



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

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

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

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://sibsagargirlscollege.org.in/uploads/weblink/AQAR-Report-2017-18-SUBMITTED.pdf">https://sibsagargirlscollege.org.in/uploads/weblink/AQAR-Report-2017-18-SUBMITTED.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	<a href="https://sibsagargirlscollege.org.in/uploads/weblink/Academic_Calendar_2018-19.pdf">https://sibsagargirlscollege.org.in/uploads/weblink/Academic_Calendar_2018-19.pdf</a>

### 5. Accreditation Details

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

<b>6. Date of Establishment of IQAC</b>	05-Sep-2004
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### 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 Organic farming and mushroom cultivation (Target groups)	27-Sep-2018 1	250
Badminton Training Camp- (Stress on Importance of games and sports in students life)	24-Sep-2018 8	200
3 days workshop on preparation of project work (Research Publication Cell)	17-Sep-2018 3	100
Book festival in association with Gyanam (various competitions held ) a) Magazine cover drawing competition b) Quiz competition on Assam history	12-Sep-2018 3	300
Swadesh Adhyayan Quiz for Creating awareness of the new Subject by Higher Secondary Education Council , Assam	07-Sep-2018 1	30
Celebration of national nutrition week at adopted villages	06-Sep-2018 1	150
Sensitization programme on Prevention of sexual harassment against women	29-Aug-2018 6	250
Programme on women health development in collaboration with JCI	26-Jun-2018 1	150
Session on Menstruation hygiene management and installation of vending machine and incinerator	20-Jun-2018 1	170
A talk on Intellectual Property Right	10-Jun-2018 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	10000000

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**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

Conduct of a Quiz Competition to create awareness of a new subject Swadesh Abhyayan introduced by the State Higher Secondary Council

Celebration of national nutrition week at adopted villages

Programme on menstrual hygiene management and Installation of Vending machine and incinerator at college campus for benefit of students was done

Programme on mental health issues pertaining to women was organised

Inauguration of handwritten magazines by Departments of History and Assamese

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**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
Student related and beneficial programmes for students	State Level workshop on the topic 'Adoloscent Nutrition was organised. Date: 24-9-2019
Celebration of important days and festivals	Celebration of Republic Day, Independence Day, Yoga Day, Gandhi Jayanti Teachers' day
Acts of Social responsibility	1) Awareness programme on organic farming and mashroom cultivation

	<p>(Target groups - self help groups and students of Class IX and X) 2) Celebration of national nutrition week at adopted villages 3) A Badminton Training Camp was held in which importance of games and sports in student life was stressed upon 4) Plastic free village campaign (Akhoi Putia Village - adopted village) (Date:20/09/2019)</p>
Women related issues /gender equity programmes to be organised	<p>1) Programme on women health development 2) Programme on menstrual hygiene management and Installation of vending machine and incinerator at college campus 3) Programme on mental health issues pertaining to women 4) From 21st May to 28th May 2019 Menstrual hygiene week celebrated 5) Awareness programme on 'New Acts and Laws related to women' 6) 1 day self defence Learning Programme organized by SGC in collaboration with JCI</p>
Academic programmes to be held	<p>1) Accordingly, a faculty exchange programme was organized in which a senior faculty member of the nearby Sivasagar College was the resource person 2) A student's workshop for 5th semester students (Arts stream) was organized 3) A special speech competition was organized for the students of Botany 4) 1 day student's workshop on how to write a seminar / research paper 5) Book festival in association with Gyanam was arranged 6) Inauguration of handwritten magazines by Dept. Of History and Dept. Of Assamese 7) Conduct of Swadesh Adhyayan Quiz for creating awareness of the new subject introduced by State Higher Secondary Council 8) 7 days National Level Faculty Development Programme on 1PR by IQAC 9) A talk programme on Intellectual Property Rights by Dept. of Political Science 10) A Quiz Competition in connection with observation of National Science Day 11) 1 day State Level Workshop on the process of implementation of CBCS for UG Students by IQAC Date : 16/5/2019 12) 1 day workshop on Preparation of Project work by Research Publication Cell 13) Science Awareness Camp</p>
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Sibsagar Girls' College Governing Body	16-May-2017
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	16-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The institution does not have a management Information System but the management gives information to faculty, students' parents and others via SMS, Whatsapp and email

## Part B

### CRITERION I – CURRICULAR ASPECTS

#### 1.1 – Curriculum Planning and Implementation

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

The institution ensures effective curriculum delivery through a well planned and documented process. The college regards effective delivery of curriculum as the most vital curricular aspect. The college follows the curriculum prescribed by the University. The college has a well-structured curriculum to make the students socially committed, employable, innovative and research oriented. An Annual Academic Calendar is chalked out by the IQAC every year as per the programme laid down in the University Academic Calendar. It is attached with the College Prospectus as well as displayed in the College website. The departmental heads and faculty members assist the IQAC in the process 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. (Faculty members also use Learning Management Systems and platforms like Google Classrooms, Google Meet, Zoom App etc. for online classes. They also provide important links for dissemination of valuable information.) 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	01/01/2018	182	Self Employment Opportunity At Private Public Schools	Childrens Learning By Playing /Activities
Geo-Information Technology Course	Nil	01/01/2018	182	Self Employment Opportunity At Private Survey Firms	Mapping /Management Decision Making
Spoken English Course	Nil	01/01/2018	182	Self Employment Opportunity At Private /Psu Corporates	Strategy To Develop Communication skill

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	nil	Nil
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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
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	79	Nil

## 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value education is a part of the curriculum of Education Dept. It is taught as one of the papers in Education Dept. and soon the teachers of the department are coming up with plans to make value education courses available for the entire student comm	01/08/2018	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	Education (M)	36
BA	History (M)	15
BA	Assamese (M)	23
BA	Pol. Sc. (M)	17
BA	Geography (M)	57
BSc	Zoology (M)	26
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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
<p>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,</p>



publish papers in research Journals and authorize books. The College follows a continuous review system of the feedback process. The IQAC tries its best to infuse a sense of belongingness into the teaching faculty. The functioning of various committees of the College strengthens the quality sustenance and academic enhancement of the College.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BA Major & Pass Course	350	190	474
BSc	B.Sc. (Major)	150	816	104

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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
2018	550	Nil	37	Nil	Nil

### 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
37	26	6	5	2	2

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

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

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

Faculty mentors play a crucial role in mentoring students. The college has introduced mentoring system since 2017 onwards in order 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
1471	37	1:40

## 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	37	8	0	13

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Rehna Sultana	Assistant Professor	DilipKumar Chakrawarty Award
2018	Dr. Rehna Sultana	Assistant Professor	Unique You Award
2018	Mr. Probin Sharmah	Assistant Professor	Excellent Resource Person on Talk Programme Entitled Historical Monuments of Sibsagar District and awarded by District Administration

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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
BSc	UG	Even Sem (Jan To Jun, 2019)	24/05/2019	16/07/2019
BA	UG	Even Sem (Jan To Jun, 2019)	30/04/2019	31/05/2019

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### 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](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	Number of students passed in final year examination	Pass Percentage

			examination		
UG	BA	English	41	24	58.53
UG	BA	Assamese	40	18	45
UG	BA	Economics	13	6	46
UG	BA	Education	37	24	64.86
UG	BA	Pol. Sc.	36	31	86
UG	BA	History	18	3	16.66
UG	BA	H. Sc.	23	13	56.52
UG	BA	Geography	52	42	80.76
UG	BA	Physics	6	5	83.33
UG	BSc	Chemistry	15	5	33.33

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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/SSS\\_18-19\\_sheet3.xlsx](https://sibsagargirlscollege.org.in/uploads/weblink/SSS_18-19_sheet3.xlsx)

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

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

### 3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
A talk on Intellectual Property Right	Pol. Sc.	10/06/2018
7 days National Level Faculty Development Programme on IPR	IQAC	21/10/2019

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

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

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nill	Nill	Nill	Nill	Nill
No file uploaded.					

### 3.3 – Research Publications and Awards

#### 3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

#### 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)
Nil	Nil	Nil	Nil
No file uploaded.			

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

Department	Number of Publication
Geography	1
Chemistry	1
Economics	1
Education	2
Zoology	1
Botany	2
Assamese	5
English	6
Political Science	1
Home Science	2
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#### 3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Antioxidant activity and physicochemical indices of the rice beer used by the Bodo community in north east India	Anamika Kalita Deka, Pranami Handique, Dibakar Ch. Deka	Journal of the ASBC, Taylor and Francis	2018	Nil	Department of Chemistry, Gauhati University, Guwahati, Assam	2

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil
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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	1	0	3	12
Presented papers	0	11	0	0
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## 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
Cleanliness Activity Under Swach Bharat Mission Date : 19th April to 25th April 2019	NSS	8	50
Celebration of Martyrs' Day Date: 30/01/2019	NSS	50	150
NSS Orientation Programme	NSS	3	50
Swacha Bharat Summer Internship Programme (Awareness programme, door to door visits Segregation of household waste and its transportation in their localities Date : 1st May to 31st July 2018	NSS	5	30
Celebration of Intl. Yoga Day Date : (21/06/2018)	NSS	40	30
Celebration of World Environment	NSS in association with	10	60

Day (Cleanliness drive and Environmental awareness rally Talk Programme on 'Use of Plastics and its consequences Date : 5/6/2018	Womens' Cell SGC		
NCC awarded 1st Prize in Independence Day 2016	District Authority	1	20
Pre-East Shooting Coaching Capsule 12/5/2019 to 21/5/2019	119/INFBNTA Shillong	1	4
Combined Annual Training Camp 2/5/2019 to 11/5/2019	Jawahar Navodaya Vidyalaya	1	2
Selection of cadets for attending the special CATC 2019-20 10/3/2019 to 19/3/2019	NCC Dibrugarh	1	4
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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
District level Quiz Competition awarded 1st position	1st prize	Sivasagar District Election Commission	3
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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 activities	Number of students participated in such activities
Swacha Bharat Cleanliness Programme	NSS	Cleanliness activity under Swacha Bharat Mission Date:19/4/2019 to 25/4/2019	8	50
Swacha Bharat Summer Internship Programme	NSS	Awareness Programme, door to door visits, Segregation of	5	30

		household waste and transportation in their localities Date:31/7/2018		
Women health Development Programme	JCI, Sivasagar	Women health Development Date: 26/6/2018	30	50
Menstruation and hygiene Management Programme	Women's Cell in collaboration with NGO and DCAC, Sivasagar	Menstruation and hygiene Management Date:29/6/2018	20	60
Inauguration of Project Sakhi	District Administration in collaboration with ONGCL	Inauguration of Project Sakhi and installation of vending machine and incinerator Date:12/8/2018	25	70
Quiz Competition	Aryabhatta Science Centre in association with College Environment Cell	Quiz competition among students of various schools	6	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
Collaboration in Teaching Research and Development and Consultancy Studies in the field of mutual interest	Students and Teachers of Dept. of Mathematics & Statistics of Sibsagar Commerce College and Dept. of Mathematics of Sibsagar Girls' College	Self Financing	1825
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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	Nil	Nil	Nil	Nil	Nil



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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	16/10/2018	To collaborate with each other in under taking Joint initiatives aimed at promotion of skill development, entrepreneurship education and integrated development of the region	2
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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
1000	124.8

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
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##### 4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25692	30	36607	Nill	62299	30
	17417	Nill	56	Nill	17473	Nill

Reference Books						
Journals	44	Nil	Nil	54543	44	54543
e-Books	32000	Nil	Nil	Nil	32000	Nil
e-Journals	6000	Nil	Nil	Nil	6000	Nil
Digital Database	2	Nil	Nil	Nil	2	Nil
CD & Video	148	Nil	9	Nil	157	Nil
Weeding (hard & soft)	1290	Nil	60	Nil	1350	Nil
<a href="#">View File</a>						

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

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

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	49	1	1	1	1	1	0	100	0
Added	10	0	0	0	0	0	0	0	0
Total	59	1	1	1	1	1	0	100	0

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

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

4.3.3 – Facility for e-content

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

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
60	53.43	30	26.8

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	14	1512000
b) International	Nill	Nill	Nill

[View File](#)

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Nil	Nill	Nill	Nill

No file uploaded.

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

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

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
4	4	10

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	5	UG	Botany	Nil	Nil
2018	10	UG	Zoology	Nil	Nil
2018	Nil	UG	Physics	Nil	Nil
2018	6	UG	Chemistry	Nil	Nil
2018	2	UG	Mathematics	Nil	Nil
2018	1	UG	Economics	Women's University	PG
2018	3	UG	English	Womens University, Dibrugarh University	Nil
2018	12	UG	Assamese	Guwahati University, Dibrugarh University	PG
2018	3	UG	Home Sc.	Dibrugarh University	PG

2018	16	UG	Geography	Nil	Nil
<a href="#">View File</a>					

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
SLET	1
Any Other	1
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Cultural	Institutional	90
Indoor Sports	Institutional	75
Literary Activities	Institutional	130
Music	Institutional	80
Outdoor Sports	Institutional	90
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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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
No file uploaded.						

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

The College Union is a very important constituent of the institution without which the democratic structure/process would not work in the desired manner. The Union body facilitates the students to engage themselves effectively in co-curricular and extra-curricular activities of the College and plays a vital role in providing opportunities for shaping them into valuable human resources. Functioning of the College Union : The election of the College Students body is conducted in accordance with the norms as laid down in the Lyngdoh Commission Report. The executive members of the Students body as well as class representatives are duly elected in the election process. The College Union is supervised and assisted by Teacher Advisers to guide them in the various activities Activities of College Union The Union body operates with a sense of responsibility in dealing with the student concerned activities. It undertakes programmes that 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:

100

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

3986

5.4.4 – Meetings/activities organized by Alumni Association :

Meeting held on 8/3/2019 in which 21 members assembled to celebrate International Womens day alongwith the Womens Cell and day long activities took place.

#### 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
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.

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	<p>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.</p> <p>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.</p>

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

E-governance 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	<p>a) College Website with its both dynamics static pages work for publicity of admission in the online platforms. b) Prospective students apply through college website where they can access information like phase wise merit lists. Cut off marks, departments wise intake capacity, Hostel admission, Admission fees, Best practices, facilities like sports music, literary activities Extra Curricular etc. c) Finally, a final list of admitted students in the college is generated form the website</p>

	weblink admission software. d) Group messaging (SMS) helps students notices in receiving from college office instantly. e) Library automation with SOUL 2.0, digitization of d-space, online public access catalog, reference service bibliographic service etc.
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
No file uploaded.				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Organised a Talk on 'Women Health Development' as a member of Women Cell of the college	Talk Programme	26/06/2018	Nill	50	5
2018	Organised Awareness Programme on 'Menstrual and	Awareness Programme	29/06/2018	Nill	30	4

	Hygiene Management' as a member of Women Cell of the college					
2019	Organized 'Alumna Student Interaction on Career Prospects' as member of English Department Society	Interaction	23/02/2019	Nil	20	3
2018	Organised sensitization Programme on 'Prevention of Sexual Harassment Against Women' as member of Women Cell	sensitization Programme	29/08/2018	Nil	30	3
2019	Organized a Health Camp on the occasion of International Women's Day as member of Women Cell of the college	Health Camp	08/03/2019	Nil	25	2
2019	Organized a talk on 'Mental Health Issues Pertaining to women' as member of Women Cell	Talk Programme	16/03/2019	Nil	20	3

2019	Conducted a State -Level One Day Workshop on 'The Process of Implementation of CBCS at Under Graduate Level' as Joint Convenor	Workshop	16/05/2019	Nil	40	6
2019	Organised a 'Free Sanitary Pad Distribution Programme' on the occasion of Menstrual Hygiene Day	Gender Equity Programme	28/05/2019	Nil	20	5
<a href="#">View File</a>						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Short Term Courses	8	28/01/2019	02/02/2019	7
RC	6	04/07/2018	24/07/2018	21
OP	1	03/07/2018	30/07/2018	28
FDP	1	02/07/2018	08/07/2018	7
<a href="#">View File</a>				

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

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
A welfare Fund is functional in which	A similar welfare fund is also functional	A students Welfare fund also exists in the

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.

amongst the non-teaching staff in which each member contributes a monthly amount of Rupees 100/- for the fund. The fund is utilised in the eventuality of a critical illness, accidental cases etc.

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
<b>No Data Entered/Not Applicable !!!</b>		
No file uploaded.		

6.4.3 – Total corpus fund generated

386310

#### 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	Null	Yes	Internal Academic Audit Committee
Administrative	No	Null	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
2018	Session on Menstruation hygiene management and installation of vending machine and incinerator	20/06/2018	Nil	Nil	170
2018	Programme	26/06/2018	Nil	Nil	150

	on women health development in collaboration with JCI				
2018	Sensitization programme on Prevention of sexual harassment against women	29/08/2018	03/08/2018	Nill	250
2018	Celebration of national nutrition week at adopted villages	09/06/2018	Nill	Nill	150
2018	Swadesh Adhyayan Quiz for Creating awareness of the new Subject by Higher Secondary Education Council , Assam	09/07/2018	Nill	Nill	30
2018	3 days workshop on preparation of project work (Research Publication Cell)	17/09/2018	17/09/2018	19/09/2018	100

[View File](#)

## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Sensitization Programme on Prevention of Sexual	29/08/2018	Nill	60	6



harassment against women				
Menstruation and hygiene management - Women's Cell in assoc. with NGO (SAVED) and DCAC Sivasagar	26/06/2018	Nil	60	4
Lecture session on women health development by renowned Gynecologist - Dr. A. Baruah organized by Women Cell in collaboration with JCI, Sivasagar Chapter	18/08/2018	Nil	50	6
Awareness programme on 'New Acts and Laws related to women'	26/06/2018	Nil	50	5
1 day self defence Learning Programme organized by SGC in collaboration with JCI	22/03/2018	Nil	20	2
Health talk programme on "Unbox Zindagi" Women Health Deveopment Celebration"	26/06/2018	Nil	80	6

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

Percentage of power requirement of the University met by the renewable energy sources

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

## 7.1.3 – Differently abled (Divyangjan) friendliness

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

## 7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	2	2	26/09/2018	1	1) Request to district authorities to curb the menace of robbers entering the hostel campus 2) Memorandum to D.C and chairman SMB to remove the garbage bins placed behind our Central Library	1) Installation of CCTV coverage at the Hostel Campus to tackle the issue as instructed by district authorities 2) The area has been cleaned but till date, the bins have not been removed	62

[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	Nil	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Every morning, prayers are held in the departments where values like honesty, truthfulness, importance of a disciplined life are imparted to the students	01/06/2018	31/05/2019	30
Every, morning before the beginning of classes, two students of the history department are assigned to light a diya and agarbattis at the altar of Goddess Saraswati thus promoting a sense of a sacredness contributing towards a serene academic envt.	01/06/2018	31/05/2019	30

[View File](#)

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

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

**7.2 – Best Practices**

7.2.1 – Describe at least two institutional best practices

Title of the Practice Promotion of Sustainable Environment Objectives An academic environment is not conducive if the surrounding environment is not favourable. It is pertinent to create an eco-friendly surrounding or a green environment. The objective of the practice is to develop awareness and appreciation of our environment by the present generation that is our students. The Practice The Departments of History and Economics maintain a herbal garden in which the students of both the departments plant saplings of different varieties. In the process, students acquire an awareness of the environment and develop a sensitivity towards it. The involvement of the students in the process also helps the students acquire values and feelings of concern for the

environment and encourage their participation in improvement and safeguarding of our environment. Impact of the Practice The herbal garden has helped in setting up an environment that is clean, safe and healthy. A green environment definitely has an impact on the academic environment too. Problems faced Excessive weeding in the rainy season hampers the growth of plants to some extent. Practice 2 Title of the Practice: Morning Assembly Duration : 10 minutes before commencement of classes Objective The main intention of the morning assembly is to nurture and maintain a positive healthy culture which binds everyone together. Practice Well begun is half done. Before the formal classroom teaching begins, students assemble in the open space for the collective prayer. A positive energy lends the air with students chanting the prayers in one sonorous voice. It helps to inculcate moral and ethical values in the mind of the students Prayers are followed by certain activities like reading out the thought for the day, reading out important news highlighting on current affairs and G.K. The singing of the National Anthem is an integral part of the morning assembly. Students also render the state's national song. This practice fills in the student's heart deep feelings of nationalism and patriotism. Impact of the practice It provides a good opportunity for the students to gather at a time on the same platform which promotes a sense of bonding among the students. The students cultivate a sense of belongingness towards the institution. The morning assembly also provides training for the students to speak publicly and help them to gain self-confidence. Obstacles faced No such obstacles have been faced except that it becomes difficult for the students to perform or hold morning assembly in the rainy season as it is held in an open area.

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/7.2.1\\_best\\_practices\\_2018-19.docx](https://sibsagargirlscollege.org.in/uploads/weblink/7.2.1_best_practices_2018-19.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](https://sibsagargirlscollege.org.in/uploads/weblink/7.3%20Institutional%20Distinctiveness.docx)

#### **8.Future Plans of Actions for Next Academic Year**

1) To hold academic and discipline specific programmes by various departments and henceforth maintenance of academic standard and environment conducive to learning 2) To increase and organise workshops for career advancement 3) Celebration of all relevant days and festivals 4) To enhance and upgrade the laboratory facilities in the Science departments. 5) Implementation of better Laboratory Safety guidelines in all the laboratories of Science Section 6) To incorporate the involvement of alumni in the various activities of the institution. 7) Felicitation of important personalities of the local area if any 8) To hold book festival for creating a passion in the students towards the habit of reading books.