Sarswati Puja	1	
	2-4	Thu-Sat	Working days/Classes		3
	5	Sunday	Holiday	1	
	6-11	Mon-Sat	Working days/Classes		6
	12	Sunday	Holiday	1	
Apr/2017	13-18	Mon-Sat	Working days/Classes		6
	19	Sunday	Holiday	1	
	20-23	Mon-Thu	Working days/Classes		4
	24	Fri	Sivraatri	1	
	25	Sat	Working days/Classes		1
	26	Sunday	Holiday	1	
	27-28	Mon-Tue	Working days/Classes		2
	5	Sunday	Holiday	1	
	6-11	Mon-sat	Working days/Classes		6
	12-13	Sun Mon	Dol-Yatra		2

ANNEXURE – II

ACTION TAKEN REPORT

Plans	Action Taken
Seminar/Workshop conducted	<ul style="list-style-type: none"> • Annual Lecture of College Foundation Day on Information Services Economics delivered by Prof. Hiranya Nath, Sam Houston State University, USA, on 9th Sep, 2016 • International workshop on “Mind Education” held on 21.9.16 in association with South Korean Youth Club. • Seminar on “Social Impact of British Rule in Colonial Assam” delivered by Dr Barnali Sarma, Gauhati University held on 10th Feb, 2017. • Seminar on “Motivational Education beyond Curriculum” delivered by Dr Soumen Chakraborty, St. Edmunds College, Shillong held on 06th March, 2017. • Seminar on “Socio - Linguistics” delivered by Dr Manashi Bora, Gauhati University held on 06th March, 2017. • Seminar on “ Women’s Rights” delivered by Aparajita Bhuyan , Advocate, Gauhati High Court on 8 March 2017. • Workshop on “Spoken Hindi” delivered by Dr. Golak Chandra Deka, Gauhati College held on 25 March 2017. • Seminar on “ Modern Assamese Drama” delivered by Dr.Sailen Bharali, Retd Prof., Gauhati University on 30 March 2017
Construction of computer lab	Construction of Computer Laboratory has been undertaken
Construction of New Academic Building	Necessary formalities has been initiated for the construction of New Academic Building
Other works initiated with RUSA grants	<p>The college has undertaken the following works with the RUSA grants:</p> <ul style="list-style-type: none"> • Work for fitting of tiles on walls and floors of the Class rooms, corridors and staircase in progress • The process of demolition and extension of boundary wall and side drains have been started • Placement of orders for procurement of computer tables; classroom desk benches; gym & sports equipment, computers, plastic chairs etc. have been completed

	<ul style="list-style-type: none"> • Aluminium partitioning of the gym has been started etc.
Construction of a Fitness Centre	A Fitness Centre consisting of latest equipments has been set up
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..
Community Services	<p>The college has an active NSS wing and Red Ribbon Club which conducts various programmes on social issues throughout the year. Training programmes,camps, workshops, film shows, blood donation camps are conducted both inside and outside the college campus.The following programmes were undertaken during the session 2016-17</p> <ul style="list-style-type: none"> • Six students participated in North East Youth Festival held in Mizoram from 22 to 26 November 2016. • NSS Convenor participated as Resource Person and five students were deputed in a programme on Capacity Building and Youth Empowerment on 4 February 2017 • Ten students participated in a programme organized by Assam AIDS Control Society on the occasion of World AIDS Day 1 December 2016 at Guwahati • Five students participated in Capacity Building and Youth Empowerment programme organized by Kasturba Gandhi National Memorial Trust held on 4-5 February 2017 • 150 students participated in an Orientation Programme on NSS and Red Ribbon held at college auditorium on 29 March 2017. NSS NER Director, Shri Sunil Basumatary, and Asstt. Director of Assam AIDS Control Society, ApurbaBezbaruah, were the Resource Persons in the programme. • Seven students participated in a Leadership and Personality Programme held from 19-23 May 2017 at IIE, Guwahati • Five students participated in a Youth Interaction and Cultural Programme held at Gujarat from 16 to 22 February 2016
Increasing the enrolment of the 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 and there has been a significant increase in the enrolment.

ANNEXURE – III

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 Strengthening ties with the community through the various programmes of NCC
- iii. Strengthening ties with the community through the various programmes of NSS
- iv. Nurturing the potential of students through individualized mentoring and counselling by teachers
- 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. ICT skill development programme for the teachers.
- x. Conducting Departmental seminars for the Major students.
- xi. Organising personality development programme for the students by inviting experts.
- xii. Organising Yoga and Meditation programme by the student welfare cell.
- xiii. Conducting study tour, field trip by each department

ANNEXURE – IV

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) Commerce stream is fully self financing
- 5) Poor academic background students admitted in the college at large numbers
- 6) Results are not up to the expected level
- 7) Placement and campus recruitment of the students not very encouraging
- 8) No separate library building which result inadequate supply of learning resources and reading facility to the students.
- 9) No play ground in the college premises to promote sports and co-curricular activities.
- 10) Auditorium is not well furnished
- 11) Research activities of the faculty members are not adequate.
- 12) Seminar/conference hall is yet to be constructed
- 13) Faculty students ration is high due to non-creation of permanent sanctioned post
- 14) Second & third storied of the girls hostel yet to be constructed.
- 15) Administrative block cum Principal's office facing space constraints
- 16) Faculty rooms are not adequately furnished aa there is 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) To tie up with universities like IGNOU to offer courses in distance mode
- 3) To opening of a Community College in the campus to offer certificate and diploma courses
- 4) To arrange more soft skill development, vocational courses to increase employability among the students.
- 5) To introduce Post Graduate courses in all the subjects having major course.
- 6) To introduce Science stream at degree level.
- 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.