Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**SIBSAGAR GIRLS' COLLEGE**
Name of the head of the Institution	**Buddhin Misra**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03772232778**
Mobile no.	**9678427051**
Registered Email	**principalsgc@yahoo.co.in**
Alternate Email	**sgciqac24@gmail.com**
Address	**Near Siva Temple, Sivasagar Town**
City/Town	**Sivasagar**
State/UT	**Assam**
Pincode	**785640**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Sanjay Das and Abhijit Borpuzari**
Phone no/Alternate Phone no.	**03772232778**
Mobile no.	**8011637495**
Registered Email	**principalsgc@yahoo.co.in**
Alternate Email	**sgciqac24@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sibsagargirlscollege.org.in/uploads/weblink/AQAR_2016-17.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://sibsagargirlscollege.org.in/uploads/weblink/Academic_Calendar_2017-18.pdf

5. Accrediation Details

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

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Awareness programme on	**22-Jun-2017**	**250**

Anti Ragging	1	
Blood Donation Camp	20-Jun-2017 1	100

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sibsagar Girls' College	Upgradation of existing degree colleges into model degree college	RUSA-MHRD	2017 365	20000000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Sensitisation Programme on Prevention of Sexual Harassment against women

Blood Donation Camp was organised

Popular Talk organised on "Application of Earth Science in the study on history"

Self Defence Training Programme organised where self defence practical demo session for girls was emphasised

Celebration of important days and festivals (Silpi Divas, Rabha Divas, Teacher's Day, World Environment Day, Yoga Day, Science Day) being some important days and festivals

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

Plan of Action	Achivements/Outcomes
Awareness programme on Antiragging to be organised	An awareness programme on antiragging was organised immediately after the admission procedure
A memorial lecture to be organised in memory of Biren Borkatoky, erstwhile President of Asom Sahitya Sabha and ex-Principal of SGC.	On Biren Borkatoky Memorial Lecture was organised. Speech was delivered by Dr. Amarjyoti Choudhuri (24/10/2017) Eminent Educationist of Assam
undefined	undefined
Celebration of important days and festivals	Silpi Divas (17 Jan), Rava Divas, Environment Day, Yoga Day, Science Day and Librarian's Day were celebrated
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Sibsagar Girls' Collge Governing Body	23-May-2018

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission

21-Feb-2018

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)

The institution does not have a management Information System but the management gives information to faculty, students' parents and others via SMS, Whatsapp and email

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

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

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Montessori Teachers Training Course	Nil	01/01/2017	Nil	Self Employment Job Opportunity At Private Public Schools	Childrens Learning By Playing /Activities
Geo-Information Technology Course	Nil	01/01/2017	Nil	Self Employment Job Opportunity At Private Survey Firms	Mapping /Management Decision Making
Spoken English Course	Nil	01/01/2017	Nil	Self Employment Job	Strategy To Develop C ommunication

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

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

	Certificate	Diploma Course
Number of Students	70	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value education is a part of the curriculum of Education Dept. It is taught as one of the papers in Education Dept. and soon the teachers of the department are coming up with plans to make value education courses available for the entire student comm	01/08/2017	50
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Geography (M)	44
BA	Education (M)	37
BSc	Zoology (M)	18
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	No
Parents	No

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

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

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	B.Sc. (Major)	150	175	157
BA	BA Major & Pass Course	350	748	385
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	542	Nill	38	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used

38	26	7	5	2	3

<p align="center">[View File of ICT Tools and resources](#)</p>

<p align="center">[View File of E-resources and techniques used](#)</p>

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

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1388	38	1:37

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45	38	7	0	10

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	UG	ODD SEM (JAN TO JUNE, 2017)/YEAR END (JULY,2017 TO JUNE, 2018), Even Sem (June To Dec, 2017)	30/04/2018	31/05/2018

BSc	UG	Odd Sem (Jan To June, 2017)/Year End (July,2017 To June, 2018), Even Sem (June To Dec, 2017)	30/04/2018	31/05/2018

[View File](#)

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

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

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

At the beginning of the year, an Academic Calendar (Annual Academic Plan) is prepared by the IQAC based on inputs from the University Academic Calendar and Departmental Work Plans. The preparation of the academic calendar ensures that the students get adequate learning hours and teachers get enough time to deliver their courses effectively. At the onset of each semester, the principal convenes a staff meeting to discuss ways and means for the smooth and effective implementation of the academic calendar. Schedule of Internal examinations, celebration of important days and festivals apart from days of national importance, time schedule of holding elections for students body, announcement of results, time schedule for youth festival, literary festival, sports festival are all inclusive in the academic calendar. All the components of CIE namely, assignments, seminars, test papers, projects are conducted on time as per the academic calendar. Assignments and seminars are given to the students continuously and well in advance so that they can prepare for the same. The

> evaluation is also done on a continuous basis. The college takes special note that conduct of all extra-curricular activities which are equally important does not interfere or infringe upon the CIE process. Proposed dates of field trips, study tours, educational visits, industrial visits are scheduled in a manner in which the CIE process is not disrupted.

2.6 – Student Performance and Learning Outcomes

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

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
UG	BA	Home Sc.	25	15	60
UG	BA	History	22	15	68.18
UG	BA	Pol. Sc.	42	31	73.80
UG	BA	Education	35	31	88.57
UG	BA	Economics	32	21	65.62
UG	BA	Assamese	39	31	79.48
UG	BA	English	29	11	37.93
UG	BA	Geography	54	41	75.92
UG	BSc	Physics	11	10	90.90
UG	BSc	Chemistry	14	11	78.57
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2.7 – Student Satisfaction Survey

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

https://sibsagargirlscollege.org.in/uploads/weblink/2017_18SSS.xlsx

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
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3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	Nill	Nill	Nill	Nill

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	Nill	Nill	Nill	Nill	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
Nill	NIL	0	0

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

Department	Number of Publication
NIL	0

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Metal profile of traditional alcoholic beverages prepared by the ethnic communities of Assam, India	Pranami Handique, Anamika Kalita Deka, Dibakar Ch. Deka	Journal of Instiute of Brewing, Wiley	2017	Nill	Department of Chemistry, Gauhati university, Guwahati, Assam	6

					No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	Nill	Nill	Nill	Nill	Nill	Nill
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	4	0	2
Presented papers	4	5	3	0
Resource persons	0	0	0	1
		View File		

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Environment Day	NCC	4	80
Social Service and Community Development	NCC	5	100
Swach Bharat Abhiyaan (Essay Competition)	NCC	3	100
Swacchta Pakhwada	NCC	4	20
Clean Campus Day	NCC	6	20
Clean Hostel Day	NCC	5	20
Green Campus Day	NCC	2	20
Essay contest on "Innovative way for spreading the message of hygiene"	NCC	3	25
Clean surrounding day – Roads leading to the institution	NCC	5	30
Care for the surroundings study of garbage cleaning systems in the public places	NCC	4	20

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	Nill	Nill	Nill

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
ASC	Aryabhatta Science centre in association with SGC	Science based Extempore speech competition, (38) Poster drawing and model competition (22)	5	100
Swacha Bharat	NSS	Clean and green Programme at Shiv Mandir Campus	15	50

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	Nill	Nill	Nill

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	Nill	Nill	Nill	Nill	Nill

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

Between IIE, Guwahati (1st Party) and Sibsagar Girls' College (2nd Party) Time framework - 5 years	16/10/2015	To collaborate with each other in under taking Joint initiatives aimed at promotion of skill development, entrepreneurship education and integrated development of the region	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
17.5	17.34

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing

View File

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	19194	Nill	6498	Nill	25692	Nill
Reference Books	14353	Nill	3064	Nill	17417	Nill
Journals	19	Nill	25	35529	44	35529
e-Books	24000	Nill	Nill	Nill	24000	Nill
e-Journals	6000	Nill	Nill	Nill	6000	Nill
Digital	2	Nill	Nill	Nill	2	Nill

Database					
CD & Video	130	Nill	18	Nill	148	Nill
Library Automation	1	Nill	Nill	Nill	1	Nill
Weeding (hard & soft)	1040	Nill	250	Nill	1290	Nill

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	Nill	Nill	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	50	1	1	1	1	1	0	100	0
Added	10	0	0	0	0	0	0	0	0
Total	60	1	1	1	1	1	0	100	0

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

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100 MBPS/ GBPS

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4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
43	4254876	20	1961945

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

Physical facilities including laboratories, classrooms and computers etc. are made available for the students admitted as day scholars. The students pursuing practical related subjects at the time of admission have to pay for the

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

https://sibsagargirlscollege.org.in/uploads/weblink/4.4.2.docx

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Nill	Nill	Nill
Financial Support from Other Sources			
a) National	Ishan Uday	11	1188000
b)International	Nill	Nill	Nill
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
1 day workshop on Wall Magazine and Leadership Workshop	05/10/2017	20	NSS in association with Swami Vivekananda Kendra, Sivasagar
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the	Number of	Number of	Number of	Number of

scheme	benefited students for competitive examination	benefited students by career counseling activities	students who have passedin the comp. exam	studentsp placed
Nill	NIL	Nill	Nill	Nill	Nill

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	Nill	Nill	Nill	Nill	Nill

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	1	UG	History	Nill	Nill
2017	15	UG	Geography	Nill	Nill
2017	6	UG	Home Sc	Tezpur University	PG
2017	18	UG	Assamese	14 AWU, 14 Dibrugarh University	14-PG , 4-D.El.Ed, 1-M.Phil (persuing)
2017	11	UG	Education	Nill	Nill
2017	8	UG	English	Tezpur University	Nill
2017	4	UG	Economics	2 from Dibrugarh University, 2 from Women's University	Nill
2017	9	UG	Chemistry	Nill	Nill
2017	24	UG	Zoology	Nill	Nill
2017	3	UG	Botany	Nill	Nill
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
TOFEL	1

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

Activity	Level	Number of Participants
Outdoor Sports	Institutional	80
Music	Institutional	100
Literary Activities	Institutional	110
Indoor Sports	Institutional	90
Cultural	Institutional	100

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	Nill

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The College Union is a very important constituent of the institution without which the democratic structure/process would not work in the desired manner. The Union body facilitates the students to engage themselves effectively in co-curricular and extra-curricular activities of the College and plays a vital role in providing opportunities for shaping them into valuable human resources. Functioning of the College Union : The election of the College Students body is conducted in accordance with the norms as laid down in the Lyngdoh Commission Report. The executive members of the Students body as well as class representatives are duly elected in the election process. The College Union is supervised and assisted by Teacher Advisers to guide them in the various activities Activities of College Union The Union body operates with a sense of responsibility in dealing with the student concerned activities. It undertakes programmes that promotes Corporate, social and cultural life of the students. The activities of the Union also include the organizing of the annual Youth festival (which includes sports, literary, music and culture related events) which is an important medium for showcase of various talents of the students. The Union body also takes the lead in the celebration of local and national days thus inculcating a sense of patriotism among the students. The Union body also takes the initiative of publishing a College Magazine annually. Representation in Academic and administrative bodies: Student members are involved in several institute and department level committees with active participation. Students members are accommodated in the IQAC, Hostel Committee in which they play a major role regarding food quality, hygiene and other facilities. The student body members play a major role in enrolling and encouraging students to the NCC at the time of admission. The students play a participatory role in some other Committees like Anti-ragging Committee,

Discipline Committee also. Their suggestions and opinions are taken into consideration for furtherance and enhancement of academic quality of the institution.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

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

5.4.2 – No. of enrolled Alumni:

150

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

3812

5.4.4 – Meetings/activities organized by Alumni Association :

The Alumni Association of Sibsagar Girls College organised a Cleanliness Drive on the occasion of World Environment Day on 5th June 2016 along with the Students Union Body Members.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the Governing body to the entire staff and students, all the stakeholders have a role to play in the building of a college. The college focuses on decentralization The Governing body : The Institution's management comprises of the governing body with specific functions that cater to the needs of the institution for the ongoing process and development of the institution. All strategic plans relating to infrastructural development, enhancement of quality

in teaching-learning process, promotion of research and healthy practices are approved by the GB which are so much essential to reach the set goals or benchmarks of the institution. The GB also takes care of the financial management and the implementation of facilities for the institution. It guides and articulates the available resources and authorizes the head of the institution to carry out the activities. The Principal, HODs (Head of departments) teaching staff, non-teaching staff alongwith student union members, as a community concentrate on fostering the progress of the institution by sharing the responsibilities and participate in the growth of the institution. The Principal: He is the member-secretary of the Governing body and chairperson of the IQAC. The/Principal in consultation with the Teachers of the different committees implements different academic, office and student related policies. There are several committees which work hand in hand with the authorities as well as with the IQAC. The different committees are :- ? Internal Quality Assurance Cell ? Library Management Committee ? Financial Advisory Committee ? Discipline Committee ? Hostel Committee ? Prospectus Committee ? Grievance Redressal Committee ? Website Development Committee ? Purchase Committee ? Works Committee/Building Committee ? Academic and Administrative audit committee ? Admission committee ? Examination committee ? Research promotion committee ? Fund Raising and Resource Mobilization Coomittee ? Career Counselling and Guidance Committee ? Employees Welfare Committee ? Placement Committee Some committees are constituted in accordance with governmental guidelines such as-Sexual Harassment Prevention Committee, Anti Ragging Committee. Teaching Staff : Faculty members are given representation in various committees/cells nominated by the Principal or according to unanimous decisions in Staff Meetings. Non Teaching Staff : Non teaching staff members are also represented in the Governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or in the decision-making process. Participative Management : The college promotes the culture of participative management at all levels. The principal, governing body, faculty members and the IQAC are involved in defining policies and decision taking, framing guidelines and rules and regulations pertaining to admission, examinations, code of conduct, discipline, grievances, finance, construction, renovation etc. The Principal and the faculty members interact with government and other external agencies. Students, and office staff support and lend a helping hand with the Principal and the faculty for the execution of different academic, administrative, extension related, co-curricular and extra-curricular activities.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The admission procedure of the institution is very clear and transparent. Usually, information regarding the admission process is duly notified in the notice board, newspapers, college website and also hung at prominent spots of the town for advertisement. The authority, each year appoints an Admission Committee with a Co-ordinator and some members to monitor the entire admission process. The admission committee scrutinises the

	forms and chalks out the strategy for admission of the students in the various courses/programmes offered by the College. It prepares a merit list based on the performance in the last exam. The Committee also ensures that the government reservation policy is strictly adhered to. Students are categorised into BPL (Below Poverty Line) and APL (Above Poverty Line) with the annual income into account. BPL students are offered free admission according to the Govt. of Assam norms and guidelines.
Teaching and Learning	Sibsagar Girls' College is a premier institution catering to the needs of higher education of girls in the historic destination of Sibsagar in Assam. Most of the students come from diverse communities and from rural areas. In keeping with the vision and mission of the college, it is our utmost duty to give the best of knowledge and skills to our students and empower each of them as well as to create a human resource in the right sense of the term. To do so, the college undertakes various training programmes for the students to gain and enhance their capability skills. Teachers attend faculty induction programmes, faculty development programmes, seminars, workshops, refresher courses, orientation programmes, short term courses etc. up and keep up in line with the latest academic trends. Workshops, (student centric and teacher centric) student seminars, student exchange programmes, faculty exchange programmes are some other modes in which the making of human resources rely upon. The authorities as well as the IQAC takes initiatives in organizing training programmes for the administrative staff also to ensure and develop skills in the day to day administration and use of effective technology for the purpose.
Examination and Evaluation	A notable amount of teachers are involved in various research activities. The college authorities encourages and inspires the existing faculties to go in for research work and acts as a support system by providing necessary facilities and leave as and when required. The

	Research Promotion Committee takes the initiative in publishing in house research journals in which teachers of all departments are encouraged to contribute research articles. The teachers also take interest in taking up minor as well as major research projects and contribute their lot towards development of research in the institution.
Research and Development	The college has a stringent and systematic process for the evaluation of the students. It considers students, alumni, and parents as valuable stakeholders. The evaluation of students is carried out on their overall performance which includes the internal evaluation in the form of internal exam (IE) and University level evaluation by conducting the end semester examination. An Examination Committee with the Principal as the officer in Charge, one Assistant Officer in Charge and 2 Confidential Officers is constituted for conducting the examinations in a systematic and hassle free way. The information regarding evaluation process is relayed to the parents in the parent-teacher interface. The University always takes initiatives to implement the reforms especially in the exam process. The overall development of students is one of the motto of these reforms.
Human Resource Management	The development of a nation rests on the shoulders of teachers because they shape the future generation. The College is thus highly committed to continuous improvement in the teaching learning process with action planning to address any identified issue forming an essential part of the feedback process. Regular peer observations as well as peer learning among students are a feature in all curriculum areas. Faculty members are encouraged to explore new and innovative teaching and learning strategies. The appraisal and performance record for each member of the teaching fraternity and assessing them, places a strong emphasis on the quality of teaching, learning and assessment.
Admission of Students	Education is evolving at a faster pace than other period in history. There's a growing awareness among the stakeholders that today's curriculum

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

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

E-governace area	Details
Finance and Accounts	The salary e-bill of teaching and non-teaching staff of the college gets uploaded through the Assam Govt.'s financial portal and salary of all employees are disbursed distributed through their respected bank accounts.
Examination	Dynamic College Website provides the link for Examination Form fill up to students. The office administrator can track the record of the students who successfully submits the form fill up courses. He or she can also track the record of the pending cases as a result out of non payment of examination fees at university's account
Student Admission and Support	a) College Website with its both dynamics static pages work for publicity of admission in the online platforms. b) Prospective students apply through college website where they can access information like phase wise merit lists. Cut off marks, departments wise intake capacity, Hostel admission, Admission fees, Best practices, facilities like sports music, literary activities Extra Curricular etc. c) Finally, a final list of admitted students in the college is generated form the website weblink admission software. d) Group messaging (SMS) helps students notices in receiving from college office instantly. e) Library automation with SOUL 2.0, digitization of d-space, online public access catalog, reference

Administration	? Biometric machine has been installed to keep the record of attendance of the employee of the institution ? Whatsapp official information group has been formed to give and circulate all official related information. ? Website of the College stores all the information regarding the college with relevant updates from time to time.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	Nill	Nill	Nill	0

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	Nill	Nill	Nill	Nill	Nill

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
RC	7	Nill	Nill	Nill
FDP	2	Nill	Nill	Nill
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
A welfare Fund is	Nill	A students Welfare fund

functional in which teachers contribute an amount of Rupees 50/- per month which is deducted from the salary account. The fund is utilised as and when emergency arises out of critical illness, accidental cases etc. The beneficiaries of the scheme are the teaching staff, non teaching staff and students.	also exists in the institution in which students contribute an amount of Rs. 100/- at the time of admission. The beneficiaries of this fund are students from financially weaker sections and also students suffering from critical illness.

6.4 – Financial Management and Resource Mobilization

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

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

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	Nill	Nill
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6.4.3 – Total corpus fund generated

421381

6.5 – Internal Quality Assurance System

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

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

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

The Parent-Teacher Association has been constituted to maintain the communication between parents, teachers and students. The Parents Teacher Association plays a vital role in the sustenance of academic quality of the college. The executive members of the PTA are elected every year in the

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

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

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

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

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

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Celebration of World Environment Day	05/06/2017	Nill	Nill	100
2017	Blood Donation Camp	20/06/2017	Nill	Nill	100

2017	Celebration of Rabha Divas	20/06/2017	Nill	Nill	60
2017	Celebration of International Yoga Day	21/06/2017	Nill	Nill	100
2017	Awareness programme on Anti Ragging	22/06/2017	Nill	Nill	250
2017	Celebration of Librarian's Day, (S.R. Ranganathan's birthday)	12/08/2017	Nill	Nill	100
2017	Biren Borkatoky Memorial Lecture on Kristi -"Digh aru Bani" by noted literateur Amarjyoti Chowdhury (Note: Biren Borkatoky was our Ex-Principal as well as one of the presidents of Assam Sahitya Sabha being an eminent literateur)	24/11/2017	Nill	Nill	200
2017	Talk on Personal hygiene and its importance among the girl students	29/11/2017	Nill	Nill	200
2018	Celebration of Silpi Divas	17/01/2018	Nill	Nill	50
2018	Act of	18/01/2018	Nill	Nill	30

Social Responsibility (Donation of a Coloured LED TV on Kaumudalay, a premier orphan and physically challenged children in Sibsagar district				

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of International Womens' Day	08/03/2018	Nill	60	5
Programme on Menstruation and hygiene management	29/05/2018	Nill	70	4

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

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

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	Nill
Braille Software/facilities	No	Nill
Rest Rooms	Yes	Nill

Scribes for examination	Yes	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	2	3	Nill	Nill	submission of memorandum to district authorities for removal of beggars from the vicinity of the college	a no beggar zone was created around the whole area encompassing the historic temples adjacent to our college campus	20
2017	2	3	Nill	Nill	Request to SMB for lighting facilities at night from college campus to Hostel campus	SMB has come forward and installed street lights for the purpose. Problem of anti social elements solved to some extent	25
					View File		

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Every morning, prayers are held in the departments where values like honesty, truthfulness, importance of a disciplined life are imparted to the students	01/06/2017	31/05/2018	65
Every, morning before the beginning of classes, two students of the history department are assigned to light a diya and agarbattis at the altar of Goddess Saraswati thus promoting a sense of a sacredness contributing towards a serene academic envt.	01/06/2017	31/05/2018	6
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Title of the Practice Improving Teaching-Learning Process Objectives : The objective of each department is to ensure the completion of syllabus according to the academic planner of each department. Teachers are encouraged to : 1) Adapt to technology updates and accommodate ICT enabled classes in their teaching learning process. 2) To improve pass percentage of passed out students and enhance the number of ranks bagged by the College at the University level exam. The Practice : An academic planner in abeyance with the academic calendar is prepared by the departmental heads. The heads of the departments monitor the pace of coverage of the syllabus. The teaching-learning committee members and the class teachers held frequent meetings to discuss the progress of syllabus. Frequent assignments, tests, MCQs are conducted to assess the student's grasping of the syllabus and to improve their performance in the final exams. ICT enabled classrooms are on the rise and teachers are requested to handle tools of ICT for classroom teaching Power point presentations, browsing the internet for e-resources, use of Google Classroom, Whatsapp Sharing are other modes of teaching learning process. Impact of the practice In order to attain

academic excellence and to enhance and improve academic quality, most of the teachers have come forward to be ICT friendly and adopted ICT in classroom teaching. The completion of syllabus has also been possible. Students have not refrained from attending the classes and outcome/results of students have also improved. Problems faced Limited ICT facilities and lack of funds for making provision of more ICT enabled classrooms. Practice 2 Title of the practice Donation for needy and meritorious students by faculty members in the form of welfare scheme. Objectives It's a pleasure for the faculty to donate for the needy and meritorious students who come to pursue education in the college. This is done so that the students education is not hampered at any cost. The scheme caters to the educational needs of the girl students at all levels. The practice The scheme has been beneficial to the students belonging to the economically backward section and has gone a long way in achieving their goals without hindrance in any quarter. The scheme has enabled them to be self-reliant and economically independent. The practice in fact has been able to motivate them to continue making efforts in the academic field even if they face economic challenges at home. Impact of the practice Many of the beneficiaries have been able to continue higher studies despite all odds at home specifically at the financial front. Problems faced 1) Sometimes, the amount to be given to the students from the welfare schemes is delayed. 2) Sometimes, out of shyness, the students do not come forward to avail the scheme.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://sibsagargirlscollege.org.in/uploads/weblink/best_practices_2017-18.docx

7.3 – Institutional Distinctiveness

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

The institution is one of the premier institute for girls in the state of Assam and is a much sought after institution by students. It is situated in a suitable and approachable location of Sibsagar town. Though the land area of the main campus is limited, yet in the backdrop of a secular surrounding with the historic Shiva Temple, a Mosque, the historic Baptist Church, a Buddhist Temple and Gurudwarah nearby, the location of the college itself presents a wonderful, serene and peaceful environment in the true sense of the term. As envisaged in the vision and mission of the institution, our thrust is to provide quality in academic pursuits and hence continuously strive for curricular excellence by incorporating the courses to suit the needs of the 21st century. Currently, the institution offers many courses in the UG level as well as a few certificate courses. True to its vision, alongwith academic pursuits, the college has been successful in empowering the girl students through holistic education. Many students have graduated from our college and some have occupied places of prominence not only in the home district or in the state of domicile but in other parts of the country too. Being a girl's education institute and in keeping with the vision of shaping the future of young women by empowering them in all aspects, the Women's Cell of the College plays a vital role in introducing and organising programmes relating to women health issues, women's rights, hygiene management, self defence training programmes and camps to train them for their future roles. The Women's Cell not only caters to the various aspects of the girl students but also takes up various extension activities including training programmes for rural women, awareness programmes about personal hygiene, sanitation, legal and mental health related issues, specifically in the adopted villages under the College. The cell further encourages and motivates the young minds towards research oriented studies and contribute their lot towards the society. Another unique

feature of the institution is the student's union body whose representatives are elected in a democratic manner by way of elections. The students carry out their responsibilities independently and flawlessly thus acquiring the ideals of leadership. The participation of students in various extension activities through the medium of various governmental, non-governmental bodies, NSS, NCC and other such agencies, not only help the students to showcase their talents but their involvement in such activities gives them the practical experience of shouldering social responsibilities. Emphasis on scientific temperament, character building, skill enhancement is encouraged gaining entrepreneurial skills and employability skills, capability enhancement skills are prioritised through various career counselling, personal counselling and entrepreneurial training programmes thus fulfilling the much desired mission of the institution. The college with a visionary management and committed and learned faculty continues its inspiring journey to reach new heights and new horizons. In the current academic year with our thrust on self reliance some innovative courses are on the agenda to make our students march towards self reliance.

Provide the weblink of the institution
https://sibsagargirlscollege.org.in/uploads/weblink/7.3_Institutional_Distinctiveness.docx

8.Future Plans of Actions for Next Academic Year

1) To increase and introduce health-care programmes 2) To organise programmes on mental health issues pertaining to women 3) Conduct of literary activities amongst the students to have their literary skills and showcase of talents. 4) Conduct and organise national level faculty development programme on IPR 5) Organise academic activity pertaining to intellectual property rights. 6) To organise a one day state level workshop on the process of implementation of CBCS for UG students to familiarize the conceptual framework of the programme to be introduced by a resource person from University level amongst family members. 7) To hold academic related programmes for benefit of students 8) A Badminton Training Camp to be organised for creating an awareness drive and popularity amongst students regarding the importance of physical education 9) Celebration of all important days and festivals. 10) To continue academic quality enhancement programmes 11) Social responsibility related programmes to be taken up in adopted villages 12) Books festival as a permanent feature to be encouraged 13) To ensure a plastic free tobacco free campus and make the campus eco-friendly