YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SIPAJHAR COLLEGE
• Name of the Head of the institution	DR. PRADIP CHANDRA DEKA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03713266427
• Mobile No:	9954044122
• Registered e-mail	sipajharcollege2010@rediffmail.com
• Alternate e-mail	iqacsipajhar@gmail.com
• Address	SIPAJHAR
• City/Town	DARRANG
• State/UT	ASSAM
• Pin Code	784145
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University		**GAUHATI UNIVERSITY**
• Name of the IQAC Coordinator		**DR MALINI NAIR; DR BARNALI SHARMA (Joint Coordinator)**
• Phone No.		**7635839722**
• Alternate phone No.		**9864157434**
• Mobile		**9954044122**
• IQAC e-mail address		**iqacsipajhar@gmail.com**
• Alternate e-mail address		**sipajharcollege2010@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)		http://sipajharcollege.ac.in/upload/aqar/AQAR%202019-20.pdf
4.Whether Academic Calendar prepared during the year?		**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:		http://sipajharcollege.ac.in/upload/acalendar/Academic%20Calendar%20for%20Undergraduate%20Courses.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**67.35**	**2004**	**04/11/2004**	**03/11/2009**
Cycle 2	**B+**	**2.52**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC | **28/02/2017**

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

Institutional/Depa rtment /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr Aswini Kalita, Dept of Chemistry	Green Corps	ASTEC	2020	Rs.50000
Mr Laksminandan Goswami, Dept of Chemistry	Green Corps	ASTEC	2020	Rs.5000
Dr Dibyajyoti Saikia, Dept of Zoology	Sanskar	CM Initiative Assam	2020	Rs.25000
Dr Pankaj Gogoi, Dept of Chemistry	Science and Technology	ASTEC	2020	Rs.385000
Sipajhar College	Fee Waiver	State Government	2021	Rs 7485614.00

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	7	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• 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)

`Online Classes during the entire lockdown period and career guidance and Counselling Session via Google Meet`

`Prepared Academic Calendar for the college`

`Online Interactive Session on Raj Yoga Meditation and Stress Management`

`Regular meetings of IQAC held and AQAR submitted and timely submission of AISHE, NIRF`

`All the 13 departments of the college have prepared Annual Plans under IQAC`

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 hold International and National Level Seminars.	A National Webinar on "Autopsy on the Anatomy of a Nano particle –nCOV" by Prof. Dipankar Bandyopadhyay, Indian Institute of Technology Guwahati, IIT-G on 26th July, 2020. A National Webinar on "Label Free Optical Sensing Using Plasmonics and Photonics Sensing Platforms" by Dr Rakesh Singh Moirangthem, Indian Institute of Technology (Indian School of Mines), Dhanbad on 2nd August, 2020. 12th August 2020 Approaches to Critical and Creative Writing: The how and the Why: Resource person: Dr Uddipana Goswami , internationally published writer and writing instructor based in Philadelphia On 25th of August 2020 a National webinar on The American Dream : with special reference to Tennessee Williams The Glass Menagerie- Ms Pramasa Saikia, Assistant professor in the Department of English, University of Science And Technology, Meghalaya.
Invite experts for talks on syllabus related topics.	Dr Pojul Loying, Scientist and OSD to the Education Minister, Assam delivered a talk on "Bio-techniques and its application in forensic science" on 4.12.2021
Online lectures via Google Meet on topics related to curriculum	Dr Merry Baruah Bora, Associate Professor of the Department of English Cotton University gave an online lecture on 19th September2020 on the topic "The Short Stories of Shashi Deshpande with special reference to The Intrusion" Dr Abigyan

	Prasad, Associate Professor of the Department of English B Barooah College gave an online lecture on 16thDecember 2020 on the topic " Milton's Paradise Lost and the epic tradition"
Make special efforts to popularize Science and Mathematics	28th February 2020 was celebrated with was celebrated as national Science under the aegis of Science Forum 2. National Education Day All Assam Inter Institution Open Online Quiz on the topic "Chemistry of daily life"-11.11.2020 3. 27.11.2020 One day student seminar on Emerging trends in science and technology by students from all the 5 science stream departments 4. 14.12.2020 interaction with resource person Mr Mahendra Tahu from Tezpur University on "Catalysis" 5. On 3.3.21 a Chemical magic exhibition and awareness on Environment and climate was held at Sipajhar Academy by students from the department of chemistry 6. National Mathematics Day was observed on 22.12.2020 with an intra college mathematical quiz for students
Create awareness on wildlife conservation	Orientation on how to prepare posters : important skills and issues to present it-22.10.2020 : 80 students Poster making and presentation competition by students on 9.11.2020
Create awareness on environment	1.3.2021 onwards water sample collected from households and tested for arsenic Bahmolla village under Sipajhar revenue circle17.3.2021
Submission of research projects	2 research projects were

	submitted and accepted
To increase the reach of the central library	The central library has been Wi-Fi and OPAC enabled. Membership for Faculty and students has been subscribed National Digital Library of India. SOUL software is being used. With N-List membership faculty are provided with remote access to journals and e-books. The process for providing remote access to students is underway .
To submit research articles to UGC notified Journals and books	17 research papers were submitted and published in UGC recognized journals.
To provide career guidance	Students interacted with Dr Bibhuti Ranjan Bhattacharya of IIT-G on career opportunities in IITs on 7,11.2020
Environmental awareness	Ms Jyoti Soreng and Ms Tanvi Hussain Project Scientists of ASTE Council spoke on environmental issues like pollution ,gender related issues like superstition and women's health on 7.11.2020 On 5.6.2021 World Environment Day 250 saplings were planted and monitored throughout Darrang district in a systematic and well-planned manner. In association with Social Entrepreneurship, Swachata& Rural Engagement Cell, Government of India World Water Day was observed on 22.3.2021 by the Water management Cell & the Environment and Climate cell to create awareness about proper utilization and management of water resources.
To hold out reach programmes	An awareness programme sponsored by Assam Science Technology and

	Education Council under the initiative of the Chief Ministers scheme "Sanskar:Manuhe Manuhar Babe" was organized in association with Sipajhar College at Jatiya Vidyalaya , Sipajhar on 7.11.2020 Talk on : Superstition and Awareness An awareness programme sponsored by Assam Science Technology and Education Council under the initiative of the Chief Ministers scheme "Sanskar: Manuhe Manuhar Babe" was organized in association with Sipajhar College at B J Girls School on 28.11.2020 1.Talk on: Woman in Science 2 Talk on: Importance of medicinal plants in women health and hygiene An awareness programme sponsored by Assam Science Technology and Education Council under the initiative of the Chief Ministers scheme "Sanskar:Manuhe Manuhar Babe" was organized in association with Sipajhar College at Nehru Smriti Balika Vidyalaya on 5.12.2020 Talk on : Women health and hygiene with special reference to menstrual cycle Talk on : Water pollution and its effect on women health
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	01/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	**27/05/2020**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**8**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**2110**

File Description	Documents
Data Template	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**460**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**425**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**40**

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**62**

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**25**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**14430664**
4.3 Total number of computers on campus for academic purposes	**57**

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

All students who seek admission are provided with a prospectus and admission forms which provides the basic information regarding the courses on offer in the college. All teachers are provided with a copy of their respective syllabi. HODs assign the courseof the syllabi to be taught by each teacher after a meeting with the department faculty. After taking into account the course requirements and the infrastructure available the routine committee and the Academic Committee of the college formulates a routine to be followed for each semester. Copy of the routine is provided tothe departments . Based on the general routine the departmental heads in turn create a departmental routine and allot classes among their faculty. The teachers create their own lesson plans. Routine is displayed at convenient and prominent locations throughout the campus. The faculty share their respective class and course

allotments with students. Vice Principal of the college assisted by the academic committee ensures the routine is followed by the faculty and classes are held as per schedule. Teachers are required to inform respective heads in case of availing leave and heads are required to try and arrange for substitutions whenever possible and inform students about it.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://sipajharcollege.ac.in/iqac2_sub.php?id=7

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

The parent university provides the basic frame work of the Academic Calendar for all its constituent colleges which includes the broad parameters for conducting internal assessment examinations , setting assignments and holding end semester examinations. The college incorporates its own requirements into the basic Academic Calendar provided to us.

The academic calendars help faculty members of each departmentto plan their respective course delivery, research work, academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plans prepared by faculty members.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://sipajharcollege.ac.in/academiccalender.php

1.1.3 - Teachers of the Institution participate in **B. Any 3 of the above**
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**

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

5

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

0

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

0

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

In spite of the fact that the syllabi of departments like English, Chemistry and Political Science have incorporated issues related to Professional Ethics, Gender, Human Values, Environment, and Sustainability, the college has a well-defined plan of action and strategy in this regard.

- There is a written code of conduct for all teachers and employees which is well-publicized and prominently displayed on the college premises.
- An orientation program for all teachers and students is conducted every year to make them aware of their rights and responsibilities.
- Village surveys and awareness programs are conducted by the Departmentof Political Science.
- International Women's Day is celebrated every year with the active participation of students teachers and guests to not only celebrate women and their critical role in inculcating social values andin the process of nation-building but also to bridge the gender divide and sensitize everyone to the issues of gender bias, mutual respect, and human values.
- All students admitted to the college are required to plant a sapling and nurture it. They have to maintain a record of the plant's growth and development in the Green Book* provided to every student at the time of admission
- World Environment Day is celebrated.

File Description	Documents
Any additional information	[View File](#)
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

14

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

385

File Description	Documents
Any additional information	**No File Uploaded**
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   A. All of the above

**syllabus and its transaction at the institution
from the following stakeholders Students
Teachers Employers Alumni**

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://sipajharcollege.ac.in/weblinks.php

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

920

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

337

File Description	Documents
Any additional information	**No File Uploaded**
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

Both advanced and slow learners are identified based on their performance in the internal assessment examinations and University examination of the previous semester and home assignments.

For slow learners: Individual academic counseling is done by the teachers to identify the cause behind slow learning and try to remedy the situation. Weakness and strengths of the student is identified by the mentors. Extra study materials are provided to the slow learners. Online remedial classes taken. For advanced learners: Encouraged to take part in extra curricular activities Encouraged to make presentations in the class Allowed to borrow extra books from the library Extra study materials are provided

File Description	Documents
Link for additional Information	http://sipajharcollege.ac.in/upload/iqac_link/Departmental%20Library%20Records.pdf
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
2110	**40**

File Description	Documents
Any additional information	[View File]()

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

The Collegepractices a teaching methodology which focuses on imparting education through a student centric approachsuch as experiential learning, participative learning and problem solving methodologies

The departments of Education, Geography, History and Political Science, Chemistry, Physics, Botany andZoology have field trips and on field practicals

All the departments involve students in preparing seminarpresentation using PPT. 3rd and 5th semester students are divided into small groups and given topics related to syllabus selected.Seminars, which form acomponent of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.Before the seminar presentation begins students are given a brief training on PPT.

Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and develop research skills.

Films related to the texts are shown to the students by individual departments and through the newly formed Sipajhar College Cine Club

Teachers make classes as interactive as possible and encourage participative learning through the use of Audio- Visual methodology, Language Lab, Google Classroom,

Student feedback on classroom teaching istaken

File Description	Documents
Upload any additional information	[View File]()
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

Teachers use ICT tools such as powerpoint presentation, videos etc. to augment the teaching-learning process. Teachers of various departments have engaged in online classes via online meeting platforms such as Google meet and zoom,with the start of lockdown. Moreover, class noteswere prepared and distributed among the students with the help of whatsapp messenger and google classroom. Videos and presentations prepared by the teachers are uploaded on Youtube. Along with these, online resources such as ePG Pathsala, Vidyamitra, NPTEL are also extensively used by the teachers. The use of the ICT tools has helped in the completion of the syllabus even during the lockdown.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://sipajharcollegeonline.co.in/classnotes.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

38

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

40

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

21

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

330

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 follows atransparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in

internal assessment, the dates of assessment arecommunicated to the students well in advance. The Principal inconsultation with the Academic Committeeprepares the schedule for the Internal Assessment. The Principal also directs the Examination Committee to ensure effective implementation of the evaluation process.

Internal assessment is carried out in the following ways-

- Home assignments-one per teacher/text during the semester
- Class tests one per teacher/per text during the semester
- Scheduled Open text book onlinetests on all texts by all teachers-GoogleClassroom
- Scheduled Supervised written examination per semester
- Home assignments are thoroughly evaluated
- Internal Examinations conducted in the offline mode as and when possible.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	Nil

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

The collegehas devised an efficient mechanism to deal with examination related grievances in atransparent manner. The college tries to address grievances in a time bound manner at the college level and rectification of any grievances are further addressed by the parent University. The steps are taken by the college to address grievances related to internal assessment are enumerated below.

After evaluation students are shown their answer scripts and any student who wishes to improve upon their performance is allowed by the concerned department to sit for a re test at a date notified by the department. Any student who had not been able to sit for the exam as scheduled due to medical or compelling personal reasons are allowed another opportunity to sit for the exams if approached. If the internal assessment marks are not accurately reflected in the University Portal, the college conveys the same via email to the parent university for rectification.

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.

The following mechanism is followed by the college to communicate the programme and course outcomes to the teachers and students:

- **Graduate attributes are described to the first-year students at the commencement of the programme. At the beginning of every semester, the subject teacher conveys Course Objectives (CO).**
- **The copies of the syllabi are kept in the department. It is distributed in the beginning of the semester among teachers and students and also uploaded in the department link of college website.**
- **It is made mandatory for the faculty of every subject to explain the course objectives, evaluation pattern, marking scheme etc. to the students. This also described in the syllabus of each subject.**
- **The students are also continually communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings.**
- **The Continuous Internal Assessment system keeps both teachers and students cognisant of the programme and course outcomes.**
- **The information about sessional examinations, assignments, practical, field work, etc., which are conducted every semester are provided beforehand. Remedial classes, lab work and re-tests are conducted if necessary**
- **A demonstration of thorough conceptual understanding in the core areas of all the subjects is tested through student seminars and presentations.**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://sipajharcollege.ac.in/iqac2_sub.php?id=7
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.

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes (PO) and Program Specific Outcomes (PSO) are mentioned below:

- **The PO and PSO are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.**
- **Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes—measured through internal exams and home assignments—to gauge if students have achieved desired level of competencies at the module level**
- **The course outcomes are measured based on the semester-end examinations conducted by the University. Assignments are also given at the end of each module. Students are expected to understand the expected outcome of the given problem or concept and do a thorough research or critical analysis of the same.**
- **Indirect methods of assessment include Students' feedback, alumni feedbackand parent's feedback**
- **Final Attainment of POs and PSOs are thus derived from two components:**
- **Direct attainment: Obtained by taking averages of all CO-PO and CO-PSO attainment matrices defined for all courses (Semester I, II III, IV, V and VI)**

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

244

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	http://sipajharcollege.ac.in/annual_report.php

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)

http://sipajharcollege.ac.in/upload/iqac_link/Student%20Satisfaction%20Survey%20Report.pdf

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)

848000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://astec.assam.gov.in/

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

12

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

15

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

17

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

Talk on witch hunting which had a deep and positive impact on the students and they in turn promised to carry the message to their homes and communities .

Talk on menstrual problems of girl students in B J Girls School which had a positive impact on the girl students and many of their misconceptions were cleared

Uses and importance of medicinal plants on female reproductive health of women in Nehru Smriti Ballika Vidyalaya which greatly benefitted the students and added to their knowledge base on folk remedies

Talk on preventing use of drugs and prevention of cancer titled "Tobacco Burden And Cancer Control" was organized by the NSS in collaboration with District Tobacco Control Cell And Assam Cancer Care Foundation

Training on "Tobacco Free Educational Institutions & COPTA"

organized by the Union State & District Tobacco Control Cell in association with NSS

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

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

0

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

6

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

604

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

6

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

4

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.

We have 21 lecture halls for chalk and blackboard teaching, these also have power outlets for using laptops and projectors in keeping with the requirements of the syllabus. We have six classrooms that are wi-fi enabled and wifi routers are available at 7locations including the central library. Nine classrooms have laboratory facilities. We also has ICT facilities available at three locations. 20 rooms are provided with LAN connections. We have one smart classroom, one classroom with LMS facility and two classrooms with ICT facilties .The college has two seminar halls equipped with over-head projectors with adequate internet facilities. The college hasdedicated spaces for guided meditationand yoga as well as cultural activities. The college has a gym as well as a playground , the college has common rooms girls and boys and separate spaces for teachers equipped with power outlets, tea-kettles adjacent to their respective classrooms. Separate toilet blocks for boys, girls, teachers principal , librarians and office staff. The college is disabled friendly with four ramps. A greenhouse, mushroom house, vermicomposting pit and rain water harvesting tanks are also available. Womens' Hostel with a capacity for hosting sixty boarders, a warden quarters and a guest house are also available.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sipajharcollege.ac.in/index.php

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

The college has dedicated spaces for guided meditation and yoga as well as cultural activities. The college has a permanent concrete stage with a covered seating space with a capacity for seating about 200 students where various cultural activities are performed . The college has a gym with 26 different types of equipment. The gym also has a qualified gym instructor for providing necessary support to the users wherever required. The college has a playground, with an open gallery on one side. Qualified instructors are provided for meditation (Raj Yoga, PrajapitaBrahmakumari)and yoga (Assam Patanjali Yoga Samiti), The college has provisions for providing regular meditation and yoga classes, both of which have been incorporated in the college routine to ensure seamless integration with regular teaching activities. The college has two seminar halls with overhead projectors for ICT classes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://sipajharcollege.ac.in/index.php

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

23

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

23

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://sipajharcollege.ac.in/index.php
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)

10158459.00

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)

The Central Library, Sipajhar College is automated with the Software for University Libraries (SOUL2.0). It is a state of art integrated library management system designed and developed by the INFLIBNET centre . The automation process of the Central Library, Sipajhar College began in October 2016 and was completed in the year 2021. Due to COVID 19 pandemic, the automation wok got hampered in last two years. Presently a total of 13,325 records are entered in the software. To run the software, the library has one server, one work station and one OPAC station. Regular backup of the record is being taken weekly and it is stored in an one TB external Hard disk. Library users can search library books with any field like Title, Author, Subject, Accession Number, ISBN etc. by using the OPAC module of the software. The user ID of OPAC module is library and the password is user. The library is planning to upgrade its data from SOUL2.0 to SOUL3.0 software. So far the library is fully automated with SOUL2.0 software. Modules like Cataloguing, Circulation, Serial Control and OPAC are being carefully used for the smooth functioning of the day to day activities of the library.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://sipajharcollege.ac.in/library.php

4.2.2 - The institution has subscription for the following e-resources e-journals e-

B. Any 3 of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	View File
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)

Rs160274.80

File Description	Documents
Any additional information	View File
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

35

File Description	Documents
Any additional information	View File
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

There is a well defined policy for updating IT facilities including Wi-Fi.The Wi fi connectivity has been upgraded to 15 Mpbs.

OtherFacilities where IT and WIFi facilities are used and updated are listed below.

There are 01- smart classrooms, 02-LMS class room and 01-digitally equipped conference hall and 02-digitally equipped laboratories and one PGDCA classroom with complete IT facility. One English Language laboratory andcomputer lab. The college building is well equipped with the Wi-Fi connectivity available when necessary. Computer lab is well-equipped with 57 branded PC's adequately supported by 15 Mbps leased lines for internet connectivity.

Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. Following are some basic facilities for updating:

Computer is formatted in regular basis by authorized agencies.

Anti-virus is regularly installed in the computers.

Wi-Fi connectivity is available in Principal's chamber, Office-room, IQAC room, Departments, PGDCA, library and computer laboratories.

38CCTV is installed in selected places including classrooms, entry and exit gates etc.

Website is maintained by SS technologies, Guwahati, Assam.

College has annual maintainance contracts with the vendors.

College pays a fee for maintainnance of the website.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://sipajharcollege.ac.in/index.php

4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution   C.10 - 30MBPS

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)

4272205

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.

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

Classrooms: The classrooms are maintained using funds granted by the state government and funds generated from the general fund collected as student fee. Classrooms have been newly constructed and renovated

with RUSA grant. A digital classroom with LMS facility has been constructed using Building Fund ,College.

Classrooms are checked bi-annually by the members of the building committee and wherever repair and restoration work is required for electrical equipment and furniture are carried out during the summer and winter breaks. Classrooms are allotted for the use of students and teachers .

Sports complex: The college applies for maintenance grants to UCG .

Computers: The computers are maintained funds granted by UGC's general development assistance and funds generated from student fee at the time of admissions.

Women's Hostel: The college applies for maintenance grants to UCG .

Laboratory: The laboratories constructed with State government funds. And lab equipments purchased with college own fund RUSA grant

Library: Library books are bought from the college own fund under Library Fund and Book Bank Fund.RUSA grants and State Government Grants.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://sipajharcollege.ac.in/facilities.php

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

121

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

7

File Description	Documents
Upload any additional information	View File
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

A. All of the above

File Description	Documents
Link to institutional website	http://sipajharcollege.ac.in/index.php
Any additional information	View File
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

604

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

604

File Description	Documents
Any additional information	View File
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

A. All of the above

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	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

08

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

33

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

17

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

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.

1

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)

Sipajhar College does facilitate student representation and engagement in various administrative bodies, besides actively involving students in co curricular and extra-curricular activities.

The Sipajhar Mahavidyalaya Chatra Ekata Sabha is an elected body of students where the college students elect their representatives to eleven portfolios. Elections are held as per the established constitutional norms of the Sipajhar Mahavidyalaya Chatra Ekata Sabha. The elected representatives then go about electing the class representatives from all the three semesters.

Siprajyoti , the college magazine and the college wall magazine Ramdhenu are the creative voices of the students and each of their editorial boards consist of five students and a faculty in-charge

IQAC of the college has one student member.

Anti-ragging committee has two student representatives from the first year and a student representative from the Women's Hostel

The NSS unit of the college has a programme officer and student volunteers.

Bharat Scouts and Guides also is a student dominated body with one faculty as the Rover leader.

All students of all the science stream departments- Botany, Chemistry, Mathematics, Physics and Zoology- are members of the

Sipajhar College Science Forum.

All the departments have student members on their wall magazine, departmental seminar, freshers social and cultural committees.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/upload/iqac_link/Students%20Participation%20in%20Various%20Activities.pdf
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

2

File Description	Documents
Report of the event	View File
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)	View File

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

There is no registered Alumni Association but the college has active alumni engagement through various support activities as listed below.

The Alumni of the department of English havecontributed 2steel almirahs, 1 water filter and books to the department. They have also actively contributed towards the silver jubilee celebrations of the department (more than 3 Lakhs rupess). They also contribute to the

Departmental Developemental Fund.There is an annual meet of the alumi of the department. Department of Education also has active alumni contribution.They contributed2steel almirahs to their department which is being used for Departmental Library purposes. In the Department of Political Science and Geography, alumni are involed in academic as well as other works through different activities.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	View File

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

The governance of the institution is reflective of and in tune with the vision and mission of the institution. The VISION and MISSION are stated below:

Vision: The college which was established with the vision of making quality education accessible to the economically disadvantaged student community of the greater Sipajhar area, aspires to nurture and promote the potential of its students' to the fullest extent.

Mission:

- To empower socially, economically and educationally marginalized sections of the rural society of the region.
- Make the students knowledgeable, cultured & responsible citizens.
- To cultivate national integrity, social awareness, scientific attitude, and self-esteem among the rural masses through appropriate education.

GOALS AND OBJECTIVES

To achieve academic excellence among the rural masses by empowering them to compete at national and international levels.--- to achieve this objective the college has an Information cum Carrer Guidance Cell to guide the students in all walks of life. To encourage personality developmentof the students.--- the college actively encourages the personality development of the students through participation in different college bodies and through an active Mentoring System To promote qualityScience education among the rural students --- The Science stream of the college was started in 2018 .??????To introduce PG in different departments.--- as a first step towards fulfilling this mission the college started PG course in Assamese in 2015 to cater to local students. To realise our Vision and mission members of the teaching staff and students union are involved in various activities of the college. The College organizes seminars, workshops, conferences and interactive forums for the students to enrich their knowledge and skills. The students participate in the organizating of inter-collegiate and inter-departmental competitions and activities.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/prospectus.php
Upload any additional information	View File

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

The College promotes participative management. To promote efficient functioning of the College, suggestions are collected from all stakeholders pertaining to academic goals, organizational progression Infrastructure development, curriculum development, students' affairs and better campus life.

Some of the committees formed are under leaderships of different teacher volunteers.

1. Sipajhar College Teachers' Unit
2. Examination cell.
3. Teacher incharge in Student union body
4. Womens' Cell

5. Science forum
6. English Seminar
7. Sahitya sora
8. Other diff. subcommittees to run various activities

Statement:

Case Study: Purchase of Books for Central Library

- In case of the Central Library, Sipajhar College, after the sanction of the amount by the college authority, the budget is approved by the Library Committee, for purchasing of books/periodicals. The sanctioned amount is distributed among the different departments after discussion with Lbrarian.
- The heads of the departments are requested to send the selected list of books/periodicals based on the amount allotted to each department. To help the Departments in selection, current publishers' catalogues are circulated to every department by the Librarian.
- Once the list of books is finalized from the Departments, it is checked in the SOUL2.0 software and library stock to avoid duplication. After that, quotations from the reputed publisher/booksellers for the books are invited by the LIbrarian.
- Then, order for the purchase of books is placed. Once the ordered books arrive, there is a physical verification of bills with the actual price of thebook in print, price conversion rate through good office committee etc is done.
- After that, the accessioning of the books is done in physical Accession Register.
- After that payment of bills is done through the office accountant.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/iqaccommittee.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Introduction of the Science Stream: (One activity)

- Fulfilling the need of the broader Sipajhar locality and a long waited mission of the college to establish the Science Stream as fully functional departments, has recently been fulfilled. The administration had a long cherished wish to get recognition for opening of the science stream.
- The earlier peer team of NAAC had also suggested the college authority to open a new science stream . Following this constructive suggestion and fulfilling the wish of the peer team, academic body of the college and the localities of Sipajhar, the college had got the recognition and funding to open the science stream in the year 2018.
- With financial support of The Government of Assam and the goodwill of the college authority,the mission became possible In the year of 2018 the college had seen the academic buildings and its students in the science departments for the first time. Ever since, all the 5 departments are engaged to teach the honors courses to the students.
- This year the students sat for the final examination for the first time and got a total of 62% pass rate. To popularize science amongst not only to the college students but also to the school students, the departments have organized various competitions, popular talks, seminars and inviting talks etc. The stream has also collaborated with the students of different colleges in this regard.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://sipajharcollege.ac.in/upload/iqac_link/Institutional%20Strategic%20Plan%202020-21.pdf
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.

- There is a system of decentralization of responsibilities in the college with faculties being given the task of Coordinating the activities of various Cells. The office of the college functions under the leadership of the Principal with the staff being assigned designated duties. There is an ongoing process of e governance.. with many of the departments like students' admission, students' certificates, Leave

- applications, attendance conducted in a fully digitalized manner.
- The Management of the college is a transparent process to enable easy access to data by all members of the college. A hierarchical set up is established from top management down to the tertiary level clearly demarking the Duties, Responsibilities, Accountability at every stage. The Governing body monitors the functioning of the college so as to achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure of the institution is given in the Organogram of the college uploaded I the website.
- The College follows a transparent policy for admission and appointment of faculty following the Reservation Policy according to State Government Norms. The process of selection of faculties is purely on the basis of merit. The college also adheres all the welfare schemes adopted by Govt. of Assam for Socio economic deprived students like Fee waiver scheme, various scholarships, schemes for EWS etc.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/upload/iqac_link/Assam%20College%20Employee%20(Provincialisation)%20Act%202005.pdf
Link to Organogram of the Institution webpage	http://sipajharcollege.ac.in/upload/iqac_link/Organogram.pdf
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	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
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

The College gives due importance to the welfare of its faculty and staff and has adopted the following welfare measures itemized below:

- **Medical Leave & Maternity leave for eligible staff members**
- **Faculty members are eligible for Earned Leave**
- **Indoor games like badminton, table tennis, Gym facilities are available for faculty and staff.**
- **Health Centre facilities are available for faculty and staff.**
- **As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together like Saraswati Puja, Fateha, and Christmas.**
- **Recreation center/ Staff Common Room available within the college campus.**
- **Girls' Hostel Warden quarters available for faculty .**
- **College Canteen facility available for both faculties and staff during college hours and also during extended working hours.**
- **Internet and free Wi-Fi facilities are also available in campus for faculty and staff**
- **Inverter and Generator facilities provided to ensure uninterrupted power supply.**
- **Skill development courses are organized for non- teaching staff to enhance their skills in work environment.**
- **Automation of attendance and leave using biometric system.**
- **Gratuity for the employees of the institution.**
- **All the staff members are treated on par with each other in obtaining benefits from the institution.**
- **There is an active Women's Cell is in the college for creating avenues for women members to flourish .**

File Description	Documents
Paste link for additional information	http://sipajharcollegeonline.co.in/attendence/staff.php
Upload any additional information	View File

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

1

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

20

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

- **Sipajhar College adheres to the rules framed by the State Government on the basis of the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges**
- **To ensure progress and development of all the employees their performance is evaluated annually. The objective is to**

evaluate the performance as per established norms andalso to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.

The salient features of the performance appraisal system are as follows: Teaching Staff

- The performance of each faculty member is assessed according to the Performance Based Appraisal System (PBAS).
- Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.
- Besides academics,the college performs a wide range of activities for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.
- The Institute accords appropriate weightage for these contributions in their overall assessment.
- The PBAS proforma filled by the Faculty Member whose promotion is due, is checked and verified by the Heads ofthe Departments, followed by the, IQAC and the Principal.
- Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.
- The screening committee report is sent to the DHE Assam
- The Directorate of Higher Education Assam finally accords permission for CAS promotions for different stages after approval form the State Government

Non-Teaching Staff All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/upload/iqac_link/API%20Format.pdf
Upload any additional information	View File

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

- The college conducts internal audit through competent local persons who has adequate financial knowledge.
- The external audit is carried out by Assistant Director of

Audit, local fund, Government of Assam
- After the audit is carried out a preliminary objection sheet is given to the Principal. to meet up the objections, principal takes the necessary steps to meet up the objections.
- The action taken report is placed before the Governing Body for approval.

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

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)

0

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Sipajhar College is aided financially from various sources . It receives Government Grants from the following sources – State Government of Assam, UGC and RUSA.. Apart from these, the resource mobilization is mainly through the following:

1. Fee reimbursement from Government for free admission of students
2. KKHOU center fee within college campus
3. Lease of College canteen
4. Self-financing MA course
5. Self-financing PGDCA course

Resource Utilisation

Strict control is exercised on utilization of resources of the college. Financial control is exercised through various bodies/committees. The Governing Body is the apex body for approving all fund utilisation.Fund is judiciously utilized for augmenting college infrastructure.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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

IQAC has taken various steps to institutionalize quality assurance strategies and processes. Theseincludethe implementation of best practices into the curriculum.

Best Practice 1: Power Point Presentation by students on syllabus oriented topics

The faculty form groups of students consisting of both slow and advanced learners to prepare a powerpoint presentation on any topic from the syllabus. A teacher is assigned to each group for mentoring. The group leader chosen by the members of the group makes the presentation while the other members take up the aspect of interaction and field questions from their peers. The brain storming session after the presentation would help the students to clear their doubts. This practice would promote team spirit among the students and bring out leadership qualities. The students would get an opportunity to thoroughly research a topic and hence the knowledge gap among various topics of the syllabus would be covered. Moreover, students will get a hand on experience on the use of ICT tools.

Best Practice 2:Inter Stream Exchange of Ideas among Students and teachers

Different faculty members of arts and science departments would present a topic of their choice to students and faculties of other streams. The topic is presented in such a lucid manner that would

practically help the audience to grasp the basic concepts of the topic. In this process, the students will have a basic understanding of topics from other streams as well. This will lead to an exchange of knowledge and ideas among the students.

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

The institution has initiated measures to fulfill the recommendations made for quality enhancement of the institution in section IV of the NAAC report following the visit by the Peer Team to the college from 3-5th October 2016.

- The Science stream has been introduced in 2018
- Existing laboratory facilities have been upgraded and modernized.
- Several research projects have been submitted and accepted as well.
- Library facilities have been significantly augmented.
- The alumni of our college belong to the lower-income strata of society and this negates any possibility of any financial involvement, however, they regularly attend departmental alumni meets.
- A language lab has been set up with UGC assistance for imparting skills in spoken English for students who are willing to take up the course.
- Attempts have been made to minimize drop-out rates and these efforts have yielded some results. However due to flawed educational policies a large number of below-par students are admitted to college, secondly, due to sociological reasons a large number of girls are married off at a very young age leading to rising drop-out rates.
- Plans are underway to construct a hostel for boys as well as an auditorium. The earth-filling work on the designated plot has been completed.
- Measures have been taken to make the college campus greener with a large number of trees being planted within and around the campus. A green audit has been conducted.

- **Installation of rooftop solar panels in collaboration with ICICI Foundation is underway.**
- **Provisions have been made for rainwater harvesting and solid waste management.**

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/index.php
Upload any additional information	**No File Uploaded**

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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://sipajharcollege.ac.in/annual_report.php
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
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

The college conducts induction programmes for faculty, employees and students every year to sensitize them to the issues of gender equity.

The code of conduct which promotes gender equity is displayed

prominently and imposed rigorously for faculty, employees and students of the college.

The syllabi of the departments of Political Science and English promote gender equity amongst the students.

The NSS and the Scouts and Guides provide the students with a platform for performing co-curricular activities in a gender neutral environment where the rights of both boys and girls are respected.

For safety and security the college campus is surrounded by a boundary wall and 25 CCTV cameras have been installed. Counselling on women health and hygiene in women's hostel is a regular activity of the college.

Gender Sensitization and awareness activities beyond the campus on issues like witch hunting of both men and women are performed regularly. Awareness programs on women's health, HIV, menstrual health and hygiene, have also been conducted in nearby schools. Motivational lectures on participation of women in science and technology and performance of women in areas such as sports, culture, literature International Women's Day is also observed.

File Description	Documents
Annual gender sensitization action plan	http://sipajharcollege.ac.in/iqac_admin/iqac_link.php
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	http://sipajharcollege.ac.in/iqac_admin/iqac_link.php

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	[View File](#)

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

To manage solid and all form of waste in the college campus the college management hascreated certain number of committees comprising of teachers and student. Those are responsible for routine checking of waste disposal and management in the college premises and also sensitizing the mass by periodic awareness campaign.

1.Solid wasteSegregated into, papers, food waste, glass, batteries and E waste. Metals and plastics are very rare. The waste food are used for feeding the cattle which are being farmed by the college employees. Construction ofvermicoposting unit is also under progress.

2.Liquid waste Water used in the laboratory are neutralized using sand filter packed with stone, gravels and circle before disposal. Chlorinated and non chlorinated organic solvents are stored in separate tanks which are further collected by the partner organization as per MoU. Another tank is kept to store Hazardous chemicals and radioactive waste which again is collected periodically as is the previous case.

3.E-waste –The minimum amount of E-wastes are collected and kept in a separate store room.

4.Waste recycling - Papers and waste metals are sold for recycle.

5.Hazardous chemicals and radioactive waste - Stored in one place which is collected periodically by the partner organization.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://sipajharcollege.ac.in/iqac_admin/iqac_link.ph
Any other relevant information	View File

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

A. Any 4 or all 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:

A. Any 4 or All of the above

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**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

A. Any 4 or all of the above

following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities

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

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

The northeastern part of India is the crucible of myriad ethnic

cultures, dresses, foods,languages and religions and Sipajhar College family reflects and celebrates this diversity with gusto. The year begins with the celebration of Magh Bihu(Makara Sankranti in the rest of India) -the harvest festival of Assam- marked by community feasts and merrymaking around the bonfires. This is followed by Saraswati Puja where students and teachers forget all religious divides and pay obeisance to the goddess of learning and partake of a community feast. The next reflection of communal harmony comes with the observance of Fatehadoaz Daham where the students are given an insight into the teachings of Prophet Mohammed followed by feast. April brings with it the spring festival of singing and dancing with gay abandon by both students and teachers alike-Bohag Bihu. Bathow puja of the Bodo tribe is observed with due solemnity and solidarity with our tribal brethren. We round off the year with Christmas festivities, fun and laughter led by our Christian colleagues.

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

Every year on 25th January the college observes National Voters Day with voter awareness campaigns where it is stressed that voting is a national duty. Enrolment of new voters is facilitated by the college in collaboration with the district administration

Republic day, 26th January is celebrated with members of Scouts and Guides participating in flag hoisting and singing the national anthem.

Independence Day is celebrated every year where students participate in cultural activities and competitions which inculcate values of national integrity.

National Constitution day 26th November is observed where teachers and students participate in awareness programmes on our constitutional rights and duties. A pledge is taken by the Principal Faculty Employees and students to honour and cherish constitutional values inscribed in our constitution.

Human Rights Day is observed on 10th December every year with different events such as debate and quiz competition.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

A. All 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

26thJanuary , Republic Day is observed with patriotic fervor and due solemnity by the members of the Governing Body , Principal, faculty ,staff, students and members of Scouts and Guides. As per official protocol and time frame provided by the district administration the national flag is hoisted by the Principal.

Magh Bihu is celebrated with fun and feasting by the college community on 12thJanuary each year.

Saraswati Puja is celebrated by the college community by paying obeisance to the goddess of learning on Vasanta Panchami day

4th February World Cancer Day provides an opportunity to the college to spread awareness on prevention and cure of cancer not only amongst the college community but also among the neighbourhood communities

MatriBhasaDivas :21st February:was observed in the college premises by the IQAC in collaboration with the Library Book Club, Dept of Assamese and the DarrangZila Sahitya Sabha

National Science Day 28th February was observed by the Sipajhar College Science Forum with a day longprogrammme

Water Day 22nd March was observed by the Sipajhar College Science Forum for creating awareness on conserving water.

World Wildlife Day 3rd March

Women's Day: 8th March : Play presented by members of Women's Cell on the theme of gender sensitization

Independence Day 15th Aug: Flag hoisted by the principal and ceremony attended by faculty students and employees.

16th September International Day for the preservation of Ozone layer: online in collaboration with Gargaon College

National Wildlife Week 1st week of October : Poster competition

1st December AIDS Awareness Day : a street play by Assam AIDS control society

National Pollution Control Day was observed by the dept of Physics on 2nd of December

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.

Best practices successfully implemented by the Institution are mentioned below:

Best Practice 1: Power Point Presentation by students on syllabus oriented topics

The faculty form groups of students consisting of both slow and advanced learners to prepare a powerpoint presentation on any topic from the syllabus. A teacher is assigned to each group for mentoring. The group leader chosen by the members of the group makes the presentation while the other members take up the aspect of interaction and field questions from their peers. The brain storming session after the presentation would help the students to clear their doubts. This practice would promote team spirit among the students and bring out leadership qualities. The students would get an opportunity to thoroughly research a topic and hence the knowledge gap among various topics of the syllabus would be covered. Moreover, students will get a hand on experience on the use of ICT tools.

Best Practice 2: Inter Stream Exchange of Ideas among Students and teachers

Different faculty members of arts and science departments would present a topic of their choice to students and faculties of other streams. The topic is presented in such a lucid manner that would practically help the audience to grasp the basic concepts of the topic. In this process, the students will have a basic understanding of topics from other streams as well. This will lead to an exchange of knowledge and ideas among the students.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Sipajhar College was set up with the active cooperation and support of the community to the address the need for providing quality holistic education to the economically weak neighbourhood communities. The bright and eager students of the greater Sipajhar area were unable to get access to quality education due to lack of transportation and the unaffordable cost of moving to the closest city-65kms away. The other factor was the importance given to educating girls and in 1971 it was unthinkable for girls to be allowed to go to distant places for education. Sipajhar College was the answer to their prayers and true to its vision the educationists of the area joined hands to provide affordable and high quality education to the youth of the area. Today girl students outnumber boys with almost 65% of the students being girls. Girls coming from far flung areas are provided a safe and secure haven in the Women's hostel where they are also provided with wholesome food and all the facilities for pursuing their academic dreams. The Indoor stadium and Gym within the campus provide our students with the requisite recreational facilities for their bodies and Yoga and Meditation rooms provide for their spiritual development leading to the fruition of the vision of providing quality holistic education to the economically weak students.

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

All students who seek admission are provided with a prospectus and admission forms which provides the basic information regarding the courses on offer in the college. All teachers are provided with a copy of their respective syllabi. HODs assign the courseof the syllabi to be taught by each teacher after a meeting with the department faculty. After taking into account the course requirements and the infrastructure available the routine committee and the Academic Committee of the college formulates a routine to be followed for each semester. Copy of the routine is provided tothe departments . Based on the general routine the departmental heads in turn create a departmental routine and allot classes among their faculty. The teachers create their own lesson plans. Routine is displayed at convenient and prominent locations throughout the campus. The faculty share their respective class and course allotments with students. Vice Principal of the college assisted by the academic committee ensures the routine is followed by the faculty and classes are held as per schedule. Teachers are required to inform respective heads in case of availing leave and heads are required to try and arrange for substitutions whenever possible and inform students about it.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://sipajharcollege.ac.in/iqac2_sub.php?id=7

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

The parent university provides the basic frame work of the Academic Calendar for all its constituent colleges which includes the broad parameters for conducting internal assessment examinations , setting assignments and holding end semester examinations. The college incorporates its own requirements into

the basic Academic Calendar provided to us.

The academic calendars help faculty members of each departmentto plan their respective course delivery, research work, academic and co-curricular activities. Department heads closely supervise and monitor the completion of the syllabus as per the lesson plans prepared by faculty members.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://sipajharcollege.ac.in/academiccalender.php

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

5

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

0

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

0

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

In spite of the fact that the syllabi of departments like

English, Chemistry and Political Science have incorporated issues related to Professional Ethics, Gender, Human Values, Environment, and Sustainability, the college has a well-defined plan of action and strategy in this regard.

- There is a written code of conduct for all teachers and employees which is well-publicized and prominently displayed on the college premises.
- An orientation program for all teachers and students is conducted every year to make them aware of their rights and responsibilities.
- Village surveys and awareness programs are conducted by the Departmentof Political Science.
- International Women's Day is celebrated every year with the active participation of students teachers and guests to not only celebrate women and their critical role in inculcating social values andin the process of nation-building but also to bridge the gender divide and sensitize everyone to the issues of gender bias, mutual respect, and human values.
- All students admitted to the college are required to plant a sapling and nurture it. They have to maintain a record of the plant's growth and development in the Green Book* provided to every student at the time of admission
- World Environment Day is celebrated.

File Description	Documents
Any additional information	View File
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

14

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

385

File Description	Documents
Any additional information	**No File Uploaded**
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	**A. All 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	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	http://sipajharcollege.ac.in/weblinks.php

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

920

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

337

File Description	Documents
Any additional information	**No File Uploaded**
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

Both advanced and slow learners are identified based on their performance in the internal assessment examinations and University examination of the previous semester and home assignments.

For slow learners: Individual academic counseling is done by the teachers to identify the cause behind slow learning and try to remedy the situation. Weakness and strengths of the student is identified by the mentors. Extra study materials are provided to the slow learners. Online remedial classes taken. For advanced learners: Encouraged to take part in extra curricular activities Encouraged to make presentations in the class Allowed to borrow extra books from the library Extra study materials are provided

File Description	Documents
Link for additional Information	http://sipajharcollege.ac.in/upload/iqac_link/Departmental%20Library%20Records.pdf
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
2110	**40**

File Description	Documents
Any additional information	[View File](#)

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

The Collegepractices a teaching methodology which focuses on imparting education through a student centric approachsuch as experiential learning, participative learning and problem solving methodologies

The departments of Education, Geography, History and Political Science, Chemistry, Physics, Botany andZoology have field trips and on field practicals

All the departments involve students in preparing seminarpresentation using PPT. 3rd and 5th semester students are divided into small groups and given topics related to syllabus selected.Seminars, which form acomponent of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory prowess.Before the seminar presentation begins students are given a brief training on PPT.

Written Assignments are required to be submitted by students and these need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and develop research skills.

Films related to the texts are shown to the students by individual departments and through the newly formed Sipajhar College Cine Club

Teachers make classes as interactive as possible and encourage participative learning through the use of Audio- Visual methodology, Language Lab, Google Classroom,

Student feedback on classroom teaching istaken

File Description	Documents
Upload any additional information	[View File]()
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

Teachers use ICT tools such as powerpoint presentation, videos etc. to augment the teaching-learning process. Teachers of various departments have engaged in online classes via online meeting platforms such as Google meet and zoom,with the start of lockdown. Moreover, class noteswere prepared and distributed among the students with the help of whatsapp messenger and google classroom. Videos and presentations prepared by the teachers are uploaded on Youtube. Along with these, online resources such as ePG Pathsala, Vidyamitra, NPTEL are also extensively used by the teachers. The use of the ICT tools has helped in the completion of the syllabus even during the lockdown.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://sipajharcollegeonline.co.in/classnotes.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

38

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

40

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

21

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

330

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 follows atransparent and robust evaluation process in terms of frequency and mode. In order to ensure transparency in internal assessment, the dates of assessment arecommunicated to the students well in advance. The Principal inconsultation with the Academic Committeeprepares the schedule for the Internal Assessment. The Principal also directs the Examination Committee to ensure effective implementation of the evaluation process.

Internal assessment is carried out in the following ways-

- Home assignments-one per teacher/text during the semester
- Class tests one per teacher/per text during the semester
- Scheduled Open text book onlinetests on all texts by all teachers-GoogleClassroom
- Scheduled Supervised written examination per semester
- Home assignments are thoroughly evaluated
- Internal Examinations conducted in the offline mode as and when possible.

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

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

The collegehas devised an efficient mechanism to deal with examination related grievances in atransparent manner. The college tries to address grievances in a time bound manner at the college level and rectification of any grievances are further addressed by the parent University. The steps are taken by the college to address grievances related to internal assessment are enumerated below.

After evaluation students are shown their answer scripts and any student who wishes to improve upon their performance is allowed by the concerned department to sit for a re test at a date notified by the department. Any student who had not been able to sit for the exam as scheduled due to medical or compelling personal reasons are allowed another opportunity to sit for the exams if approached. If the internal assessment marks are not accurately reflected in the University Portal, the college conveys the same via email to the parent university for rectification.

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.

The following mechanism is followed by the college to communicate the programme and course outcomes to the teachers and students:

- Graduate attributes are described to the first-year students at the commencement of the programme. At the beginning of every semester, the subject teacher conveys Course Objectives (CO).
- The copies of the syllabi are kept in the department. It is distributed in the beginning of the semester among teachers and students and also uploaded in the department link of college website.
- It is made mandatory for the faculty of every subject to explain the course objectives, evaluation pattern, marking scheme etc. to the students. This is also described in the syllabus of each subject.
- The students are also continually communicated about the Programme outcomes, Programme Specific Outcomes and Course outcomes through Tutorial Meetings.
- The Continuous Internal Assessment system keeps both teachers and students cognisant of the programme and course outcomes.
- The information about sessional examinations, assignments, practical, field work, etc., which are conducted every semester are provided beforehand. Remedial classes, lab work and re-tests are conducted if necessary
- A demonstration of thorough conceptual understanding in the core areas of all the subjects is tested through student seminars and presentations.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://sipajharcollege.ac.in/iqac2_sub.php?id=7
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.

The assessment tools and processes used for measuring the attainment of each of the Program Outcomes (PO) and Program Specific Outcomes (PSO) are mentioned below:

- The PO and PSO are assessed with the help of course outcomes of the relevant courses through direct and indirect methods.
- Direct methods are provided through direct examinations or observations of student knowledge or skills against measurable course outcomes—measured through internal exams and home assignments—to gauge if students have achieved desired level of competencies at the module level
- The course outcomes are measured based on the semester-end examinations conducted by the University. Assignments are also given at the end of each module. Students are expected to understand the expected outcome of the given problem or concept and do a thorough research or critical analysis of the same.
- Indirect methods of assessment include Students' feedback, alumni feedbackand parent's feedback
- Final Attainment of POs and PSOs are thus derived from two components:
- Direct attainment: Obtained by taking averages of all CO-PO and CO-PSO attainment matrices defined for all courses (Semester I, II III, IV, V and VI)

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

244

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	http://sipajharcollege.ac.in/annual_report.php

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)

http://sipajharcollege.ac.in/upload/iqac_link/Student%20Satisfaction%20Survey%20Report.pdf

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)

848000

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://astec.assam.gov.in/

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

12

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

15

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

17

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

Talk on witch hunting which had a deep and positive impact on the students and they in turn promised to carry the message to their homes and communities .

Talk on menstrual problems of girl students in B J Girls School which had a positive impact on the girl students and many of their misconceptions were cleared

Uses and importance of medicinal plants on female reproductive health of women in Nehru Smriti Ballika Vidyalaya which greatly benefitted the students and added to their knowledge base on folk remedies

Talk on preventing use of drugs and prevention of cancer titled "Tobacco Burden And Cancer Control" was organized by the NSS in collaboration with District Tobacco Control Cell And Assam Cancer Care Foundation

Training on "Tobacco Free Educational Institutions & COPTA"

organized by the Union State & District Tobacco Control Cell in association with NSS

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

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

0

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

6

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

604

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

6

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

4

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.

We have 21 lecture halls for chalk and blackboard teaching, these also have power outlets for using laptops and projectors in keeping with the requirements of the syllabus. We have six classrooms that are wi-fi enabled and wifi routers are available at 7locations including the central library. Nine classrooms have laboratory facilities. We also has ICT facilities available at three locations. 20 rooms are provided with LAN connections. We have one smart classroom, one classroom with LMS facility and two classrooms with ICT facilties .The college has two seminar halls equipped with over-head projectors with adequate internet facilities. The college hasdedicated spaces for guided meditationand yoga as well as cultural activities. The college has a gym as well as a playground , the college has common rooms girls and boys and separate spaces for teachers equipped with power outlets, tea-kettles adjacent to their respective classrooms. Separate toilet blocks for boys, girls, teachers principal , librarians and office staff. The college is disabled friendly with four ramps. A greenhouse, mushroom house, vermicomposting pit and rain water harvesting tanks are also available. Womens' Hostel with a capacity for hosting sixty boarders, a warden quarters and a guest house are also available.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://sipajharcollege.ac.in/index.php

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

`The college has dedicated spaces for guided meditation and yoga as well as cultural activities. The college has a permanent concrete stage with a covered seating space with a capacity for seating about 200 students where various cultural activities are performed . The college has a gym with 26 different types of equipment. The gym also has a qualified gym instructor for providing necessary support to the users wherever required. The college has a playground, with an open gallery on one side. Qualified instructors are provided for meditation (Raj Yoga, PrajapitaBrahmakumari)and yoga (Assam Patanjali Yoga Samiti), The college has provisions for providing regular meditation and yoga classes, both of which have been incorporated in the college routine to ensure seamless integration with regular teaching activities. The college has two seminar halls with overhead projectors for ICT classes.`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sipajharcollege.ac.in/index.php

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

`23`

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

`23`

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sipajharcollege.ac.in/index.php
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)

10158459.00

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)

The Central Library, Sipajhar College is automated with the Software for University Libraries (SOUL2.0). It is a state of art integrated library management system designed and developed by the INFLIBNET centre . The automation process of the Central Library, Sipajhar College began in October 2016 and was completed in the year 2021. Due to COVID 19 pandemic, the automation wok got hampered in last two years. Presently a total of 13,325 records are entered in the software. To run the software, the library has one server, one work station and one OPAC station. Regular backup of the record is being taken weekly and it is stored in an one TB external Hard disk. Library users can search library books with any field like Title, Author, Subject, Accession Number, ISBN etc. by using the OPAC module of the software. The user ID of OPAC module is library and the password is user. The library is planning to upgrade its data from SOUL2.0 to SOUL3.0 software. So far the library is fully automated with SOUL2.0 software. Modules like Cataloguing, Circulation, Serial Control and OPAC are being carefully used for the smooth functioning of the day to day activities of the library.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://sipajharcollege.ac.in/library.php

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	B. Any 3 of the above

File Description	Documents
Upload any additional information	View File
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)

Rs160274.80

File Description	Documents
Any additional information	View File
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

35

File Description	Documents
Any additional information	View File
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

There is a well defined policy for updating IT facilities including Wi-Fi.The Wi fi connectivity has been upgraded to 15 Mpbs. OtherFacilities where IT and WIFi facilities are used and updated are listed below.

There are 01- smart classrooms, 02-LMS class room and 01-digitally equipped conference hall and 02-digitally equipped laboratories and one PGDCA classroom with complete IT facility. One English Language laboratory andcomputer lab. The college building is well equipped with the Wi-Fi connectivity available when necessary. Computer lab is well-equipped with 57 branded PC's adequately supported by 15 Mbps leased lines for internet connectivity.

Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities. Following are some basic facilities for updating:

Computer is formatted in regular basis by authorized agencies.

Anti-virus is regularly installed in the computers.

Wi-Fi connectivity is available in Principal's chamber, Office-room, IQAC room, Departments, PGDCA, library and computer laboratories.

38CCTV is installed in selected places including classrooms, entry and exit gates etc.

Website is maintained by SS technologies, Guwahati, Assam.

College has annual maintainance contracts with the vendors.

College pays a fee for maintainnance of the website.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	http://sipajharcollege.ac.in/index.php

4.3.2 - Number of Computers

57

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 – 30MBPS

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)

4272205

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.

The College has a well-defined policy and system in place for the maintenance and utilization of all its physical and academic facilities.

13-07-2022 03:09:50

Classrooms: The classrooms are maintained using funds granted by the state government and funds generated from the general fund collected as student fee. Classrooms have been newly constructed and renovated with RUSA grant. A digital classroom with LMS facility has been constructed using Building Fund ,College.

Classrooms are checked bi-annually by the members of the building committee and wherever repair and restoration work is required for electrical equipment and furniture are carried out during the summer and winter breaks. Classrooms are allotted for the use of students and teachers .

Sports complex: The college applies for maintenance grants to UCG .

Computers: The computers are maintained funds granted by UGC's general development assistance and funds generated from student fee at the time of admissions.

Women's Hostel: The college applies for maintenance grants to UCG .

Laboratory: The laboratories constructed with State government funds. And lab equipments purchased with college own fund RUSA grant

Library: Library books are bought from the college own fund under Library Fund and Book Bank Fund.RUSA grants and State Government Grants.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://sipajharcollege.ac.in/facilities.php

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

121

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

7

File Description	Documents
Upload any additional information	View File
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	**A. All of the above**

File Description	Documents
Link to institutional website	http://sipajharcollege.ac.in/index.php
Any additional information	View File
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

604

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

604

File Description	Documents
Any additional information	View File
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	**A. All of the above**

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	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

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

08

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

33

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

17

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

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.

1

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)

Sipajhar College does facilitate student representation and engagement in various administrative bodies, besides actively involving students in co curricular and extra-curricular activities.

The Sipajhar Mahavidyalaya Chatra Ekata Sabha is an elected body of students where the college students elect their representatives to eleven portfolios. Elections are held as per the established constitutional norms of the Sipajhar Mahavidyalaya Chatra Ekata Sabha. The elected representatives

then go about electing the class representatives from all the three semesters.

Siprajyoti , the college magazine and the college wall magazine Ramdhenu are the creative voices of the students and each of their editorial boards consist of five students and a faculty in-charge

IQAC of the college has one student member.

Anti-ragging committee has two student representatives from the first year and a student representative from the Women's Hostel

The NSS unit of the college has a programme officer and student volunteers.

Bharat Scouts and Guides also is a student dominated body with one faculty as the Rover leader.

All students of all the science stream departments- Botany, Chemistry, Mathematics, Physics and Zoology- are members of the Sipajhar College Science Forum.

All the departments have student members on their wall magazine, departmental seminar, freshers social and cultural committees.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/upload/iqac_link/Students%20Participation%20in%20Various%20Activities.pdf
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

2

File Description	Documents
Report of the event	View File
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)	View File

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

There is no registered Alumni Association but the college has active alumni engagement through various support activities as listed below.

The Alumni of the department of English havecontributed 2steel almirahs, 1 water filter and books to the department. They have also actively contributed towards the silver jubilee celebrations of the department (more than 3 Lakhs rupess). They also contribute to the Departmental Developemental Fund.There is an annual meet of the alumi of the department. Department of Education also has active alumni contribution.They contributed2steel almirahs to their department which is being used for Departmental Library purposes. In the Department of Political Science and Geography, alumni are involed in academic as well as other works through different activities.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	C. 3 Lakhs - 4Lakhs

File Description	Documents
Upload any additional information	[View File]()

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

The governance of the institution is reflective of and in tune with the vision and mission of the institution. The VISION and MISSION are stated below:

Vision: The college which was established with the vision of making quality education accessible to the economically disadvantaged student community of the greater Sipajhar area, aspires to nurture and promote the potential of its students' to the fullest extent.

Mission:

- To empower socially, economically and educationally marginalized sections of the rural society of the region.
- Make the students knowledgeable, cultured & responsible citizens.
- To cultivate national integrity, social awareness, scientific attitude, and self-esteem among the rural masses through appropriate education.

GOALS AND OBJECTIVES

To achieve academic excellence among the rural masses by empowering them to compete at national and international levels.--- to achieve this objective the college has an Information cum Carrer Guidance Cell to guide the students in all walks of life. To encourage personality developmentof the students.--- the college actively encourages the personality development of the students through participation in different college bodies and through an active Mentoring System To promote qualityScience education among the rural students --- The Science stream of the college was started in 2018 .??????To introduce PG in different departments.--- as a first step towards fulfilling this mission the college started PG course in Assamese in 2015 to cater to local students. To realise our Vision and mission

members of the teaching staff and students union are involved in various activities of the college. The College organizes seminars, workshops, conferences and interactive forums for the students to enrich their knowledge and skills. The students participate in the organizating of inter-collegiate and inter-departmental competitions and activities.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/prospectus.php
Upload any additional information	View File

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

The College promotes participative management. To promote efficient functioning of the College, suggestions are collected from all stakeholders pertaining to academic goals, organizational progression Infrastructure development, curriculum development, students' affairs and better campus life.

Some of the committees formed are under leaderships of different teacher volunteers.

1. Sipajhar College Teachers' Unit
2. Examination cell.
3. Teacher incharge in Student union body
4. Womens' Cell
5. Science forum
6. English Seminar
7. Sahitya sora
8. Other diff. subcommittees to run various activities

Statement:

Case Study: Purchase of Books for Central Library

- In case of the Central Library, Sipajhar College, after the sanction of the amount by the college authority, the budget is approved by the Library Committee, for purchasing of books/periodicals. The sanctioned amount is distributed

among the different departments after discussion with Lbrarian.

- The heads of the departments are requested to send the selected list of books/periodicals based on the amount allotted to each department. To help the Departments in selection, current publishers' catalogues are circulated to every department by the Librarian.
- Once the list of books is finalized from the Departments, it is checked in the SOUL2.0 software and library stock to avoid duplication. After that, quotations from the reputed publisher/booksellers for the books are invited by the LIbrarian.
- Then, order for the purchase of books is placed. Once the ordered books arrive, there is a physical verification of bills with the actual price of thebook in print, price conversion rate through good office committee etc is done.
- After that, the accessioning of the books is done in physical Accession Register.
- After that payment of bills is done through the office accountant.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/iqaccommittee.php
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Introduction of the Science Stream: (One activity)

- Fulfilling the need of the broader Sipajhar locality and a long waited mission of the college to establish the Science Stream as fully functional departments, has recently been fulfilled. The administration had a long cherished wish to get recognition for opening of the science stream.
- The earlier peer team of NAAC had also suggested the college authority to open a new science stream . Following this constructive suggestion and fulfilling the wish of the peer team, academic body of the college and the localities of Sipajhar, the college had got the recognition and funding to open the science stream in the year 2018.
- With financial support of The Government of Assam and the

goodwill of the college authority,the mission became possible In the year of 2018 the college had seen the academic buildings and its students in the science departments for the first time. Ever since, all the 5 departments are engaged to teach the honors courses to the students.

- This year the students sat for the final examination for the first time and got a total of 62% pass rate. To popularize science amongst not only to the college students but also to the school students, the departments have organized various competitions, popular talks, seminars and inviting talks etc. The stream has also collaborated with the students of different colleges in this regard.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://sipajharcollege.ac.in/upload/iqac_link/Institutional%20Strategic%20Plan%202020-21.pdf
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.

- There is a system of decentralization of responsibilities in the college with faculties being given the task of Coordinating the activities of various Cells. The office of the college functions under the leadership of the Principal with the staff being assigned designated duties. There is an ongoing process of e governance.. with many of the departments like students' admission, students' certificates, Leave applications, attendance conducted in a fully digitalized manner.
- The Management of the college is a transparent process to enable easy access to data by all members of the college. A hierarchical set up is established from top management down to the tertiary level clearly demarking the Duties, Responsibilities, Accountability at every stage. The Governing body monitors the functioning of the college so as to achieving the vision and mission of the institution. It has an effective organizational structure which monitors and improves the institution. The organizational structure

of the institution is given in the Organogram of the college uploaded I the website.

- The College follows a transparent policy for admission and appointment of faculty following the Reservation Policy according to State Government Norms. The process of selection of faculties is purely on the basis of merit. The college also adheres all the welfare schemes adopted by Govt. of Assam for Socio economic deprived students like Fee waiver scheme, various scholarships, schemes for EWS etc.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/upload/iqac_link/Assam%20College%20Employee%20(Provincialisation)%20Act%202005.pdf
Link to Organogram of the Institution webpage	http://sipajharcollege.ac.in/upload/iqac_link/Organogram.pdf
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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
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

The College gives due importance to the welfare of its faculty and staff and has adopted the following welfare measures itemized

below:

- Medical Leave & Maternity leave for eligible staff members
- Faculty members are eligible for Earned Leave
- Indoor games like badminton, table tennis, Gym facilities are available for faculty and staff.
- Health Centre facilities are available for faculty and staff.
- As Institution has a multicultural environment in the campus, the management ensures the celebration of all the festivals together like Saraswati Puja, Fateha, and Christmas.
- Recreation center/ Staff Common Room available within the college campus.
- Girls' Hostel Warden quarters available for faculty .
- College Canteen facility available for both faculties and staff during college hours and also during extended working hours.
- Internet and free Wi-Fi facilities are also available in campus for faculty and staff
- Inverter and Generator facilities provided to ensure uninterrupted power supply.
- Skill development courses are organized for non- teaching staff to enhance their skills in work environment.
- Automation of attendance and leave using biometric system.
- Gratuity for the employees of the institution.
- All the staff members are treated on par with each other in obtaining benefits from the institution.
- There is an active Women's Cell is in the college for creating avenues for women members to flourish .

File Description	Documents
Paste link for additional information	http://sipajharcollegeonline.co.in/attendence/staff.php
Upload any additional information	View File

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

1

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

20

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

- **Sipajhar College adheres to the rules framed by the State Government on the basis of the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges**
- **To ensure progress and development of all the employees their performance is evaluated annually. The objective is to evaluate the performance as per established norms andalso to identify potential aspects for improvement that can eventually lead to further progress and growth of the employee.**

The salient features of the performance appraisal system are as follows: Teaching Staff

- **The performance of each faculty member is assessed according to the Performance Based Appraisal System (PBAS).**
- **Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score.**
- **Besides academics,the college performs a wide range of activities for which faculty members are assigned additional duties and responsibilities, which are mostly voluntary.**
- **The Institute accords appropriate weightage for these contributions in their overall assessment.**
- **The PBAS proforma filled by the Faculty Member whose promotion is due, is checked and verified by the Heads ofthe Departments, followed by the, IQAC and the Principal.**
- **Faculty members whose promotions are due are recommended based on their API score and are required to appear before**

- **the screening-cum-selection committee.**
- **The screening committee report is sent to the DHE Assam**
- **The Directorate of Higher Education Assam finally accords permission for CAS promotions for different stages after approval form the State Government**

Non-Teaching Staff All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/upload/iqac_link/API%20Format.pdf
Upload any additional information	View File

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

- **The college conducts internal audit through competent local persons who has adequate financial knowledge.**
- **The external audit is carried out by Assistant Director of Audit, local fund, Government of Assam**
- **After the audit is carried out a preliminary objection sheet is given to the Principal. to meet up the objections, principal takes the necessary steps to meet up the objections.**
- **The action taken report is placed before the Governing Body for approval.**

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

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)

O

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Sipajhar College is aided financially from various sources . It receives Government Grants from the following sources – State Government of Assam, UGC and RUSA.. Apart from these, the resource mobilization is mainly through the following:

1. **Fee reimbursement from Government for free admission of students**
2. **KKHOU center fee within college campus**
3. **Lease of College canteen**
4. **Self-financing MA course**
5. **Self-financing PGDCA course**

Resource Utilisation

Strict control is exercised on utilization of resources of the college. Financial control is exercised through various bodies/committees. The Governing Body is the apex body for approving all fund utilisation.Fund is judiciously utilized for augmenting college infrastructure.

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

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

IQAC has taken various steps to institutionalize quality assurance strategies and processes. Theseincludethe implementation of best practices into the curriculum.

Best Practice 1: Power Point Presentation by students on syllabus oriented topics

The faculty form groups of students consisting of both slow and advanced learners to prepare a powerpoint presentation on any topic from the syllabus. A teacher is assigned to each group for mentoring. The group leader chosen by the members of the group makes the presentation while the other members take up the aspect of interaction and field questions from their peers. The brain storming session after the presentation would help the students to clear their doubts. This practice would promote team spirit among the students and bring out leadership qualities. The students would get an opportunity to thoroughly research a topic and hence the knowledge gap among various topics of the syllabus would be covered. Moreover, students will get a hand on experience on the use of ICT tools.

Best Practice 2:Inter Stream Exchange of Ideas among Students and teachers

Different faculty members of arts and science departments would present a topic of their choice to students and faculties of other streams. The topic is presented in such a lucid manner that would practically help the audience to grasp the basic concepts of the topic. In this process, the students will have a basic understanding of topics from other streams as well. This will lead to an exchange of knowledge and ideas among the students.

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

The institution has initiated measures to fulfill the recommendations made for quality enhancement of the institution in section IV of the NAAC report following the visit by the Peer

Team to the college from 3-5th October 2016.

- The Science stream has been introduced in 2018
- Existing laboratory facilities have been upgraded and modernized.
- Several research projects have been submitted and accepted as well.
- Library facilities have been significantly augmented.
- The alumni of our college belong to the lower-income strata of society and this negates any possibility of any financial involvement, however, they regularly attend departmental alumni meets.
- A language lab has been set up with UGC assistance for imparting skills in spoken English for students who are willing to take up the course.
- Attempts have been made to minimize drop-out rates and these efforts have yielded some results. However due to flawed educational policies a large number of below-par students are admitted to college, secondly, due to sociological reasons a large number of girls are married off at a very young age leading to rising drop-out rates.
- Plans are underway to construct a hostel for boys as well as an auditorium. The earth-filling work on the designated plot has been completed.
- Measures have been taken to make the college campus greener with a large number of trees being planted within and around the campus. A green audit has been conducted.
- Installation of rooftop solar panels in collaboration with ICICI Foundation is underway.
- Provisions have been made for rainwater harvesting and solid waste management.

File Description	Documents
Paste link for additional information	http://sipajharcollege.ac.in/index.php
Upload any additional information	No File Uploaded

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	B. Any 3 of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://sipajharcollege.ac.in/annual_report.php
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
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

The college conducts induction programmes for faculty, employees and students every year to sensitize them to the issues of gender equity.

The code of conduct which promotes gender equity is displayed prominently and imposed rigorously for faculty, employees and students of the college.

The syllabi of the departments of Political Science and English promote gender equity amongst the students.

The NSS and the Scouts and Guides provide the students with a platform for performing co-curricular activities in a gender neutral environment where the rights of both boys and girls are respected.

For safety and security the college campus is surrounded by a boundary wall and 25 CCTV cameras have been installed. Counselling on women health and hygiene in women's hostel is a regular activity of the college.

Gender Sensitization and awareness activities beyond the campus on issues like witch hunting of both men and women are performed

regularly. Awareness programs on women's health, HIV, menstrual health and hygiene, have also been conducted in nearby schools. Motivational lectures on participation of women in science and technology and performance of women in areas such as sports, culture, literature International Women's Day is also observed.

File Description	Documents
Annual gender sensitization action plan	http://sipajharcollege.ac.in/iqac_admin/iqac_link.php
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	http://sipajharcollege.ac.in/iqac_admin/iqac_link.php

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	View File

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

To manage solid and all form of waste in the college campus the college management hascreated certain number of committees comprising of teachers and student. Those are responsible for routine checking of waste disposal and management in the college premises and also sensitizing the mass by periodic awareness campaign.

1.Solid wasteSegregated into, papers, food waste, glass, batteries and E waste. Metals and plastics are very rare. The

waste food are used for feeding the cattle which are being farmed by the college employees. Construction ofvermicoposting unit is also under progress.

2.Liquid waste Water used in the laboratory are neutralized using sand filter packed with stone, gravels and circle before disposal. Chlorinated and non chlorinated organic solvents are stored in separate tanks which are further collected by the partner organization as per MoU. Another tank is kept to store Hazardous chemicals and radioactive waste which again is collected periodically as is the previous case.

3.E-waste –The minimum amount of E-wastes are collected and kept in a separate store room.

4.Waste recycling - Papers and waste metals are sold for recycle.

5.Hazardous chemicals and radioactive waste - Stored in one place which is collected periodically by the partner organization.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	http://sipajharcollege.ac.in/iqac_admin/iqac_link.ph
Any other relevant information	View File

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

A. Any 4 or all 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	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	A. Any 4 or all of the above

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

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	A. Any 4 or all of the above

5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

The northeastern part of India is the crucible of myriad ethnic cultures, dresses, foods,languages and religions and Sipajhar College family reflects and celebrates this diversity with gusto. The year begins with the celebration of Magh Bihu(Makara Sankranti in the rest of India) -the harvest festival of Assam- marked by community feasts and merrymaking around the bonfires. This is followed by Saraswati Puja where students and teachers forget all religious divides and pay obeisance to the goddess of learning and partake of a community feast. The next reflection of communal harmony comes with the observance of Fatehadoaz Daham where the students are given an insight into the teachings of Prophet Mohammed followed by feast. April brings with it the spring festival of singing and dancing with gay abandon by both students and teachers alike-Bohag Bihu. Bathow puja of the Bodo tribe is observed with due solemnity and solidarity with our tribal brethren. We round off the year with Christmas festivities, fun and laughter led by our Christian colleagues.

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

Every year on 25th January the college observes National Voters Day with voter awareness campaigns where it is stressed that voting is a national duty. Enrolment of new voters is facilitated by the college in collaboration with the district administration

Republic day, 26th January is celebrated with members of Scouts and Guides participating in flag hoisting and singing the national anthem.

Independence Day is celebrated every year where students participate in cultural activities and competitions which inculcate values of national integrity.

National Constitution day 26th November is observed where teachers and students participate in awareness programmes on our constitutional rights and duties. A pledge is taken by the Principal Faculty Employees and students to honour and cherish constitutional values inscribed in our constitution.

Human Rights Day is observed on 10th December every year with different events such as debate and quiz competition.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	A. All 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

26thJanuary , Republic Day is observed with patriotic fervor and due solemnity by the members of the Governing Body , Principal, faculty ,staff, students and members of Scouts and Guides. As per official protocol and time frame provided by the district administration the national flag is hoisted by the Principal.

Magh Bihu is celebrated with fun and feasting by the college community on 12thJanuary each year.

Saraswati Puja is celebrated by the college community by paying obeisance to the goddess of learning on Vasanta Panchami day

4th February World Cancer Day provides an opportunity to the college to spread awareness on prevention and cure of cancer not only amongst the college community but also among the neighbourhood communities

MatriBhasaDivas :21st February:was observed in the college premises by the IQAC in collaboration with the Library Book Club, Dept of Assamese and the DarrangZila Sahitya Sabha

National Science Day 28th February was observed by the Sipajhar College Science Forum with a day longprogrammme

Water Day 22nd March was observed by the Sipajhar College Science Forum for creating awareness on conserving water.

World Wildlife Day 3rd March

Women's Day: 8th March : Play presented by members of Women's

Cell on the theme of gender sensitization

Independence Day 15th Aug: Flag hoisted by the principal and ceremony attended by faculty students and employees.

16th September International Day for the preservation of Ozone layer: online in collaboration with Gargaon College

National Wildlife Week 1st week of October : Poster competition

1st December AIDS Awareness Day : a street play by Assam AIDS control society

National Pollution Control Day was observed by the dept of Physics on 2nd of December

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.

Best practices successfully implemented by the Institution are mentioned below:

Best Practice 1: Power Point Presentation by students on syllabus oriented topics

The faculty form groups of students consisting of both slow and advanced learners to prepare a powerpoint presentation on any topic from the syllabus. A teacher is assigned to each group for mentoring. The group leader chosen by the members of the group makes the presentation while the other members take up the aspect

of interaction and field questions from their peers. The brain storming session after the presentation would help the students to clear their doubts. This practice would promote team spirit among the students and bring out leadership qualities. The students would get an opportunity to thoroughly research a topic and hence the knowledge gap among various topics of the syllabus would be covered. Moreover, students will get a hand on experience on the use of ICT tools.

Best Practice 2: Inter Stream Exchange of Ideas among Students and teachers

Different faculty members of arts and science departments would present a topic of their choice to students and faculties of other streams. The topic is presented in such a lucid manner that would practically help the audience to grasp the basic concepts of the topic. In this process, the students will have a basic understanding of topics from other streams as well. This will lead to an exchange of knowledge and ideas among the students.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Sipajhar College was set up with the active cooperation and support of the community to the address the need for providing quality holistic education to the economically weak neighbourhood communities. The bright and eager students of the greater Sipajhar area were unable to get access to quality education due to lack of transportation and the unaffordable cost of moving to the closest city-65kms away. The other factor was the importance given to educating girls and in 1971 it was unthinkable for girls to be allowed to go to distant places for education. Sipajhar College was the answer to their prayers and true to its vision the educationists of the area joined hands to provide affordable and high quality education to the youth of the area. Today girl students outnumber boys with almost 65% of the students being girls. Girls coming from far flung areas are provided a safe and secure haven in the Women's hostel where they are also provided with wholesome food and all the facilities for pursuing their

academic dreams. The Indoor stadium and Gym within the campus provide our students with the requisite recreational facilities for their bodies and Yoga and Meditation rooms provide for their spiritual development leading to the fruition of the vision of providing quality holistic education to the economically weak students.

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

7.3.2 - Plan of action for the next academic year

The IQAC of the college has identified the broad objectives which the College should strive to achieve during this period, which are enumerated as under –

- The IQAC plans to prepare the Academic Calendar for the college based on the academic calendar of the University.
- Plan for timely submission of the AQAR
- To hold regular meetings of IQAC
- Plan for timely submission of AISHE
- Participation in NIRF ranking
- Participation in Azadi ka Amrit Mahotsav events by students and Teachers
- To hold International and National Level Seminars
- Invite experts for talks on syllabus related topics
- To hold Online lectures via Google Meet on topics related to curriculum
- Make special efforts to popularize Science and Mathematics
- To Create awareness on wildlife conservation
- Plan to Create awareness on environment and sustainable development
- To motivate teaching faculty to submit of research projects
- To increase the reach of the central library to allow easy access to both students and faculty.
- To submit research articles to UGC notified Journals and books
- To provide career guidance
- To hold outreach programmes
- To upgrade sports facilities