



YEARLY STATUS REPORT - 2020-2021

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 its own campus? **Yes**
- Phone no./Alternate phone no. **03772232778**
- Mobile No: **7896209110**
- Registered e-mail **principalsgc@yahoo.co.in**
- Alternate e-mail **sgciqac24@gmail.com**
- Address **Near Siva Temple, Sivasagar Town**
- City/Town **Sivasagar**
- State/UT **Assam**
- Pin Code **786540**

2.Institutional status

- Type of Institution **Women**
- Location **Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Dibrugarh University**
- Name of the IQAC Coordinator **Deepjoonalee Bhuyan**
- Phone No. **9365328822**
- Alternate phone No. **03772232778**
- Mobile **9365328822**
- IQAC e-mail address **sgciqac24@gmail.com**
- Alternate e-mail address **principalsgc@yahoo.co.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://sibsagargirlscollege.org.in/uploads/weblink/submitted_AQAR_2019-20.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sibsagargirlscollege.org.in/uploads/weblink/Academic%20Calendar%202020%202021.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.00	2004	08/01/2004	07/01/2009
Cycle 2	B	2.75	2010	04/09/2010	03/09/2015

6. Date of Establishment of IQAC

05/09/2004

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 4

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

In view of the 3rd cycle of NAAC accreditation and assessment, which was delayed for quite some time, the IQAC successfully conducted a one day workshop on 4th January 2021 with Dr. Jogen Kalita as the Resource Person (Dr. Jogen Kalita is the Head of the Department of Zoology, an academican of credit and a member of NAAC peer team)

To keep the teaching mode in line, the institution planned to gear up online classes. It joined hands with the TLC of Tezpur University and conducted a 2 days workshop for teachers on 'Use of ICT in Teaching' on 27th and 28th May 2021

Publication of an Annual Newsletter of the institution entitled MERAKI took its full form and was released on the foundation day of the college.

Conducted one online orientation/ Induction Training Programme for Faculties of Universities and Colleges across India in collaboration with TLC of Ramanujan College University of Delhi from 16th April - 15th May 2021

Felicitation of Imran Shah by college authorities on 27th January 2021 for receiving prestigious Padmashri Award

Conducted one online Poster Making Competition in collaboration with Project Sakhi (a govt. initiative) on the occasion of World Menstrual Hygiene Day on 28th May 2021

Conducted one Tree Plantation Drive at the 3rd campus of our institution (Boniabari Campus)

Under the Resource Mobilization and Fund Generation Scheme, conducted one Fish Breeding and Marketing Programme from the fishery located at Boniabari Campus, SGC on 26th April 2021

Celebration of important days and festivals were completed as per schedule laid down in Academic calendar (The 72nd Republic Day on 26th January 2021 the 73rd Independence day on 15th Aug 2020 the Human Rights Day on 10/12/2020, National Voter's Day on 25th Jan 2021, the Martyrs Day on 30th Jan, 2021, International Women's Day on 8th March 2021, International Yoga Day, Constitution Day)

Multiple Covid Awareness and need of Vaccination drives were also organised

Process of Academic Audit for individuals and departments was taken up and submitted for evaluation and assessment to an external auditor. (Prof Jogen Kalita of Guwahati University)

Organised one webinar on Career Planning and Emotional well being of College Level Students during Covid 19 crisis by Dr. Buljit Buragohain and Dr. Chandita Baruah on 28th June 2020 from 6 PM to 8.30 PM

World Wetland Day was observed on 2nd February 2021 which was organised by Aaranayk in association with IQAC, Sibsagar Girls' College

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

Plan of Action	Achievements/Outcomes
To conduct a workshop on the New method of NAAC Assessment by a renowned resource person from Guwahati University, Dr. Jogen Kalita	A one day workshop was conducted on the New method of NAAC Assessment by a renowned resource person from Guwahati University, Dr. Jogen Kalita on 4th Jan 2021
To conduct a training programme for teachers on "Use of ICT in Teaching in collaboration with TLC, Tezpur University"	Conducted one Training Programme for Teachers on "Use of ICT in Teaching in collaboration with Teaching Learning Centre, Tezpur University on 27th and 28th May 2021
Conduct of Induction Training Programme for faculties of higher education	conducted one Online Orientation/Induction Training Programme for Faculties of Universities/ Colleges / HEIs across India in collaboration with TLC of Ramanujan College, University of Delhi from 16th April - 15th May 2021
Fund raising scheme to keep a continuity of the different programmes to be taken up by IQAC from time to time	A Fund Raising Committee was formed with the objective of raising a fund for the various programmes chalked out by IQAC and departments of the College.
Celebration of important days and festivals	1) The 72nd Republic Day on 26/1/21 was marked by the unfurling of the national flag by the Principal 2) The 73rd Independence Day on 15th August 2020 was celebrated by hoisting the National flag by the Principal in presence of students and staff 3) The 56th Foundation Day was celebrated on 8th July 2020 in which the DC of Sivasagar inaugurated the Martyrs Pillar of the College donated by Alumni Batch 1982
Proper utilization of the 3rd campus (Boniabari Campus)	1) Conducted one Tree Plantation Drive at Boniabari Campus of

	Sibsagar Girls' College 2) Conducted one Fish Breeding and Marketing Programme from the fishery located at Boniabari Campus of SGC on 20th April 2021
Take initiative for enrolling students in Swayam	The coordinator had selected some particular courses for each department and requested the HODs and faculties to distribute it to the students. Accordingly many students got enrolled in various courses on the Swayam platform
Motivate faculty members to publish research articles	The faculty members were requested to publish research articles and many of them had published quality research articles, the details of which are provided in 3.3.4
Publication of an Annual Newsletter to be initiated	An Annual Newsletter named "Meraki" was published in June 2021 (The period covering from July 2020 onwards)
Publication of e-journal to be initiated	A committee for publication of e-journal was initiated and a committee formed for the purpose which has started the collection of research articles but the process is yet to be completed
Gender equity programmes to be organised	1) Three days workshop on "self defence" was organised on 18th ,19th , 20th Feb 2021 in which 60 students participated 2) Women's day was celebrated on 8th March 2021 where 9 entrepreneurs from Sivasagar district were felicitated. On the same day, a book was also released named 'Women and their diversified accomplishments down the aegis: The Indian Scenario. 3) Conducted one online Poster Making Competition on

	<p>collaboration with Project Sakhi (a Govt. Initiative) on the occasion of World Menstrual Hygiene Day on 28th May, 2021 4) Talk programme was conducted on "Nari Niriyataan and Assamese Social life" on 12th Feb 2021</p>
<p>Because of the ongoing Pandemic Situation to conduct academic programmes online</p>	<p>1) One Online Orientation / induction training / programme for Faculties of Universities Colleges/ Institutions of Higher Education across India in collaboration with TLC of Ramanujan College, University of Delhi from 16th April - 15th May 2021 2) Department of Geography organised a webinar on "Environmental Resource Management and Remote Sensing Technology Resource Person - Dr Kiranmay Sarmah, Associate Professor, School of Environment Management, GGS Indraprastha University - New Delhi. Date : 12th July 2020 3) Webinar on Covid-19 and India's (NE) : Looking at the challenges and Silver Linings (Dept. Of Pol. Sc.) Date: 12th Jul 2020 4) National Webinar on Higher Education in Covid - 19 Pandemic in association with LISPA Date: 26th Jul 2020 5) National Webinar for students - "Nutrition for health and wellness" (Dept. Of Home. Sc.) Date: 12th Sept 2020 Resource Person: Neel Ratan Roy, Dr. Jaydeb Sahu 6) International webinar on "Teaching and Learning in virtual Environment and its subsequent impact on Higher Education" (Dept. Of Home Sc.) Date : 10th Aug 2020 7) Department of Zoology in</p>

	<p>collaboration with Eco Club organised an online National webinar on "Microbial Isolation Characterization and Indentification. R.P: - Dr. Debojit Borah Date: 30th Aug 2020 8) Deptt of Home Science organised an online Intl. webinar on "Teaching and Learning in Virtual Environment and, its subsequent impact on Higher Education R.P: Dr. Jonali Boruah, (Toreiton University Texas) were also organised for students Date: 12th sep 2020</p>
To celebrate World Wetland Day	World Wetland Day was celebrated on 2nd February 2021 in association with Aaranayk

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Sibsagar Girls' College Governing Body	21/12/2021

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

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15.Multidisciplinary / interdisciplinary					
a) The NEP 2020 highlights an overall personality development of					

individuals by inculcating 21st century education skills to learners. The mandate of NEP that education would be aimed at developing all capacities of human beings – intellectual, aesthetic, social, physical, emotional and moral in an integrated manner will be followed in true spirit.

Plan of Action:

1. Efforts will be made to relax the discipline boundaries for learning and make the system flexible enough for students to learn sciences, professional skills, soft skills, ethics, morality, human values etc.
2. The institution has already registered with the IIC and efforts will be made to carry out the mandatory activities therein in the scheduled calendar. Concerns of environment education, sustainability which is already in the curriculum will be laid stress upon.
3. Gender studies as a subject is already being prepared to be implemented under the aegis of the affiliating University.
4. Folklore and culture studies, peace studies, cyber security are some other areas which will be prioritized in the coming years and steps will be taken for its implementation.
5. Yoga is already a vocational course under practice and has greatly developed in bringing about a holistic approach in the minds of the students.
6. An Incubation Centre will soon be setup in the College.
7. Personality development workshops and counselling sessions is and will be a regular feature.
8. Problems solving methodologies, promotion of research , presentation of seminars, dissertations will be given priority.
9. Hands on training will be imparted through vocational courses like, handloom and textile, embroidery, cutting and stitching (which is also a functional vocational course), horticulture, floriculture, vermicompositng etc.
10. Undertaking of extension programmes, projects at field level, developing models would also provide inputs for development and community welfare.
11. Students will be trained and versed with transferrable skills like critical thinking , out of the box thinking , analysis , reasoning, logical thinking , problem solving as well as adaptability , communication and flexibility. These will be the skills that employers look for in employees. So learners oriented with such skills will be versatile, adaptable and hence more employable. Hence, strategies will

be undertaken to make the learners hone such skills through appropriate curriculum and delivery methods so that learners graduate with multidisciplinary qualifications which will prepare them not just for the workplace but also for living a responsible and fulfilling life.

12. Inter-departmental mobility of the faculty will be encouraged. The college authority will also encourage the faculty to be refreshed by attending some capsule courses.
13. The trend and tendency of using audio-visual aids in teaching learning process will be encouraged.
14. Community participation of students will be encouraged.
15. The college will conduct short term program on entry into service and career potential courses.

The recent announcement by Union Ministry of Skill Development and Entrepreneurship Shri Mahindra Vat Pandya about skill development initiatives for youth in health, pharma, agriculture, electronics and other emerging areas will be followed in true spirit so as to help us to achieve the dream of "Atmanirvar Bharat" in the long run. The maximum "Vocal For Local" will also be implemented.

(b) Delineate the Institutional approach towards the integration of Humanities and Science with STEM and provide the details of programmes with combinations.

The Sibsagar Girls' College has already integrated the Humanities and Science with Science, Technology, Engineering and Medicine (STEM) in its premises -

1. Introduction of Diploma Course in Remote Sensing & GIS for both Arts & Science Students.
2. Introduction of Diploma Course in Medical Laboratory Technology (DMLT) for both Arts & Science UG students

The college also plans to introduce the following courses to integrate STEM with Humanities & Science In the forthcoming years

1. Cyber Security
2. Artificial Intelligence
3. Floriculture
4. Vermiculture
5. Statistical Software Package for Social Science (SPSS) under the aegis of Geography dept.

Food Preservation & Meat Technology - Under the aegis of Home

Science & Chemistry

c) Yes, the institution does provide flexible and innovative curricula that includes credit based courses in the areas of environmental education and some value based towards attainment of a holistic and multidisciplinary institution.

Name of Courses:

1. Environmental Economics
2. Feminism
3. Gender and Education
4. Environmental Economics
5. Human Rights Education
6. Value Education
7. Women's Writing
8. Environmental Studies
9. Gender and Social Justice
10. Tourism and Travel Management

<https://sibsagargirlscollege.org.in/uploads/weblink/1.3.1-professional-Ethics,-Gender,-Human-Values,-Environment-and-Sustainability-into-the-Curriculum.pdf>

(d) The affiliating University is proposing to implement the four year multidisciplinary undergraduate programme from the 2023-24 academic session with multiple entry and multiple exit provisions. The affiliating university has constituted a committee with various capable persons to look into the pros and cons of the entire structure according to the provisions of NEP and take efforts for its successful implementation. The institution will follow the structure as laid down by the university.

e) Life skills lessons, counseling sessions, workshops, seminars will be held from time to time to impart lessons to the learners in seva/service and participate in community service programmes. Students/learners will be engaged in socio-economic surveys, research projects on various issues and relevant topics of the day and the research findings thereof and suggestions forwarded will be looked into. If possible and feasible, such suggestions will be pressed into action. Learners will be oriented and encouraged to promote actively a more peaceful, tolerant, inclusive, secure and sustainable society.

Research Internships will also be provided to students in other

higher educational institutions so as to be practical in their learning as well as to improve their employability skills.

f) Proposal for starting honours in the department of sociology (presently only generic course is offered), diploma in Gender Studies Course (Diploma) has been submitted to the affiliating university and hopefully , we will be able to start these subjects which will be in line with NEP towards a multi disciplinary flexible curriculum. Efforts are on the agenda to start subjects like performing arts, music, folklore (credit based courses) which will be of 1 year, 2 years duration thus offering a multi-disciplinary flexible curriculum which will enable the mission of NEP of multiple entry and exit in UG graduation.

16.Academic bank of credits (ABC):

Academic Bank of Credits is one of the most important components of NEP 2020 to be implemented by the HEIs. Regarding ABC, the institution is yet to take any initiatives as the academic bank of credit structure is yet to be notified by the affiliating university. The whole evaluation structure is within the jurisdiction of the University and as and when notified by the university, the institution will take necessary initiatives.

The university is already preparing the modalities for implementation of NEP-2020 which is to be started from the next session (2023-24). So, very soon the affiliated colleges would work out the strategies to be taken accordingly.

17.Skill development:

(a) Sibsagar Girls' College plans to introduce courses aligned with NSQF (Information Technology and Electronics) framework. These are -

- 1) Assembly and maintenance of personal computer
- 2) Foundation course in Internet of Things (IOT)
- 3) Course on Computer Concept
- 4) Advance Diploma in Computer Application
- 5) Business Accountancy and Multilingual D.T.P.
- 6) Certificate course in Data Entry and Office Automation

7) Certificate course in tourism studies

8) Certificate course in cultural studies

(b) List of vocational courses -

1. Beauty and Wellness
2. Cutting and Stitching
3. Diploma in Medical LAB Technician
4. Food Service Management Course
5. Geo-Informatics
6. Montessori Training Course
7. Historical Monuments Study and Tourist Guide Training
8. Office Automation
9. Satriya Dance
10. Spoken English
11. Yoga Course

(c) The institution does provide a value based education to inculcate positivity amongst the learners. It already has some existing courses in the CBCS syllabi on value education which are definitely improving the learners attitude towards awareness about constitutional obligation and social responsibilities. Singing of state anthem and national anthem is a part of the college routine and duly followed thus inculcating a sense of belongingness towards the state and the nation. The college offers a vocational course on Yoga. Many of the students have enrolled in the course. Various programmes on improving skills are held from time to time. A programme on communication skills was organised on 7th may 2022. A counselling programme on mental health was also organised on 17th june 2022. One day workshop on skill enhancement was organised on 10th and 11th jan 2022. Celebration of world environment day is a regular healthy practice arousing environmental awareness and its sustainability. Human rights day is celebrated every year on 10th December. National voters day is also celebrated every year on 25th Jan. International women's day is celebrated on a regular basis every year on march 8th. The organising of various counselling sessions and celebration of various occasions are helping a lot towards the promotion of values as portrayed in NEP 2020 and organising of counselling sessions and celebration of such occasions will definitely be a part and parcel of the college life.

(d) Enlist Institutional Efforts to:

i) The credit structure of the vocational courses which are

offering at present are as follows:

Name of the Vocational Courses	Duration
Beauty and Wellness	6 months
Cutting and Stitching	6 months
Diploma in Medical LAB Technician	2 years
Food Service Management Course	6 months
Geo-Informatics	6 months
Montessori Training Course	6 months
Historical Monuments Study and Tourist Guide Training	3 months and 6 months
Office Automation	6 months
Satriya Dance	2 years
Spoken English	6 months
Yoga Course	3 months

Note: Ratio of Skill Component and General Education credit is 3 : 2

1. Total no vocational courses as of now is 11
2. Induction Programmes are held both centrally and departmentally for the appraisal of outcome of the vocational courses and encouraged to get enrolled in any one of the vocational courses.
3. Daily class routine is also prepared in compliance with the ease of attending vocational courses along with regular course.

ii)

The institution engages services of industry persons to provide skill training in vocational and skill-based courses. The vocational course on beauty and wellness hires a skilled beautician well trained and well versed in imparting skill in the course covering various aspects including hands on practice. In the same way, the vocational course on office automation also runs with well trained and skilled faculty hired from outside. The vocational course on cutting and stitching is also functional by engaging skilled persons in the specific area.

(iii) Sibsagar Girls' College wants to offer vocational courses in ODL Mode to learners also. The Indira Gandhi National Open University (IGNOU) study centre has been running in the college campus since 2003. The following vocational courses in ODL Mode under IGNOU has been proposed -

1. Master of Arts (Entrepreneurship) (MAER)
2. Post Graduate Diploma in Pharmaceutical Sales Management (PGDPSM)
3. Post Graduate Diploma in Information Security (PGDIS)
4. Diploma in Modern Office Practice (DMOP)
5. Certificate in Fashion Design (CFDE)
6. Certificate in Communication and IT Skills (CCITSK)

iv) The Sibsagar Girls' College has plans for creation of a united platform to manage learner enrollment making of skill and certification of competent authority. The college plans to create platform for PMKVY, PMKK, Technical Inter Training Programme (TITP).

v) Sibsagar Girls' College plans to offer skilling courses to student through online or distance mode. The platforms are:

- 1) SWAYAM
- 2) IGNOU
- 3) DODL, Dibrugarh University

Every platforms are administered by coordinators. Students are informed regularly of admission notices and classes are attended with the help of coordinators help desk.

e) Laying importance on the enhancement of skills of the students, the institution has started some vocational courses focusing on the development of employability skills. The courses include Beauty and wellness , cutting and stitching , office automation etc., the skills which are imparted by well trained and expert faculty in the specific areas. Besides, the institution has also focused on soft skills, life skills, communication skills etc. There are soft skills club , life skills club which are mentored by the teachers and who take the utmost care in developing such skills. Such clubs are also inclusive in the college routine. A happiness club is also inclusive in the routine itself which focuses on the showcasing of talents of the students in various fields (debate, quiz, music , dance , recitation , creative writing etc.).

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

(a) The institution has plans in mind to work with the stated

objective of teaching students to learn about, integrate and apply the knowledge of traditional knowledge to real-life situation.

Department of History and Assamese are also planning towards revitalization of cultural resources such as folk songs (like Biya Naam (*songs sung in marriage*), Diha Naam (*songs sung on religious occasions and in the Naamghars*)). Folk songs are to be popularized amongst the student community and folk song groups are to be formed for performing professionally in marriage ceremonies, religious occasions and in the various competitions to be held in the Naamghars (religious halls) bringing about a sense of cultural awareness as well as some professionalism in popularizing such songs. Satriya dance is already a functional vocational course well apted to the learning of traditional knowledge.

(b) It is a matter of pride that ever since the inception of the college, the institution has the provision to deliver lectures in bilingual mode. Students coming from vernacular schools go for the vernacular medium and the classroom delivery is in the vernacular mode for such students.

Student coming from other medium schools (English and other Hindi medium schools) prefer English as a medium of instruction which is also delivered for such students. So classroom delivery is already provided in bilingual mode and the plan to train its faculties does not arise as mostly all faculties are from within the state of Assam.

(c) The following courses are taught bilingually in the institution -

- 1) Botany
- 2) Chemistry
- 3) Economics
- 4) Education
- 5) Geography
- 6) History

7) Home Science

8) Mathematics

9) Physics

10) Political Science

11) Sociology

12) Zoology

(d) Efforts of the institution to preserve and promote the following;

(i) Indian languages (Sanskrit, Pali, Prakrit and classical, tribal and endangered etc.)

Initiatives for preserving and promoting Sanskrit, Pali, Prakrit

These traditional languages are already in the curriculum of the Assamese department as can be seen from the following:

History of Assamese Literature (from Arunudoï period to recent period) (c-1)

Objective of the paper

- Introduce Assamese literature from Arunudoï period to present period.
- Identify diversity of modern Assamese Literature.

Indo-Aryan languages and Assamese (c-9)

Objective of the paper

- Introduce Indo-Aryan languages
- Knowledge about the linguistics features of Indo-Aryan language, i.e. Sanskrit, Pali-Prakrit language.

Language and scripts of Assam (c-14)

Objective of the paper

- Introduce different languages and various dialects of Assam
- Characteristics and mutual exchange between different

languages in Assam. Introduce scripts of Assamese and other languages

Introduction to India Literature (DSE-2)

Objective of the paper

- Provide a brief history of Indian literature from early to contemporary age.
- Read and interpret selected text written in Hindi, Oriya and Bengali language.

Initiatives for Preservation and promotion of tribal languages

The institution has plans in mind to set up an Indigenous Language Learning Centre. The objectives of the centre would be to educate the mainstream people to understand the importance of indigenous language and translation works carried out as well. Each and every tribe has their own distinct culture, tradition, customs, festivals, values, norms etc. It is well known that the tribal people have acquired their knowledge through direct experience in the natural environment. Certain things were practiced commonly within cultures like folk-songs, folk-tales, dance, festivals, bamboo and crane-craft and weaving. So, apart from language learning, the centre would also bring out the benefits that would sustain Indigenous knowledge and societies for all. The centre would take the initiatives of involving students and teachers alike and do its best to gain enhanced respect for local culture, its wisdom and its ethics, and provide ways of teaching and learning locally relevant knowledge and skills. The valuable words of Barnhardt and Kawagley that "the depth of indigenous knowledge rooted in long inhabitation of a particular place offers lessons that can benefit everyone, from educator to scientist as we search for a more satisfying and sustainable way to live on this planet". The centre will try to follow in true spirit the essence of such a valuable message.

Initiatives will be taken keeping in line with NEP to popularize such languages amongst the other students by introducing certificate courses (3 months, 6 months duration) to bring about proficiency and speaking skills and knowledge in the languages.

ii)

1. Department of History has a museum in which some ancient and antique pieces of our rich cultural heritage has been preserved. Faculty members of the department have always tried to relate the importance of the objects and specimens preserved in the museum thereby trying on its part to do a bit in popularizing our past. The department is always on the move to collect and preserve specimens.
2. Department of History has also taken up the initiative of starting a centre for awareness of historical monuments, the objective of which is to create an awareness and sensitization on the different historical monuments available in Assam and Sibsagar in particular amongst the young generation and also highlighting the same and devising ways and means to develop such unique pieces of art and architecture as centres of tourist attraction.

iii) Indian Arts

Study of Indian arts of different periods forms a part of the syllabi in history. Students are well acquainted about the importance of Indian cultural heritage with specific reference to traditional art forms. Students are also taken for field visit to have a on the spot study of the various art and architecture organised in the walls of the temples and other monuments of historical importance thus enabling them to have glimpse of our glorious heritage. Efforts will be made to provide and share such type of knowledge to students of other departments as well, in the coming years.

(iv) Indian Culture and Tradition

The transmission of culture needs adequate preservation. The preserved culture has to be transmitted to the young generation and medium is education. It is a matter of pride that the department of Political Science has taken up the initiatives of introducing a vocational course (1 year duration) on Satriya Dance with a well qualified faculty. Satriya Dance is an Indian classical dance, performance art with origins in the Krishna centered Vaishnavism Monasteries of Assam and attributed to the 15th century Bhakti movement scholar and saint Mahapurush Sankar Dev. It has its origin in the Satras which was established for the propagation of Vaishnavism and later they became the religious cultural and social hub for the people of Assam. More such courses promoting and depicting Indian and regional culture would be implemented in the forth coming years. Emphasis would be laid upon Indian art, architecture and sculpture, Indian

painting, Indian textiles, Indian handicraft etc.

It may be mentioned in this regard that the institution also runs a vocational course on the Awareness of Historical Monuments. The objective of the course is to provide awareness and sensitization on the different historical monuments available in Assam and also devising ways and means to develop such unique pieces of art and architecture as centres of tourist attraction.

This centre would also promote Indian handicrafts, cane products, traditional ornaments, textiles in the form of souvenirs to be displayed and to be sold to interested tourists. Enjoying and buying such products will be a unique way to enjoy its complex culture and many traditions.

e) Department of history maintains a museum comprising of a number of items ranging from historical, cultural, anthropological and other items. Students and teachers alike take keen interest in collecting unique and rare forms of cultural specimens of traditional craft and culture from various sites thus enriching the quality of the museum. Raising awareness about the possibility of integrating traditional Indian knowledge system like bamboo craft or indigenous, textile or dance forms in our day to day life practices through some vocational courses on blended mode is on the cards.

History department also maintains a medicinal plants garden realizing the importance of ayurveda in today's world and also engages the students in the plantation of various indigenous herbs making them familiar with such plants and also the medicinal uses of the plants in day to day life thus contributing to the integration of the Indian knowledge system.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

i) Outcome based education is a pedagogical model that entails the restructuring of the curriculum, pedagogy and assessment practices to reflect the achievements of high order learning and mastery rather than the accumulation of course credits. The knowledge, skills and attributes that students take away at the end of the programme or course is outcome based education. As such , SGCs agenda would be to do its very best to introduce skill based courses that would covered learning skills , literary skills along with knowledge of ICT life coping skills which would include knowledge:

1. About the environment and sustainability
2. About personal health and wellness
3. About nutrition / diet / exercise / public health / safety and cognitive competency skills as well.

More vocational course will be started and avenues created for students to graduate with skills and knowledge that would have the projected outcome of increasing their employability skills.

ii) Teaching and Learning practices

1. The departments of SGC have developed COs for the courses under various programmes (both for regular and vocational)

b) SGC is taking measures to support the implementation of OBE.

i) The implementation at the faculty level starts with the specification of the lesson plan.

Lesson Plans defines unit wise engagements as per weightage for evaluation and assessment.

ii) While setting the question paper, care is taken to ensure unit wise coverage as per weightage and specification of COs and Bloom Taxonomy levels.

iii) Good Practices

iii) As regards OBE, IQAC , Sibsagar Girls' College organised a workshop for familiarizing the OBE concept on 8th April 2022 with Prof. Neeta Kalita (Dibrugarh University) and Prof. Pranjal Buragohain as Resource Persons. Several teachers attended workshops and refresher courses on curriculum and pedagogy. More workshops will be organised for more brainstorming strategies towards familiarizing OBE.

20.Distance education/online education:

a) Sibsagar Girls' College wants to offer vocational courses in ODL Mode to learners also. The Indira Gandhi National Open University (IGNOU) study centre has been running in the college campus since 2003. The following vocational courses in ODL Mode under IGNOU has been proposed -

1. Master of Arts (Entrepreneurship) (MAER)
2. Post Graduate Diploma in Pharmaceutical Sales Management

(PGDPSM)

3. Post Graduate Diploma in Information Security (PGDIS)
4. Diploma in Modern Office Practice (DMOP)
5. Certificate in Fashion Design (CFDE)
6. Certificate in Communication and IT Skills (CCITSK)

b) The objective of integration of technology in teaching learning activities is to guide, expand and enhance objectives of learning. With the global shift towards use of technological tools for enhancing the teaching -learning process, various tools are used for imparting education in the ODL mode.

1) Tools like Google Forms are used for sharing and collecting information to and from learners.

2) Use of online platforms like YouTube and Zoom / Google Meet/ WebEx / Google Classroom to conduct classes and seminar presentations / group discussions etc.

3) Provision of submission of assignments through Google Classroom / Whatsapp messenger.

4) Provision of delivering of special / important topics through social media (whatsapp etc.)

Blended learning

The mode of blended learning provides ultimate flexibility in many aspects.

SGC had been making efforts (specially during pandemic period) towards blended learning by

- a) Engaging students in teaching learning process.
- b) By enhancing the teacher and student interaction.
- c) By conducting exams / tests via online mode.
- d) Providing assignments to be submitted through Google Classroom.
- e) Resorting to online mode of learning if offline classes are disrupted for some reason or the other at present.

1. Providing e-learning materials and resources for advanced learners for concept clarity and distribution of notes/ pdfs to slow learners for better grasping of subject matter. Providing some assignments giving option for submission in blended mode.

c) Good Practices

1. The college plans to introduce vocational courses under distance mode through IGNOU, SWAYAM & MOOCS for undergraduate students.
2. College plans to introduce Indian knowledge system such as Ayurveda, yoga, Indigenous language courses under ODL mode
3. College plans to introduce professional masters & PG Diploma under ODL mode through IGNOU & DODL , Dibrugarh University
4. College plans to introduce technology oriented courses in order to link up Humanities & Social Sciences with science, technology, engineering & management (STEM) through IGNOU, National Skill Development Mission, State Skill Development Mission, etc.

College plans to sign memorandum of understanding (MoU) the Reputed Research Institutions which provide courses in ODL Mode to establish Study Centres or felicitation centre for the greater interests of the students, such as, felicitation centre for international institute of population science (IIPS), Institute of Remote Sensing (IIRS).

Extended Profile

1.Programme

1.1 15

Number of courses offered by the institution across all programs during the year

File Description	Documents
Data Template	View File

2.Student

2.1 1228

Number of students during the year

File Description	Documents
Data Template	View File

2.2

222

Number of seats earmarked for reserved category as per GOI/
State Govt. rule during the year

File Description	Documents
Data Template	View File

2.3

348

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1

47

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2

48

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	15
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	1228
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	222
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	348
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	47
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	48
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	27
Total number of Classrooms and Seminar halls	
4.2	27.84
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	135
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution ensures effective curriculum delivery through a well planned and documented process. It has a well-structured curriculum prescribed by the university to make the students socially committed, employable, innovative and research oriented.

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.

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. They also provide important links for dissemination of valuable information. Faculty members also use platforms like GoogleClassroom, GoogleMeet, ZoomApp.

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.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

2

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year**1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

3

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

53

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

53

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment**1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum****Introduction:**

The college gives priority in delivering the courses related to the above themes which have been prescribed by the affiliating University.

The college has also included soft skills development, verbal and logical skills, communication skills, personality development by creating clubs for the purpose and has given a scope for enhancement of such skills by including the activities

in the college routine.

Gender Sensitivity

The women cell of the college provides training in the yoga, self defence skills in association with other non-Governmental agencies.

Awareness and sensitization programmes on various aspects related to women rights/empowerment are organized.

Environment and Sustainability

A plastic free and a tobacco free campus is available. A herbal garden is also available.

Human Values

- Daily morning prayers and singing of national anthem / state anthem is a regular feature.
- Participation of students through NSS/NCC activities in flood relief programmes, distribution of food items / clothes to BPL families in the adopted villages by the institution.

Professional ethics

Emphasis is given to encourage ethical fair play and equity practices among students in the conduct of various inter collegiate competitions and cultural practices.

Code of conduct / Discipline

The college has a code of conduct for all stakeholders, students, teaching staff, non-teaching staff, alumni, office superintendent, clerk, laboratory attendant etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

7

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

102

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students Teachers Employers Alumni**

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sibsagargirlscollege.org.in/uploads/weblink/1.4.1%20action%20taken%20report%202020.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

467

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

164

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Students admitted in our college come from various economical backgrounds as well as from various communities. Many of the students are from the reserved categories (SC, ST, Tea tribes, OBC, MOBC, minority section). As such, the institution has to cater to the needs of a multi-faceted society.

Stress/Emphasis is laid specially as how to complete their education without dropping out half way and the utter importance of financial independence once they pass out.

A well planned strategy is chalked out to identify slow and advanced learners. To mark out the learners, at first, tests are conducted and in the evaluation process, the categories of learners are identified and henceforth separate lists are prepared.

Activities for slow learners

- 1) Individual counselling
- 2) Remedial classes
- 3) Extra notes
- 4) Group discussions
- 5) Tests/Internal exams
- 6) Encouragement to participate in NCC, NSS and other activities.
- 7) Peer learning

Activities for Advanced learners

- 1) Seminar presentations / Poster presentations
- 2) Inter active sessions on various topics related to syllabus
- 3) Participative learning session
- 4) Field trips
- 5) Group discussions / Quiz, debate, extempore competitions on topics related to syllabus
- 6) Conduct of various activities such as cultural festival, Literary festival, NSS camps, sports festival to enable students to grow / inhibit certain traits like discipline, punctuality, self-confidence, sense of unity and national integration.
- 7) Tutorial Classes are arranged for discussing topics related to the syllabus and tests are conducted to enable them to perform well in the examinations.
- 8) Reference books if not available in library are provided by the teachers.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1228	46

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Participative learning experience:

1) Participation of students in seminars, group discussions, webinars, academic meets (quiz competitions, debating competitions, extempore competitions etc.) in and outside the campus.

2) Holding of Mock Parliaments, display of charts, model presentation.

3) Study tours:

i) Field visits / tours: Department of Geography/ History/ Zoology/ Botany/Assamese

ii) Visit to museum by Deptt. of history

iii) Historical tours by Deptt. of history

iv) Educational trips (Geography, Assamese, History, Home Science)

v) Pictorial board in which display of relevant topics/ historical discussions/ new archaeological findings/ travel and tourism related articles (related to syllabus) current news(national and international) by deptt. of History

vi) Project work by all departments

vii) Display of departmental wall magazine involving students by all departments

viii) Showcase of documentaries of historical events, tourist destinations, life-sketches of eminent personalities by Deptt. of history

ix) Camps organized by the Science Departments

Experiential Learning:

1) Conduct of practical classes in the laboratories of the Science/Home Science department.

2) Conduct of surveys by the department of Geography, Education, Home Science, Economics in adopted villages / markets etc.

3) Industrial visit for community, outreach programmes.

4) Environmental Input related study tours.

Problem solving methods

1) Trial and error is one of the problem solving methods used in student centric activities.

2) Leadership training skills by engaging students to do various departmental / institutional works (for e.g., organizing meetings , seminars/ student exchange programmes, working on departmental journal, magazine and newsletters.

3) Celebration of national days and important days involving students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

The institution follows ICT enabled teaching in addition to the traditional classroom education. Teachers are combining technology with traditional mode of instruction to engage students in the effective teaching learning process. The institution has encouraged the use of ICT in order to support, enhance and optimize the delivery of learning sources.

Wi-Fi connectivity is enabled in both the campuses and is available for assistance in teaching and learning processes.

The system administrator always sees to the procurement of hardware, software and assures that internet connectivity is in place in order to prevent disruption of classroom activities. He also sees that misuse of all such connections does not take place.

Use of ICT by faculty

Faculties are encouraged to present PowerPoint presentations in teaching learning process, use LCD's and projectors, Digital library, online search engines and websites.

Seminar and Conference halls are digitally equipped where guest teachers, expert talks, and various competitions are regularly organised for students. Faculties also hold online quiz for students after completion of courses.

Video conferencing: Students are counselled with the help of Zoom/Google Meet/ Webex applications.

Audio and Video lectures:

Audio and video lectures by eminent persons are made available to students for further clarity if necessary.

Online Competitions:

Various technical events such as poster making, project presentation, debates, paper presentations are organised to celebrate certain days, festivals and commemorative events etc. with the help of various ICT tools.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sibsagargirlscollege.org.in/ict.php

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

46

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year	
46	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
15	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
17.22	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

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 Institute's 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. To ensure that the tests are held in a fair and smooth manner, two invigilators are assigned in each hall. 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.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time-bound and efficient

There is a complete transparency in the internal assessment examination

1) The internal assessment (Sessional Test) schedules are prepared by the Examination Section of the college and communicated to the students well ahead of the test.

2) To ensure that the tests are held in a fair and smooth manner, two invigilators are assigned in each hall.

3) Evaluation of answer scripts are done by the respective teacher teaching the specific paper from which questions were set.

4) The corrected answer scripts are verified by the respective head of the departments, after which the marks of the students are entered accordingly in the Marks Register for record and entry in the University Internal Assessment Mark category.

5) The evaluated answer sheets are distributed to the students for their information and rectification of marks (if any)

If any complaints / grievances arise from the students, it is redressed immediately. The marks are hereafter displayed in the Departmental Notice Board to ensure transparency.

(The details are given in additional information.)

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Response:

Communication to teachers:

- IQAC had constituted a committee in 2020 to introduce outcome based education in the college. The initiative was taken up to meet the criteria of the newly introduced CBCS mode for degree students
- The members of the committee is headed by a senior faculty of the development of education. The committee has taken due steps to operationalise OBE
- The IQAC has made POs, PSO and COs as part of the course file
- IQAC has organised workshops on OBE to familiarize

teachers with Blooms Taxonomy

Communication to the students:

- POs, PSOs and COs are displayed in the website
- POs, PSOs and COs are displayed on the departmental notice boards
- Heads of the departments and faculties explain the course outcomes and relate such outcomes to POs and PSOs
- The teachers also explain the pattern of questions in the internal question papers and its connection with the course outcomes

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Response:

The college follows the practice of measuring the level of attainment of Course Outcome, Programme Outcomes and Programme Specific Outcomes

Procedure for assessing the attainment of outcomes

- Defining COs, POs and PSOs: Measurement of attainment level of outcomes begins with formally defining the Program outcomes, Program Specific Outcomes and Course Outcomes.

Six levels of cognitive domain (i.e Knowledge, comprehension, application, analysis, synthesis and evaluation) identified by Bloom is mainly used for defining the course outcomes.

- Defining CO-PO and CO-PSO Matrix: For a course, usually the COs and POs are mapped through the CO-PO matrix and to PSOs through the CO-PSO matrix.
- Direct assessment tools are used to evaluate the

attainment of course outcomes

Course outcomes are measured directly based on the scores attained by the students on their internal and external evaluation on 20:80 proportions

- Direct attainment of programme outcomes and program specific outcomes are mainly based on the logical mapping and attainment of cognitive levels of course outcomes with program outcomes and programme outcome and programme specific measures.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

158

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	https://sibsagargirlscollege.org.in/uploads/weblink/report_of%20the_pass_percentage_of_students_20-21_varified.pdf

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sibsagargirlscollege.org.in/uploads/weblink/SSS-2020-21.xlsx>

RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
Nil	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded
3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year	
3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year	
Nil	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year	
3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year	

9

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

1

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

20

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Response

All the students are encouraged to participate in the extension activities organized by the different cells, clubs and departments, NCC and NSS. The activities are focused on the development of campus neighbourhood community inter-bonding and partnership. Involving students in raising funds for the needy, destitutes, handicapped is also taken thus creating a mindset to help the poor and needy. (The college has a donation box. Where students are asked to contribute at least one rupee in a while or so)

College Local Community Inter bonding Partnership

The college has conducted several awareness and sensitization programmes specially in the vicinity of the college regarding the use of sanitizers, vaccination awareness programmes, use of masks, maintaining of Covid- 19 protocol measures. Leaflets were also distributed highlighting the above.

The college had also undertaken cleanliness drive in the adjacent Shiv Dole campuses thus creating a sense a responsibility of keeping public places clean.

The college takes up various extension activities in the 5 adopted villages under UBA scheme. Awareness programme on organic farming and other sustainable agricultural practices are taken up under such schemes. Awareness on legal rights, training to rural women are some other activities.

Impact and sensitization

Exposure to outreach activities sensitize the students towards social issues. The activities conducted lead to imbibing the values of social responsibilities.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**13**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****28**

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****5**

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

3

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

2

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college established in 1964, is located in a busy location of the town with three campuses. Though location wise, it is quite busy, it has a good academic ambience. The institution is accessible from all quarters.

List of programmes available in the college:

1. Bachelor of Arts
2. Bachelor of Science
3. Bachelor of Arts (IGNOU)
4. Master of Arts (IGNOU)
5. Bachelor of Arts (Dibrugarh University)
6. Master of Arts (Dibrugarh University)
7. Handloom and Textile
8. Spoken English
9. Food Service Management
10. Office Automation
11. Beauty and Wellness
12. Cutting & Stitching
13. Montessori Teachers Training Programme
14. Certificate in Remotesensing and GIS
15. Diploma in Remotesensing and GIS

Infrastructural facilities are available in the college. It has adequate classrooms, laboratories, digital and other facilities for the effective teaching - learning process. The Committee on Infrastructure and Learning resources cater to all the infrastructural needs of the college as and when needed.

Classroom facilities

- 14 classrooms out of which 2 are ICT enabled
- Classrooms are well ventilated, spacious and provided with adequate furniture
- 3 seminar halls, video conferencing hall,
- All departments have separate faculty rooms and the departments are provided with desktops, Wi-Fi facilities and intercom.
- Examination halls are equipped with CCTV cameras

Laboratory facilities

- 8 Laboratories for UG 2 chemistry labs, 2 physics labs, 2 Zoology labs and 2 Botany Labs with Sophisticated equipment and proper facilities

(Other details are uploaded in the additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Response

The college provides adequate space for sports, games and cultural activities. Our students participate in various University and State level teams and in various events. The institution has a volley ball team. Besides, students take part in various individual and athletic events organised at University level.

Sports Facilities

To bring out talent in the sports arena, a health club has been started in the college which has its activities inclusive in the college routine itself. The mentors of the club encourages and motivates the students to take part in various indoor and outdoor sports activities. Indoor games like chess, carom are allowed in the Girls' Common Room whereas games like badminton, table tennis are played in the Indoor Stadium. There is enough sporting equipments available for the students.

Yoga Training Centre

A functional yoga centre with daily training sessions in the evening is also available where students are also trained on the art of meditation.

Happiness Club

A happiness club is also inclusive in the college routine where mentors engage the students in various activities like quizzes,

debates, mimes, song, dance, drama and various literary and cultural activities.

Annual college festival is a regular feature where students showcase their talent in various fields. For performing various such activities, the college has an open-air auditorium besides the main block where a capacity of 400/500 students can be accommodated. A fully equipped mini conference hall and an auditorium is also available for multi purposes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

24

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

7.37

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is automated by using Integrated Library Management System, the details of which are given below:-

SOUL Software: In Central Library and Information Centre the Automaton system was first introduced in 2009. The first software used for automation was SOUL1.0. SOUL (Software for University Library) is the Library Automation Software developed by INFLIBNET. It has three basic versions SOUL 1.0, SOUL 2.0 and SOUL 3.0. in 2011 our college obtain SOUL 2.0 and In 2021 It was upgraded to SOUL 3.0. SOUL software supports different Library Standards such as MARC-21, ISO-2709, AACR-II etc. With this software various Inter Library Management functions like Acquisition, Cataloguing, Circulation, Serial Control, OPAC etc can be performed.

(Other details are uploaded in the additional information)

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

54985

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

1667

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Response:

The college has positively integrated modern IT facilities and is leaving no stone unturned for automation of most of the activities of the college Academic, Administrative and admission

process are integrated with IT to ease the inconveniences associated with manual work and thereby making the entire process efficient and transparent.

- The full bodied IT infrastructure of the college comprises of 133computers and 2 laptopsconnected with Wi-Fi / LAN (Class rooms with Wi-Fi / LAN
- The college has 3 servers for the smooth functioning of the library
- The college library is automated with KOHA / LMS and SOUL 2.0 with cloud server facility
- Library has the subscription of e-books and e-journals via INFLIB NET.
- Question papers, projects, E-books for library are also procured from local publishers are availed through digital repository in the college library
- All the departments are equipped with computers, LAN and Wi-Fi connectivity
- The college has a dynamic website and active social media platforms like Facebook, YouTube and Telegram
- Bio metric attendance of faculty and staff

List of IT facilities

Nos. of equipment

Computers

133

Laptops

2

Server machines

3

Online UPS

8

Printers

10

Scanners

2

Barcode Reader

4

Photocopier (Xerox machine)

5

projectors

5

Video conferencing

1

Wi-Fi router

13

Internet connections

2

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

135

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in

A. ? 50MBPS

the Institution	
File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File
4.4 - Maintenance of Campus Infrastructure	
4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)	
4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)	
18.47	
File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File
4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	
<p>Response:</p> <p>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.</p> <p>The maintenance and the cleaning of classrooms/ laboratories are done with support staff. Students, Social Services Section of</p>	

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.

(Other details are uploaded in the additional information)

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

542

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

542

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

207

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

207

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	B. Any 3 of the above
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression
5.2.1 - Number of placement of outgoing students during the year
5.2.1.1 - Number of outgoing students placed during the year

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
58	
File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
7	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
5.3 - Student Participation and Activities	
5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	
5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.	
8	

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Response:

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.

(Other details are uploaded in the additional information)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

Due to pandemic situation no such programmes were organised

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

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.

(Other details are uploaded in the additional information)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
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File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Response:

Nature of governance

The institution follows a democratic and participatory mode of governance with all the stakeholders participating in the administration. The Governing body delegates authority to the Principal cum Secretary who in turn share it with the different levels of the functionaries in the college. The heads of the departments, the Coordinators / Conveners of various committees and cells along with the staff representatives in the governing

body play an important role in determining the institutional policies and implementing the same.

Perspective/ Strategic Plan

The institution has a perspective / strategic plan to help it develop in a systematic and phased manner.

- 1) The extension of possible space in order to accommodate more classrooms, laboratories, departmental rooms etc.
- 2) Renovations to revive the agency infrastructure of the institution
- 3) Improvement of the scope and profile of the Teaching - Learning experience through greater use of ICT
- 4) Filling up of vacant posts in the institution
- 5) Signing of Memorandum of understanding with other institutions
- 6) Means of resource mobilization and Fund Raising
- 7) Re-connect with alumnae for furthering the cause of the institution

(Other details are uploaded in the additional information)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Response:

Ever since the inception of the college, the administration is carried out effectively through a decentralized mechanism. This inclusive and participatory approach promotes an environment of solidarity and mutual respect which ensures the smooth function and growth of the institution.

In fact the success of an institution is the result of the combined efforts of all who work towards attaining the vision and mission 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. Their involvement and co-operation in devising and implementing decision making policies for academic and administrative affairs through various bodies and committees have contributed to the growth of the college.

The college focuses on decentralization.

(Other details are uploaded in the additional information)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

Our institution is situated very close to an archaeological site (the famous Shiv dole of Sivasagar). As such, the institution faces some constraints in the construction of buildings. This has limited the availability of infrastructure required for various purposes. In the year 2020-21, the Principal cum Secretary of the Governing body had proposed a plan on the floor of the Governing body to construct a RCC building structure in place of a bamboo structure consisting of UGC Room No. 4,5 and 6 at our main campus .After completing all formalities with the office of the ASI and District administration, the plan was implemented and the structure was complete in which 3 big halls took full shape. The IQAC in consultation with the Principal decided to use 2 of the completed halls as classrooms whereas one of the rooms was to be utilized as a computer cum Media centre and to be used for academic purposes. The matter was submitted to the GB for due approval the procedure which has been completed. The new Computer cum Media centre is presently functional. The two other rooms have been allotted for use of classrooms and the institution to some extent has been able to meet the classroom crunch.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Response:

Institutional Governance:

The Governing Body-The College has a well- functioning organizational structure managed and administered by the Directorate of Higher Education. The highest authority in the organogram of the institution is the President. The governing body is the apex body with regard to the matters in policy making. It also sets a framework for the implementation of the proposed plans. The body recommends strategic plans that can be adopted in matters like infrastructural development, enhancement of quality in teaching-learning process, promotion of research and healthy practices.

Principal - The Principal cum Secretary of GB is the head of the institution who is entrusted with the responsibility of managing the day to day affairs of the college. He implements the directives of the Governing body in accordance with the norms and guidelines stipulated by the government and other regulatory agencies.

The Teachers Unit - The teachers' Unit takes appropriate measures for the implementation of the strategic plans. It also offers a helping hand to the Principal in bringing about a successful completion of such plans.

Committees and Cells - The administration of the college is supported by a member of committees and cells like the IQAC, Purchase Committee, Works Committee, Building Committee, Campus Development Committee, Library Advisory Committee, Financial Advisory Committee, Anti Ragging Committee, Prevention of Sexual Harassment Cell, Grievance Redressal Committee, Disciplinary

Committee, Women Study Cell.

(Other details are uploaded in the additional information)

File Description	Documents
Paste link for additional information	https://sibsagargirlscollege.org.in/uploads/weblink/6.2.2.pdf
Link to Organogram of the Institution webpage	https://sibsagargirlscollege.org.in/organogram.php
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Teaching Staff:

A welfare Fund is functional in which teachers contribute an amount of Rupees 50/- per month which is deducted from the salary account. The fund is utilised as and when emergency arises out of critical illness, accidental cases etc. The beneficiaries of the scheme are the teaching staff, non teaching staff and students.

Non-teaching staff:

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

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

Nil

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

3

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

27

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Performance Appraisal System for Teaching Staff:

Performance Appraisal System for Teaching Staff is based on the

UGC's PBAS proforma for CAS promotion. Prospective candidates directly apply to the IQAC with the filled in PBAS proforma for holding Departmental Promotion Committee.

Performance Appraisal System for Non-Teaching Staff:

The college prepares an appraisal system internally for Non-Teaching staff for their promotions. The appraisal system is based on the following criterion,

A. Annual Confidential Report based on,

1. Professional Competency.
2. Quality of work.
3. Personal Characteristics.

B. Seniority and Reservation as per Roster Register.

File Description	Documents
Paste link for additional information	https://sibsagargirlscollege.org.in/uploads/weblink/6.3.5.pdf
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

Response:

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 Financial Advisory Committee and the head accountant maintains the accounts of the government funds as well as funds from other sources and thus completes the process of the internal audit. 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. Both the Internal Auditor and the External Auditor audit covers all financial and accounting activities of the Institute. This includes scrutiny of the following: (a) all receipts from fee, donations, grants, contributions, and interest earned and returns on investments; (b) all payments to staff, vendors, contractors, students and other service providers.

The external Audit of the session 2020-21 has been done by a Chartered Accountant and the Government audit is yet to be done.

Normally, Observations/objections of the Government's Audit are communicated through their report. These objections are examined by separate committees of the institute for finalizing compliance report of the Institute.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

NIL

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Response:

The college has a well functioning mechanism for mobilization of funds. A fund raising committee and a Financial Advisory Committee constituted by the Principal and approved by the Governing Body takes up the responsibility for assessing, planning, implementing and supervising the fundraising activities of the college. The committees evaluate the requirements of the departments for the collection of funds. The budgetary provision for academic and administrative activities is planned at the beginning of the financial year by the Fund Raising Committee in consultation with the works Committee (Building and Construction) Purchase Committee, Library Committee to formulate strategies for fund mobilization. The major sources of central funds for the college are from RUSA and scholarships availed by students. Besides this, state government also allocates some funds for salaries of employees and grants financial assistance in lieu of free ships granted to BPL families. On behalf of the Principal, the Head Accountant maintains the accounts of the government funds. Statutory audit also includes the auditing of the non-government funds including management funds.

All financial accounts/matters of the College are audited by internal audit committee as well as by external auditors appointed by the government.

The college conducts external financial audit for all the grants received from external sources.

The Chartered Accountant hired by the college verify all financial documents and the utilization of funds certificates issued by them are submitted to the various external agencies wherefrom funds are procured for verification and scrutiny.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response: The IQAC plays pivotal role in the enhancement and sustainability of academic quality provided by the institution.

The major initiatives include:

1. Evaluating ways and plans for academic enhancement by way of organizing workshops, seminars, talk programmes, faculty exchange programmes, programmes for use of ICT tools in teaching
2. Monitoring all extension and outreach programmes of the departments of the college
3. Celebration of important days and festivals
4. Promoting high professional standard by integrating research in teaching
5. Introducing best practices
6. Introducing quality initiatives like accreditation, collaboration, feedback analysis of stakeholders, research quality enhancement etc.

(Other details are uploaded in the additional information)

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

IQAC monitors IT enabled, outcomes based, student centric and holistic methodologies of teaching learning process.

Teaching Learning Review

1. At the beginning of each academic session, IQAC collects department academic plans and monitors its effective implementation throughout the year. The heads of the departments also maintains a Course Register in which the faculties note down the progress of syllabus daily so as to evaluate the progress of the curriculum in tune with the academic calendar.
2. The IQAC also ensures on the mapping of PO, PSO and CO at the beginning of a particular programme or course. This gives a positive direction towards the methodologies to be adopted in teaching and evaluation.
3. IQAC also ensures the effective implementation of

programmes like remedial and tutorial classes for slow and advanced learners. (Remedial Classes and Tutorial Classes are inclusive in the College Routine)

4. IQAC also stress upon the faculties of the departments to follow the mentoring programme strictly. OBE is also ensured by IQAC
5. IQAC also ensures proper conduct of internal examinations and also monitors that a transparent mechanism for evaluation process is also maintained
6. IQAC also has a student feedback mechanism whereby students not only evaluate performance of teachers but also gives feedbacks on curriculum, aspects too through questionnaires devised by IQAC.
7. Induction programmes for students at the beginning of the Under Graduate programme is a regular feature monitored and executed by IQAC.
8. IQAC also holds alumnae meet and parents teacher meet from time to time.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sibsagargirlscollege.org.in/uploads/weblink/6.5.3%20-%20Quality%20assurance%20initiatives2020.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender counselling

Gender equity is one of the key challenges facing society today. Through ours is a women's college, the institute conducts regular gender equity promotion programmes guest speakers from prominent fields are invited to speak on a variety of topics to highlight the importance and role of women in the society. The Women's' Study Cell takes active interest in organizing awareness and sensitizing programmes for the girl students on the crucial issues of sexual harassment, domestic violence and many other legal issues which the students are hardly aware of. Equal opportunities are provided to all individuals irrespective of gender, race, caste, creed linguistic, or any other status. It is seen that apart from the 100% of female students, opportunity around 60% of staff in the college are women. Safety, security and well-being alongwith gender equity and friendly working atmosphere are the issues of prime concern.

File Description	Documents
Annual gender sensitization action plan	https://sibsagargirlscollege.org.in/uploads/weblink/7.1.1_gender_sensitization.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sibsagargirlscollege.org.in/uploads/weblink/women_in_terms_of_safety_and_security_counseling_common_rooms.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Response:

The college has established an integrated sustainable waste management approach that minimizes waste production.

The college has a waste management system managed by a committee set up for the purpose and supported by a dedicated workforce of sweepers and cleaners.

Solid waste Management System:

- **Separate colour coded bins for different types of wastes are placed throughout the campus at important points for proper collection and segregation of wastes. This prevents any intermixing of wastes.**
- **1 vermicompost unit has been established in the science campus for disposal of bio-degradable wastes generated**

through cleaning of gardens and vegetable wastes from the canteens and hostel area.

- Solid chemicals of the laboratories are collected in a polybag separately with the mouth of the bag being tied,. The bags are then handed over for disposal by the municipality cleaning staff.
- Office automation has contributed immensely towards reducing paper waste.
- The use of plastics is strictly banned in the campus. The institution has established a plastic free Zone around the campus.

Liquid waste management: (Science Laboratories)

The waste of liquid chemicals are drained carefully with continuous flow of water into the sink.

E-waste Management:

E-waste management committee has been constituted for the disposal of e-wastes which have suggested the procuring of such materials (unused computers, Xerox machines etc.) by interested parties who will have to pay due amounts for the materials purchased. The materials as proposed, would be recycled for further use without any contamination of nature thus leading to a proper management of the waste collected.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://sibsagargirlscollege.org.in/uploads/weblink/7.1.3%20degradable%20and%20non-degradable%20waste%202020.pdf
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Response:

Unity in diversity

The institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.

Different sports and cultural activities organised in the college premises promote harmony towards each other. Commemorative days like international women's day, International Yoga Day along with a number of local festivals like Bihu, Vishwakarma Puja, Siva Ratri, Fateha-duaz-daham are celebrated in the college. This is a good opportunity to create a bonding among different categories of students in the college coming

from diverse backgrounds thus creating itself an environment of tolerance and harmony towards cultural regional, linguistic, communal socio-economic of other diversities.

There is a grievance redressal forum in the college which deals with the grievances any of the students without any bias towards a particular community, religion, language, caste creed etc.

The college has a code of ethics for students and other stakeholders alike which is mandatory for all to follow irrespective of different diverse backgrounds.

The college also takes up outreach programmes under the banner of NSS, UBA in the different villages adopted by the college. The villages are heterogeneous in composition, yet irrespective of the diverse population, the institution takes up programmes training by celebration of nutrition week, organizing blood camps, awareness and sensitization programmes without any sort of bias.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our institution takes pride in the fact that apart from striving to building and enhance the academic quality of the college, constantly strives to take out the best in our students and employees alike.

In order to inculcate certain values, the college imbibes a feeling of oneness among the students community through various practices and programmes.

1. Constitutional obligations (Celebration of Constitution Day)
2. Singing of national anthem and state anthem before the beginning of class hours by the students
3. Celebration of Republic Day, Independence Day, Gandhi Jayanti with great pomp and vigour

4. Celebration of National Voters Day
5. Celebration of Human Rights Day

The college organises student centric activities like poster and essay competition for awareness of our national events

List of activities 20-21

1. Celebration of 73rd Independence Day on 15th Aug 2020 by hoisting of the National Flag by the Principal of the College in the presence of 25 teachers and 50 students
2. Celebration of 72nd Republic day on 26th January 2021 marked by the unfurling of the national flag by the Principal in the presence 30 teachers and 30 students
3. Celebration of Martyrs Day on 30th January 2021 by Department Of Economics in which a departmental Quiz Competition was organised sensitivity the students about the significance of the day
4. Celebration of Human Rights Day on 10th Dec 2020
5. Celebration of National Voters Day on 25th January 2021
6. Celebration of Constitution Day on 26th Nov 2020.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Response:

The following is the list of national and international commemorative days, events and festivals the institution celebrates every year in which students, employees and faculties participate whole - heartedly.

S1 no

Name of the event

Date

No of Participants

1

Independence day

15/08/2020

30

2

Teachers day

05/09/2020

Students of various deptts

3

Gandhi Jayanti

02/10/2020

40

4

Human Rights Day

10/12/2020

50

5

Republic Day

26/01/2021

40

6

International women's day

08/03/2021

60

7

World Environment Day

05/05/2020

40

8

International Yoga Day

21/06/2020

50

9

National Science Day

28/02/2021

20

10

World Tourism Day

27/09/2020

50

11

National Nutrition Week

1 - 7 Sept. 2020

50

12

Librarian Day

12/08/2020

20

13

NSS Day

24/09/2020

20

14

College Foundation Day

08/09/2020

30

15

Martyrs Day

30/01/2021

20

16

International Day of Mathematics

14/03/2021

15

17

Kargi Diwas

24/07/2020

10

18

Rabha Diwas

20/06/2020

30

19

Silpi Divas

17/01/2021

150

20

National Voter's Day

25/01/2020

70

1. 73rd Independence Day on 15th August was celebrated by hoisting the national flag in the presence of students and staff
2. Teachers Day is an event in our college for which students eagerly wait for. Students of all departments organises Teachers Day and felicitate teachers and perform songs and dances alongwith attractive speeches. The students of History Department publish a hand written magazine each year on this day.
3. Gandhi Jayanti is also celebrated each year on 2nd October to remember the great ideals and significant and active role of the great leader.
4. Human Rights Day was celebrated on 10/12/2020 by the Department of Political Science in which an awareness on human rights was brought about
5. 72nd Republic Day was marked by the unfurling of the national flag by the Principal. In his speech, the Principal briefly mentioned the significance of the day to the students and other members present.
6. International Women's Day was celebrated on 8th March 2021 where an entrepreneurs from Sivasagar District were felicitated. On the same day, a book was also released named "Women and their Diversified Accomplishments down the ages. The Indian scenario edited by Deepjoonalee Bhuyan and Dr. Rajashree Phukan
7. Intl. Yoga Day was celebrated on 21 June 2020 by NSS where an online yoga demonstration cum yoga practice programme was organised in collaboration with Shishu Shikya Samiti, Sibsagar Branch
8. National Science Day was celebrated on 28/02/2020
9. World Tourism Day was celebrated
10. National Nutrition Week 1st-7th September
11. Librarian Day 12th August
12. College Foundation Day: The 56th Foundation Day of the College was celebrated on 8th July 2020. On the occasion of this event, the DCC of Sivasagar district

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Response:

Practice 1

Title of the practice

Library best user award

Goal:

1. To attract more students to inculcate reading culture among students and thereby gaining more knowledge
2. To make optimum use of the available library resources
3. To increase the frequency of visits by students to the library
4. To increase the use of library reference materials

The content

Library and Information sources of higher educational institutions play a pivotal role in enhancing the quality of academic and academic and research environment. In our college, it is seen that students use library resources only for borrowing books to meet the shortage of their personal books. Often, it is seen that very few use library resources such as reference books, e-resources, internet faculties etc. Very few students make use of the library reading room. So to make optimum use of library by the students, the Librarian had thought it wise to introduce a Library best user award and it had been a practice ever since 2016.

This award is presented every year on Library Day, the birth anniversary of Dr. S.R. Ranganathan

The Practice

Data is gathered through students maintained separately in the library. Usage data is compiled from record on library card. Based on the above data and the observations of the library staff, one best user award is given to the student who has made maximum use of the library.

Year

Name of the student

2020-21

Bobita Kumari

5th Semester Dept. of Political Science

Problems encountered:

1. Due to less usage of online resources, user statistics is not upto the mark
2. Due to poor internet connectivity and server problem , sometimes the interested students also are not able to avail complete access to e-resources

Practice 2:

Title of the Practice: Resource Mobilization and fund generation schemes

Goal:

1. To utilize the untapped and unused resources in our 3rd campus i.e. Baniabari Campus which has to a large extent being unused.
2. To convert the existing water area in the campus into 2 fisheries to be used for commercial purposes and thus generate fund.
3. To make a drive for plantation of such type of trees that would yield timber in the coming years and which would

surely be a factor not only as resource mobilization but also generate funds.

4. In the process, this would also help the institution in expanding its green cover.

The context:

Developing a plan or strategy for resource mobilization can lead to creative efforts in using our own institutional assets to gain support for our organization.

In one such effort, our institution has tapped one of its resources in order to generate a fund raising scheme. Out of the 3 campuses we have, the 3rd campus which has a land area of 7 bighas 3 Kathas 16 lachas is an excellent asset for fund generation.

The Practice:

On 26/4/2021, the head of the institution alongwith the IQAC team members made a on the spot survey of the whole campus. A plantation drive of 20 segun (teak) trees (donated by 1 member of the teaching staff - Mrs. Barnali Lahkar, of the Department of Education) was undertaken. It was proposed that the timber yield would be used for commercial purposes out of which funds would be accrued. The green cover of the green campus would also be expanded in the long run. It was also proposed that 2 fisheries would be started in the existing ponds for which an agreement would be made with the caretaker of the campus. Accordingly, a court deed / agreement was signed soon after in which the two parties i.e. the first party - the Sibsagar Girls' College and Shri Bitupan Das (2nd party) agreed to start the fisheries.

The expenses and maintenance related to the starting of the fishery would be borne entirely by the second party. Revenue payment, electricity charges and other expenses would be paid by the first party and in no terms would the second party be a claimant to the land. Once the sales would start, from the fund that would be accrued thereof, 40% share would be handed over to the first party and 60% share would be retained by the second party.

Problems encountered:

The 3rd campus is quite a distance (approx 5 kms.) from our main

campus. So it is not always feasible to visit the campus frequently to make a survey or a monitoring of the campus as per our needs.

Nevertheless, the whole process is underway and we would soon be able to gain a certain amount for some of our daily activities.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Response :

If daughter is educated, a society is in making. As such, being a girls' institute, as stated in our vision and mission, we always try to function uniquely. Our college has a large number of students from the surrounding villages. Most of the students are from the rural areas and from below poverty line families. It is seen that these students are however not poor in talent. Our college fraternity is always on the run to identify such talents and train/sensitize/motivate them to achieve their desired goals thus achieving our vision and mission in the long run. In accordance with the mission statement, our institution tries its level best to give exposure to such girl students to participate in every curricula, extra curricular and extension activities very actively. Through the NSS, NCC, the students get a platform/ dais to develop their academic as well as professional, cultural, social awareness/sensitization and above all take an active participation in such activities women empowerment programmes for making them confident enough for and make them eligible in today's struggle of survival of the fittest.

Various eminent women personalities are invited at regular intervals for the guidance on several issues. Special health related seminars/webinars, career counselling programmes, entrepreneurship, skill enhancement programme are held for offering guidance to the students to acquaint them with the student to acquaint them with the latest development in various fields various aspects relating to personality development,

skill development programmes career opportunities in the job market, scope for higher studies are highlighted for the students in order to compete in this ever changing world.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Response:

Future Plans

1. To organize a talk programme on Covid 19 pandemic and Indian economy, Resource Person nominated for the purpose: Dr. R.S. Deshpande
2. To organize a Webinar on Nutrition and Immunity by Dr. Dilip Kumar Baruah Senior Medicine Consultant and diabetologist
3. To celebrate World Population Day by organising a National Webinar on India's Population Dynamics : Some perspectives. Resource Person for the purpose Dr. Bimal Kumar Kar
4. To publish "Envision" (An Annual Newsletters by English Department Society)
5. To publish the annual newsletter "MERA KI"
6. To publish the E-Journal the process which was under way in the previous year
7. To organise a Alumnai Lecture Series (online). Topic Proposed: How to improve spoken English and Personality
8. To organise a National Webinar on Covid-19 Pandemic and Indian Economy.
9. To organise a webinar on Nutrition and Immunity
10. To organise a talk on Anaemia and its prevention by eminent physicians
11. To organise a Lecture session on Psychological Counselling through mindfulness
12. To organise a online Two Week Inter Disciplinary Refresher Course / FDP on Advance Research Methodology 2.0
13. To release Annual Magazine on occasion of Saraswati Puja
14. To conduct 15 days Online Coaching for Assam TET (LP and UP) as part of career counselling and act of social responsibility

15. To organize Online Two Week Interdisciplinary Refresher Course / FDP on Advanced Research Methodology.
16. 2 days Online Workshop on Emotional Well Being and Academic Practices during Pandemic R.P.: Dr. Pranjal Buragohain
17. To organize Webinar on Salt in Ancient Assam, History, Politics and Geography
18. To organize a web lecture on New Education Policy 2020: Transforming Higher Education Scenario
19. To organize Students Workshop on Yoga
20. To celebrate National days and other commemorate events
21. To organize a web lecture on Intellectual Property Rights, the topic proposed is "Creating Awareness about Patents, Copyrights and Entrepreneurship by Dr. Anjumoni Talukdar
22. To organize a programme on Community health. The physician to conduct the programme would be Dr. Surajit Giri, an Anesthesiologist and critical care physician from Demow Rural Hospital
23. To organize a webinar on Climate Change, factors, influence and consequences with special emphasis on N.E India by Mr. Tanvi Hussain, Project Scientist(Climate Cell) of Assam Science Technology and Environment Council, Science and Technology Department, Govt. of Assam
24. To celebrate Bishnu Rabha Divas
25. To celebrate all National Festival alongwith special days and events assigned to each department of the College