SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SARADA CHARAN DEY COLLEGE,KALINAGAR

SARADA CHARAN DEY COLLEGE, KALINAGAR. VILL- KALINAGAR, P.O.-
KALINAGAR, P.S.-PANCHGRAM, DIST.-HAILAKANDI
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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sarada Charan Dey College, Kalinagar is an institution of Higher Education established in the year 1992 by a general meeting held on 13.09.1992 in Annada Charan girl's High school, Kalinagar by the initiative of local people including social works, academicians and the representatives of people .In this meeting after a threadbare discussion unanimously resolved to establish a college in this locality to cater to the growing needs of Higher education from the current academic session 1992 and the college be named after the name of late Sarada Charan Dey, a veteran social worker and patron of learning to commemorate his sweet memory.

Sarada Charan Dey College, Kalinagar is rural Higher Educational institutions situated in the district of Hailakandi of Assam, which is affiliated to Assam University, Silchar. The college started its journey in the year 1992 by some local active and generous people with some noble vision and mission. The college initially started in its own land in a bamboo platted classrooms. After two/three years an R.C.C. building was constructed with the donation received from local M.L.A. The college obtained permission to start classes from Guwahati University in the year 1993. Then in the year 1995 after the inception of Assam University Silchar, the institution came under Assam University as affiliated College. As an affiliated College to Assam University, the institution was granted "Govt. Concurrence" on 30/08/2005. More satisfyingly, the "Assam Venture Institution's Provincialisation (of services) Act 2011, amended 2012 " was enforced in the college w.e.f. 1st January 2013. Thereby Services of only 5 no. of female teaching and 8 no. of non-teaching staff had been provincialised. The college could not stand alone to improve the academic atmosphere time to time. However in the year 2021 few more posts of the teachers were provincialised. Since then joint effort has been taken and trying its level best for satisfactory academic performance besides excelling in various fields including games and sports and cultural activities. In the 2019 the college received financial aid from Rs. 50 Lakhs from Sate Govt. for the first time. Due to newly constructed building, (proposed three strayed building) the office of the college has been shifted which is above the flood level .Regarding Digital classroom ,Digital Library , the work is in progress and expecting to be completed within a short period of time.

Vision

 The college has specific vision considering the needs of the locality. The specific vision of the college are :

1. The main vision of the college is to meet student needs by creating an Educational

Environment in which students can attain a variety of goals and performance leading to the

achievement in academic and career goals.

2. To impart quality education for rural and economically backward students to meet new challenges of life and to make them good, self-reliant and capable citizens of the society.

3. To access educational opportunity in line with the needs of the community and help students meet socio-economic and cultural challenges to become active participants in shaping the society.

Mission

The College is inspired by the mission of developing spirit of excellence in both curricular and extra-curricular domain, sound values, ethos of unity in diversity and leadership qualities among the students so that they can compete in global excellence. As the locality is mainly OBC category students so in order to uplift the social status of them the college has taken all its effort to uplift the social group.

The college has been established to meet the needs of the students who are belonging to economically vulnerable section of community, so the college has given special emphasis on the quality and character building of the students who comes from the backward class.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Sarada Charan Dey College, a rural college in the district of Hailakandi (Assam), is easily accessible to the nearby rural areas. Most of the population of the areas belong to SC,OBC and minority categories. The strength of the institution is summarized as under:

1. Natural and healthy environment.

2. Safe and easily communicable place for students.

3. Sufficient own land for infrastructural development.

4. Free and fair environment for girl students coming from conservative family   background to opt for Higher Education.

5. Students' counseling and students' grievance cell to avail the needs of the students.

6. Having a nearby Hospital, Police Out-post and PHE.

Institutional Weakness

1. The college is facing the problem of infrastructural bottlenecks. The college has established the entire infrastructure as on or before 2019 in its own funds collected from the students. Since college has to reimburse the staff payment of non-provincialized staff of the college, so it is very difficult for the authority to develop its infrastructure of the up to national level.
2. The teaching learning process of the college has been very much affected due to lack modern electronic gadgets like computer, printers, digital connectivity etc. The faculties of the college have shown their interest to install the new electronic technology, but due to the lack of proper funds position, most of the issues remain unsolved. Therefore, the college requires sufficient financial support to place the college in the new domain.

1. The majority of the students belonging to BPL category and financial condition of their parents is not so good. It can be seen that every year almost 80% of the students comes under the fee waiver scheme which indicates that their family income is less than 1lac in year. This financial hardship bound them to skip the education before of just after taking the admission in to the college.

1. The guardians of the students are mainly daily wage earners or farmers and they are very much careless about the study of their children. In case of boys, they skip the classes to help their parents in the filed or engage themselves in temporary jobs to contribute in their family income. Therefore, college face the problem of drop out and absenteeism of the students during a particular season.

1. The college is facing the problem of insufficient number of faculties. Since 2021, the recruitment in the college has been due. Students come to choose particular subject but due to the lack of faculty members no new subjects have been introduce so far.

Institutional Opportunity

1. The college is situated nearby the NH- 37 and the centre point of three districts of Barak Valley of Assam viz. Cachar, Hailakandi and Karimganj. Further, there is no college within the radius of 20 km. So, the students of neighboring villages can avail the opportunity of Higher Education due to this institution.

2. There is no shortage of land area of the college. In fact college has almost 20bigha of land but major portion of the land remains unutilized due to lack of funding. Different developmental strategies have been prepared under Institutional Development Plan (IDP) including strengthen the commerce stream and opening up of science stream, Boys Hostel , Girls Hostel, staff quarter and many more for which sufficient funds is required. So, once sufficient funds release from the government then we may expect all round development of the local area.

3. The institution performs multifarious outreach activities/community services to be carried out in the neighboring villages and school. Since the college is the only higher educational institutions in the locality, so the college always ready to help its feeder institutions. As a result the feeder institutions get sufficient direction and advice from this institute and run their institutions peacefully.

4. Since the college has sufficient potentiality to cater the needs of the locality, so if the college is able to introduce Vocational and IT courses then it may give support the local students to become Atmanirvar (self-dependent). This will also create job opportunity for the college studying students.

Institutional Challenge

1. Due to recurring expenditure regarding payment of non-provincialised/ adhoc/contractual staff, the college could not materialize its plan in filed. Although the services of all the faculty staff have been provincialized, but in office we are lagging behind. The whole office of the college managed by the one lady staff, so college has appointed part time staffs in office. As a result, college has to bear additional expenditure to make their payment.

2. Majority of the students hail from the families having financial hardships which leads to higher dropout of students in the college either before completion of the course or just after the admission. The situation has been more vulnerable when the Hindustan Paper Mill Corporation suddenly locked down. Due to this financial shocks , the college has been affected most in terms of increasing drop out ratio.

3. The college is mainly Arts stream based and our target group is students of locality. The college has been provincialized just in the year 2013, so the college did not get the enough time to introduce multidisciplinary and vocational courses. As a result, most of the students are unable to complete their graduation in Arts stream only without extra co-curricular courses. As a result our students feel jobless and insecurity.

4. As the college has not accredited by NAAC, the institution is not in a position to apply for any fund provided by UGC, other than the limited plan fund from State Government, which has affected its infrastructural growth.

 5. Due to non-availability of smart/digital classrooms the teaching learning process is still traditional and outdated. Although the college is trying to introduce blended learning over time in accordance to NEP 2020, but due to financial hardship we are little bit behind than the other college of the district. We have already started the process and it is expected that within the next academic year we may introduce it.

6. The area of the college is flood affected so almost every year the college face the problem of flood like situation. Since the area of the college submerged under the flood water easily, so college face financial loss almost regularly. In fact due to this flood situation it becomes difficult for the college to make addition in the existing capital or physical asset. Library has been affected most due to devastating flood situation

7. Safety and security of the college is also great concern. Since the area is rural based and at the night the whole area become dark due to power cut issue in the area so anti-social activities cases occurs many times.

The police investigate the matter but did not come in to the conclusion. As a result college has lost various valuable electronic equipment's, gadget from time to time. Over a last couple of years the situation has been changed rapidly due to consciousness of the locality but we have to do more in this direction.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

In order to ensure effective delivery of the curriculum as prescribed by the affiliating university, the college prepares its academic calendar as well as class- routines prior to commencement of each academic session .The course structure/Syllabus of different programmers are specified in the prospectus. With the help of the academic calendar the college chalks out tentative plan for both academic and non-academic activities before hand. The college strictly follows academic calendar for conducting internal assessment and seasonal tests .The College offers Courses such as B.A honours in Bengali, philosophy and Economics and B.A general Course .The instruction follows the CBCS curriculum as implemented by the affiliating University in all programmes, The institution integrates cross-cutting issue like professional ethics ,gender ,human values, environment & sustainability into the curriculum by observing National Days ,World Environment Day, International Yoga Day etc, So that such values could be inculcated to give students the real feel.

Teaching-learning and Evaluation

The College has a well-organized teaching Learning and Evaluation System .The location of the college being in a Rural area ,majority of the student of the students who get admitted here are under Free Waiver Scheme of Assam Government .The College tries to follow the reservation Policy of the Assam Government .The Institution Assesses the learning level of students on the basis of slow ,average & advanced learners .Slow learner are given special care and attention. ICT-based teaching tolls like Whatsapp group are used to supplement the classroom teaching. Regarding teacher profile our College may not be up to the marks .Two teachers having Ph.D Degree ,two teachers are NET & SET qualified and three more teachers are undergoing Ph.D programmers and majority of the teachers having good teaching experience in the same institution .The students are evaluated on the basis of their performance in the internal examinations, attendance ,and and semester examinations .To Evaluate the attainment of outcomes ,Curricular ,Co-curricular & extra- curricular activities are organized in the College.

Research, Innovations and Extension

In matters of getting research grants and projects the college is lagging for behind still the College has constituted and publication cell to encourage and motivate the faculty members for research work .A number of teachers published research papers in the journals book having ISSBN and ISSN .A few numbers of chapters have been published in various book the teachers are always encourage to peruse research work and they have free access to the college Library for relevant books and reference books .The teachers of the college have attended a number of regional ,National & international seminars, FIP,FDP,Webiner & workshops ,Organized by other institutions. The college provides the facilities like computer, printing and Xerox as and when necessary .Papers & book, thesis Published by different faculty members are available in the College library.

The college has carried out a good numbers of extension programmers at the initiative

of NSS, IQAC, and Women cell etc. The college is involved in different activities like social work, Health Awareness blood Donation camp ,Environmental awareness, organised observation of important days by different departments and cell .The participation of the students in such programmers and activities is quite encouraging .Further, the college has a few collaborations and functional Mou with some neighbouring college for faculty and student exchange.

Infrastructure and Learning Resources

The college is situated in a rural area surrounded by beautiful natural greenary, measuring 6700 sq.mtr with total constructed land of 3511 sq.mtr. In this constructed area, the institution has 7 classrooms, 2 lecture halls , one library with reading room ,one girls common room .Other than the college Compound there is a separate land of 37,939.2774 sq.mtr for the construction of playground ,boys and girls hostel ,staff quarter etc in future. There is a small play ground in the college campus for indoor and outdoor games. The construction of digital library and digital class room is under process .There are 5 nos computers for the use of library and office –staff and also by the faculties time to time .The college could not set up a computer lab for the students due to financial hardship and the institution is trying to accumulate fund for the computer lab.

Student Support and Progression

Student of the college are provided guidance and support to participate in various inter college and intra college sports and games completions. Sports equipments both indoor and outdoor are also provide to the student.

To encourage the students in the field of writing creativity a wall magazine is published named "Anuranan" (The Echo) .A special publication of wall magazine is published to aware the student about environment on the world environment day. The college has a elected Student's union Body under the guidance of the teachers and principal of the college.

The college has a registered Alumni Association and the alumnies keep contact with the college and extent their help and support for the development of the college.

Governance, Leadership and Management

The vision statement is well manifested in all institutional activities. The college has adopted the policy of decentralization and participative management .The Governing body of the college is the supreme decision marker where the Principal plays the leading role in the governance and management of the college, research and development plan of the college is minutely chalked out by the college authority with the collaboration of the IQAC of the college.

For the inception of the college focus is given on smooth governance & Management, and ethical consideration. For the execution of these some rules and regulations are adopted in the form of code of conduct in different layers. The code of conduct for the Governing Body, Principal, Teaching and non teaching staff, students are clearly stated in the institutional profile and violation of these are strictly handed by the college authority .For financial transparency the periodical audit of the college is done under the instruction of the Governing Body. The institution mobilizes its fund received from the state Government for the infrastructural development of the college by setting up construction committee time to time

The college has constituted antivagging cell, Internal Compliance Cell, RTI & Grievance Redressal cell where students and non-teaching staff of the college are included for transparency and to avoid preferential treatment.

Institutional Values and Best Practices

The college has adopted some measures for promotion of gender quality among the students and the staff of the college .Through the initiative the institution ensure that no gender is ensure discrilimination take place. Representation of boys & girls is ensured in different cultural programs NSS, blood donation camp, involvement in different committees/ cell of the college.

The college firmly believes in "To serve men is to serve God" Several activates such as cleanliness, plantation, Awareness campaigns, distribution of flood relief etc. are carried out by our students time to time .The college has used LED bulbs in the college campus as well as in the classrooms as a part of energy conservation measure .The institution has facilities for solid waste management .Regarding water management, the institution has borewell but not useable because of access iron. But drinkable water supplied by PHE is stored in plastic tank with proper filtration and constructed water reservoir is available for the use of staff and the students .The college has made room for pedestrian-friendly pathways & banned use of plastic .Our college has never compromised with the idea of sensitization of the students and employees towards the constitutional obligations. The college has prescribed specific code of conduct for students, teaching and non-teaching staff, and governing body of the college .The National and International commemorative days, events have been celebrated by the institution to develop among the students qualities like creativity, togetherness and brotherhood .The institution is showing its commitment towards local people who have always craved for quality education at their door step.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SARADA CHARAN DEY COLLEGE,KALINAGAR
Address	Sarada Charan Dey College, Kalinagar. Vill-Kalinagar, P.O.- Kalinagar, P.S.-Panchgram, Dist.-Hailakandi
City	HAILAKANDI
State	Assam
Pin	788801
Website	www.scdeycollege.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Shampa Deb Kanungo	03842-9954731808	9101424657	-	scdeycollege@gmail.com
IQAC / CIQA coordinator	Madhabi Dey	03842-9365101628	9401230684	-	immadhabidey@gmail.com

Status of the Institution	
Institution Status	Constituent

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Assam University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Sarada Charan Dey College, Kalinagar. Vill- Kalinagar, P.O.- Kalinagar, P.S.-Panchgram, Dist.-Hailakandi	Rural	3.095	1022.5

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	H.S.	English	310	294
UG	BA,Bengali Mil	36	H.S.	Bengali	300	131
UG	BA,Economics	36	H.S.	English	300	178
UG	BA,Economics	36	H.S.	English	30	1
UG	BA,Philosophy	36	H.S.	English	300	207
UG	BA,Philosophy	36	H.S.	English	30	3
UG	BA,History	36	H.S.	English	300	130
UG	BA,Political Science	36	H.S.	English	750	385
UG	BA,Bengali	36	H.S.	English,Bengali	30	15
UG	BA,Bengali	36	H.S.	Bengali	600	286

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				14
Recruited	0	0	0	0	0	0	0	0	5	9	0	14
Yet to Recruit				0				0				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				0
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				6
Recruited	4	2	0	6
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	2	0	2
M.Phil.	0	0	0	0	0	0	1	4	0	5
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualificatio n	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualificatio n	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	0	0	1
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	1	0	0	1

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	181	0	0	0	181
	Female	99	0	0	0	99
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	88	73	94	98
	Female	74	71	91	117
	Others	0	0	0	0
ST	Male	0	1	2	5
	Female	0	0	1	2
	Others	0	0	0	0
OBC	Male	64	36	91	94
	Female	50	46	48	54
	Others	0	0	0	0
General	Male	189	175	125	212
	Female	82	93	88	102
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		547	495	540	684

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The institution has a clear vision to transform it into a holistic multidisciplinary institution as guided by the affiliating university i.e Assam university, Silchar. As per NEP initiated by Govt. of India, every child

	should grab the opportunity of education having socially and economically weak background as well as covering geographical location .At present, the college does not have multiple entry and exist in the present curriculum. The Institution is ready to implement NEP 2020 as and when introduced by Assam University, Silchar.
2. Academic bank of credits (ABC):	Academic bank of credit (ABC) is an integral part of national Education policy,2020 (NEP,2020)ABC provides/offers flexibility to the students to meet academic targets as it ensure the interdisciplinary and multidisciplinary academic mobility of students .It is a digital storehouse of the credit earned by individual students to drop out any year and then exchange the credits earned so far with a certificate/diploma if they are eligible, they can also redeem the credits and rejoin the same or any other institute in future within a stipulated period and continue their education .ABC shall deposit credits awarded by registered Higher Education Institutions for courses perused/offered there in the validity of such credits shall be as per norms and guidelines issued by the UGC Commission from time to time .A portal (http://www.abc.gov.in) has been launched where Higher Education Institution and students will be allowed to earn credits through various Higher Education Institution and students can register and after getting registered in this portal students will be allowed to earn credits through various Higher Education Institution already registered under this scheme and courses offered ender National schemes by SWAYAM,NPTEL,V-Lab. Initiatives: With regard to implement the Initiatives the Initiatives taken up by the concerned implanting authority our institution/college is ready to go for it. But the institution Id yet to take advantage of such opportunities, as the registration of the institution under ABC has not yet been done.
3. Skill development:	As per Choice Based Credit System (CBCS) curriculum under affiliating university the institution is offering skill-based courses from 3rd to 6th semester. The Institution is ready to implement NEP 2020 according to the guidelines provided by the affiliating University.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using	As an affiliated college to Assam University, Silchar, we have a syllabus enriched with Ancient, Classical

online course):	and Modern topics. It is worth mentioning that the syllabus encompasses the knowledge system of Indian socio-cultural heritage, its prospects and visions synchronizing modern aspect of Western Education. In the context of bilingual aspects of teaching we have been using English as Medium of Instruction. In MIL (Bengali) subject importance is given teaching through mother tongue. For inculcation of sense of National Integration, transmission and preservation of culture, subjects like Bengali, English, Political Science, History, Philosophy etc. are taught in the institution. During Covid-19 Pandemic, teaching of those subjects were offered through online mode.
5. Focus on Outcome based education (OBE):	The focus on outcomes creates a clear expectation of what needs to be accomplished by the end of the course. Students will get to know what is expected of them and teacher will understand what they need to teach during the course. As the college has graduate programme in Arts, the outcome of students knowledge is expected as to memorize or recognize facts and terms, to translate or restate in a one's own words, to make judgment, assess validity, select and defend, to replace a faulty phenomenon with the discipline's more valid mental model. The college empower the graduates to be prepared for competitive examination or for any Higher Education courses of their choice. The students should be trained to as to extract information to solve problems in a systematic and logical manner. The outcome analysis does an analytical study on student Performances, satisfaction feedback and employability index. The outcome analysis will help to find gaps and carry out continuous improvement to align with the mission of NEP-2020.
6. Distance education/online education:	The institution envisions to offer vocation courses through online and offline mode. Technology enabled learning has become increasingly important in current educational environment. As an affiliated institution there is little scope for providing distance / online education. During COVID-19. Pandemic, the institution successfully imparted online education via different applications like Whatsapp, Google meet etc and conducted internal examinations assigned by the University. Moreover, the institution has a Study Centre of KKHSOU to provide distance mode of learning to the degree aspirants.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, the college has Electoral Literacy Clubs (ELCs) which has been formed in the year 2019. But since 2021, the body has been active still now to do needful action related to POLL matters.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, college has appointed faculty members as well as students coordinator mainly Students ambassador to monitor and facilitate different programmes undertaken in the college campus or outside, related to voter's awareness. The ELC is very active since last couple of years. They are engaged in the various activities. For instance celebration of Voters Day, Celebration of Constitution Day, awareness campaign on New Voter Registration process etc. Besides, the campus ambassador has to participate in different events organised by the Districts Administration from time to time. Thus in nutshell, the ELC is very active along with the support of faculty members of the college.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The college is located in the rural area and most the students belonging to different families comes under the marginalised section of the community. The economic conditions of the students are not very good. But as they are very energetic and confident so they always perform different social services. They are always ready to do physical services so whenever any programme organised in the college campus they whole heartily support it and makes the programme successful. Since the college has been provincialized in the 2013 with 5nos of staff, so college funds generally used to reimburse monthly faculty payment. So, although different programmes were conducted within the college but it was very difficult for the college to organise campaign at the large scale or to organise any street play about Voters awareness campaign outside the college boundary.From 2021, the situation has been changed, so the college has been able to organise different programmes with limited budget with the belief that in the near future the college will organise such programme in a dashing way.
4. Any socially relevant projects/initiatives taken by	No

College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	In order to motivate the students those who have not registered their name in the Voters List, the College Ambassador team cooperating with them. They advance their full cooperation and support so that their names come in the Voter List with in shortest period of time. Besides before Election, they also motivate them to cast their votes considering democratic values and ethical judgement. In fact, in order to motivate and inspire the local people and students of the college, various activities are generally done in the college campus. For instance, celebration of Constitution day, Voters day, awareness campaign etc. are the some of the events done in the college to increase awareness among the new voters.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
547	495	540	682	581

File Description	Document
Upload Supporting Document	[View Document]()
Institutional data in prescribed format	[View Document]()

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 14

File Description	Document
Upload Supporting Document	[View Document]()
Institutional data in prescribed format	[View Document]()

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	5	5	5

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
2560.865	2503.700	151.900	30780	118620

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Sarada **C**haran **D**ey **C**ollege, is affiliated to Assam University, Silchar and the college follows the curriculum and academic calendar offered by the University. At the beginning of each academic session, the college publishes a prospectus including all necessary information about the college and the courses offered by the college along with its fee structure. It also includes information regarding faculty members, the academic calendar mentioning the academic and non-academic activities and holiday list as per Assam university notification published yearly.

The college follows the academic calendar of the Assam University and to ensure timely completion of syllabus offered by the University the head of each department circulates allocation of classes at department level prepare lesson plan on the basis of the general routine framed by academic cell the college for smooth functioning of the classes.

The academic cell makes arrangement to hold internal assessment of 20marks each paper as per tentative dates specified in the academic calendar.

The Institution organizes various programmers and activities by different cell in collaboration with IQAC of the college-like human values, environment and sustainable development etc. as a part of education .The students are always encouraged to consult faculty members beyond formal classes for doubt clarity if any.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1 Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.2.2 *Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years*

Response: 0

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1 *Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum*

Response:

The college is affiliated to Assam University ,Silchar and follows the curriculum prepared by experienced and knowledgeable academicians of the University .The designed curriculum ensures that it must include various crosscutting issues relevant to Professional ethics, gender, Human values, Environment and sustainability to give weightag and equal share to all the subjects.

At present, the curriculum is Choice Based Credit System (CBCS) designed specifically to meet the Students' needs. Programmes under CBSC include one ability enhancement Compulsory course. for example- AECC in first semester develop language skill and prepares students to overcome challenges relating to communication in their future course of life. AECC (Environmental Studies) in 2nd Semester enable the students to learn & aware about environment and Sustainability, for 3rd to 6th semester there is a skill enhancement course(SEC) compulsory for all subjects like English, Bengali & Philosophy which deals with various social issues like gender equity, caste, and class issues, social responsibility, cultural heritage, various literary works of art, history and literary traditions etc . The programme also introduces programmes related to various skill enhancement courses related to various skill enhancement courses to develop professional skill and ethics among the students . for example:-Medical ethics ,Media ethics ,business ethics etc.

Apart from the designed programmes various cells of the college organize programmes on National days, Independence Day, Republic Day, Gandhi Jayanti, etc. and also some other notable days like World Environment Day, International Women's Day, National Voter Day, Yoga Day etc. Moreover, some of the departments organize Quiz, debate, extempore speech and Essay Writing completion to commemorate the importance of the day.

Awareness programmers like Flood Relief programme, Tree plantation programme, Blood Donation Camp, voter's awareness, Environment Awareness and issues related to gender, environment and sustainably. The NSS Unit of the college has been working deliberately in close association with the community through cleanliness programme, distribution of fruits among the patients in the local hospital, various awareness programmes which contribute to the enrichment of human values among the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 7.31

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 40

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website*

Response: C. Feedback collected and analysed

File Description	Document
Action taken report on the feedback analysis	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 88.18

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2021-22	2020-21	2019-20	2018-19	2017-18
280	241	245	309	283

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
310	310	310	310	300

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2 *Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years*

Response: 48.15

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2021-22	2020-21	2019-20	2018-19	2017-18
131	87	148	151	161

2.1.2.2 **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
271	245	267	337	288

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 34.19

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

The college practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stakeholders, apart from boosting their confidence and encouraging independence. Since students vary in their ability to comprehend and absorb, it is not possible to address the needs and expectations of individual students and expect a uniform learning outcome from them all in a teacher centric class. The teacher facilitates learning by allowing each individual student to comprehend at their personal level by ensuring their involvement in class activities so that they can absorb and grasp information at their own pace.

Teachers make classes as interactive as possible and encourage innovative thought and novel

interpretations. Field work, excursion, picnic and assignments are some of the means to utilise by the departments to provide experiential and participative learning.

Internal assessments are so planned so as to encourage students to work independently. Written Assignments are required to be submitted by students and their need to be done individually by researching on the given topic so as to enhance confidence, develop writing skills and hone style, apart from inculcating an interest in research activities. Group discussion, which help students to present their views to develop oratory power and self confidence.

Discussion and debates on contemporary issues are encouraged so that students can reflect and analyse by eliciting responses to the subject under discussion. Non- CGPA course include sports, art and participation in NSS unit of the college may help the students to integrate and learn. Regarding NCC we applied long ago but have not received permission yet from their end.

Student's representation in the administration is an important initiative taken by the college. Representative of students serve as members on committees like Internal Quality Assurance Cell (IQAC), Grievance cell in order to involve them in the decision making process to maintain transparency and inculcating a sense of responsibility in them.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
16	16	5	5	5

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

2.4.2 *Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last*

five years (consider only highest degree for count)

Response: 14.89

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
4	3	0	0	0

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Effective implementation of the evaluation reforms is done both at External and Internal level. The Evaluation process of the Sarada Charan Dey college is very transparent and accountable. The college has well planned Evaluation Mechanism. Throughout the academic year college conducts different sorts of Assessment Test.The schedule for tests are prepared and displayed on the notice board. Generally, college conducts two numbers of unit tests in a particular academic semester. Generally 1st Assessment occurs within the 45 days of class commencement and 2nd Assessment done as per direction of the university.

After assessing, papers are distributed to the students within the class room for their self-evaluation and if students are not satisfied then they are allowed to consult with the respective teachers. As the college has Examination centre, so the final evaluation of the students done under the guidelines of Assam University. All the teachers are bound to evaluate unit test scripts of the students and also do their duties as Invigilators in the Final examination. External flying evaluator is deputed by the university at the time of Final Examinations to make the overall examination system transparent.

As the college is located in the rural areas and majority of the local student's guardians engaged in the non-formal sector, so most of them are very reluctant to attend the meeting or to present in Parent Teachers Meets. So, here the college face the problem to display the weakness and strength of the students in front

of the guardians.

Redressal of grievances and Anti-Ragging Committee where students can appeal for haphazard situation, if rises. The College has installed suggestion/ complaint box where the students can drop their grievances or complaints. The complaint box is opened in the presence of the Principal and the faculty members.

If any issue which is very sensitive and critical then, strict disciplinary actions generally taken to resolve the matter as quick as possible. As the college is rural based institutions, so generally chances of grievances are minimal.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1 *Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website*

Response:

After the completion of the Three years Degree Course, it is believed, that the students will develop their own ideas, critical thinking and express it in their own. It is also expected that they may use their analytical ability and judgment in different perspective in life. The college follows the course structure which has been prepared by the University in order to develop intellectual, personal and professional abilities through effective communicative skills, ensuring high standard of behavioural attitude and shaping the students socially responsible citizens and also make them employable. The specific outcome can be assessed in terms of following points:

1. On successful completion of the programme, the students will be accurate in framing strong conceptual framework.
2. They can express their command in confidence.
3. They can apply innovative framework to analyse the socio cultural aspect.
4. They are able to describe & analyse key ethical concepts e.g. Justice, happiness the good, moral value, virtue, dignity, rights equality etc.
5. The students may develop thinking attitude beyond a particular religious tradition to which they are born & practice
6. After completion of course skills and abilities of the students gets up.
7. Since the course structure has field work facility so the feeling of self-help service and community participation grow up.
   The course provides a brief introduction about different subjects of Arts stream. The Literature subject helps them to understand details method of structural analysis of poetry including sounds, words, sentences and meaning.The subjects like Economics and Political science, History is very useful for the students as these subjects helps them to settle down different issues in their life ,

weather political or economic matter. The topics like Indian Democracy, Indian Economy are the two subjects which have both practical and useful in their day to to day life.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 *Attainment of POs and COs are evaluated.* **Explain with evidence in a maximum of 500 words**

Response:

1. The priority of the college is to develop academic environment. The courses and syllabus which are designed by the Assam University ,Silchar which has been framed with specific Programme Outcomes (POs) and Course Outcomes (COs) .

2.The teachers actively participate in seminars, FDPs, workshops and curriculum meetings, regularly organized by the different colleges as well as University to discuss the POs and COs.

3. The College periodically keeps records of of academic course completion and co-curricular events taking place within the college..

4 .The teachers employ different mechanisms and strategies, like tutorial classes, special remedial classes to assist the slow learners to better achieve the POs and COs.

6. The IQAC reviews the POs and COs on a regular basis through Self-Evaluation Documents (SEDs) and Lesson Plans submitted by each faculty member before and after internal and external exam.

8. The performance of students evaluated through External and internal examinations. After examination assessment of students done at the departmental level.

9. There has been a rise in the number of students passing out with higher CGPA over a last few years which indicates successful and effective delivery of POs and the COs.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

Response: 47.4

2.6.3.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
50	128	97	85	23

2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
114	159	198	206	131

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)*

Response: 0

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Education is a dynamic process where innovation is very pivotal. The college is mainly Arts stream based Degree College, so chances of innovation of new technology is absence. But it does not mean that innovative ecosystem is absence in the college. In fact, the college strives to innovate and introduce new practices so that the institution keeps pace with rapidly changing times, trends and technology.

Some of the innovative ideas which has been created in the college:

1. Launching of website: The College is in remote area where there is problem of network connectivity, so after installation of 4g network, college has designed website for the benefit of the students. Website is comprehensive and continuously updated, containing all important information.
2. Online Admission process: In order to make touch with the students in the far-reaching areas, Admission process of the college has been fully digitalized in the year 2021.

3.Provision for fee concession and scholarships: The college has made provision for the economically poor students to get advantage of monetary support from the local MLA.

4.College administration is fully automated: In order to deliver any information to all the classes, different WhatsApp group has been created.

5.Educational Trips are organized for students to create interest in their respective subjects and to promote practical knowledge.

6.Participation in different competition: the college always try to motivate the students by sending them in different competition organized by the different organization.

7.Field work: In order to cope up with practical field of study, the college always encourage the students to join in the different field work survey under taken by the District Authority.

8.MOUs: The college has done MoU with different colleges in order to make mutual transfer of knowledge.

9.Free access to participate in the knowledge enrichment programme: The college always tries to motivate the faculty members to join in the different workshop, Seminar in order to update their existing kno

wledge.

10. Exchange Social custom: Every year college organize fresher's programme where both the college students as well as school going students who are the feeder institutions generally participate

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2 *Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

Response: 0

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.43

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	0	2	0	2

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.36

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
1	4	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1 Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

The famous quote of Swami Vivekananda, "If you want to find God, serves man". To reach Narayana you must serve the Daridra Narayans-the sterving millions of India.

The institution always gave focus on this quote from its inception. Since, the institution is localised in rural areas and majority of people are economically depressed, being an educational institution, it is very responsibility of the institution to serve the local areas in terms of physical services. In order to pursue this objective, all the teaching cum non-teaching staffs engage themselves in various extension services like- Swaccha Bharat Abhiyan in Hospital campus cum college, voters awareness campaign among the socially vulnerable section, vaccination drive during Covid-19 situation, distribution of relief under flood relief scheme, universal educational campaign, Blood donation camp, Plantation, (inside and outside of the College) and many others.

Besides, the college has appointed three to four numbers along with students to cater the various society related activities. The college has strong AVBP students' union, where the active student's volunteers are directly related to all those services.

Every year in order to aware the common people about the Sadak Suraksha Jeevan Raksha, under Road Safety committee, Hailakandi students have come forwarded to ensure the successful completion of the campaign.

The extension activates of the college is carried out under the following heads: -

1. Electoral Literacy Club

The college has formed the ELC (Electoral Literacy Club) in order to aware the college students of the age group 18-21 years to get ideas about their constitutional rights and duties and familiarize them about their electoral process of registration and voting. Since they are future voters who are pillars of India democracy, so in order to aware them about the voters right and duties, The Electoral Literacy Club has been formed

2. National Service Scheme (NSS)

Mahatma Gandhi, the father of the National Believed in "Manava save ya Madhava seva", Service to man is service to God. He had recognised that the country could no progress is a desired direction until the students, youths, who are committee, sincere and dedicated to the nation were motivated to work for the up liftmen of the society. Therefore, the National Service Scheme (NSS) was launched in 1969 during the birth centenary year of Mahatma Gandhi. This programme was implemented by the Ministry of Youth Affairs and Sports the sole aim of the NSS is to develop student's personality though community service.

The NSS unit of the college has been officially established in 2023, but the students of the college engaged themselves to various social activates from the establishment of the college. In various social issues like early marriage of the girl child, dropout reduction campaign, survey in 'Arunodoi' etc are some of the important activates of NSS unit of the college. Though they have not received any importance, but this does not dilate its beauty.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

The college students are very active in the social extensive services. The NSS unit of the college although newly formed but they have farm determination to render social services. During the flood situation in 2021, the students of the college come forward and they have support the local administration in terms of physical services. During the covid -19 situation they also come forward to aware the local people to get vaccination and at the same time they help to local people to vaccinate themselves. Besides, during annual festival in the nearby temple of Gopal Gobinda Jew, students actively participated to help the police administration to maintain safety, peace and security.

The faculty members of the college also responsible to perform extension activities .Besides their normal duties in the college, they frequently visited the nearby school to aware them about the various social issues like population explosion, early marriage, Swacchta Abhiyan , plantation etc. These types of services have no recognition or awards but the college feels proud in the sense that the students are voluntarily performing their services.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3 *Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

Response: 50

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
20	12	3	6	9

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1 *Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.*

Response: 3

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college is situated by the side of NH-37. The college is in a rural area so its scenic beauty is quite appreciable. There is a beautiful temple on the left side of the college. If we see around the college, there is full of verdure and the hill Borail can be seen from the distant.

There are 9 classrooms including 2 halls in the college with the seating capacity varies from minimum 40 to maximum 120. There are well furnished desks and benches, white boards. The classrooms have sufficient number of doors and windows so that light and air can pass easily and maintain a healthy atmosphere. Other than classroom there is a teacher's common room, Principal's room, Office room, Library cum a small reading room, girl's common room, IQAC room in the college

Regarding computer equipment, the institution is managing by hiring laptops and in the computers from the teachers which are used by the students time to time. We are trying our best to set up a computer laboratory for mass use for which we have already approached to ONGC vide file no.- SLC/HR-ER/CSR(76)/Fund for School/2021.

There is an auditorium in our college with a sitting capacity of 500 people at a time. We organise all of our cultural activities like social week, fresher's welcome ceremony, farewell ceremony in the auditorium. One dressing room and 2 toilets are attached to it.

Our students regularly practice yoga and physical exercises under the supervision of yoga instructor who is one of our alumni. We observe National Yoga Day on 21st June every year and very recently our students observed Surya Namaskara week in collaboration with local villagers.

There is a playground of our college. Students play and practice cricket and football regularly. Our college football team participated in many inter College tournaments and had great zeal in their performance. Badminton is played in the college campus by both boy and girl students. There is very good arrangement of indoor games also. Both boys and girls play indoor games like Chess, Carom, Ludo etc. There are 3 washrooms for Boys and Girls,2 for non teaching staff and 3 for teaching staff including principal of the college.

Three phase electricity connection is there in the college . One inverter is also there for power backup as power crisis is a common phenomenon of the area . Diesel powered generator will be installed in a short period time. For the supply of drinking water, one water reservoir, 2plastic tanks with proper filtration is available in the college.

There is a small but hygienic canteen in the college which provides quality food and snacsk at a reasonable price. The college authority does not allow to sale tobacco and cigarettes and keeps a regular inspection of the canteen.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 *Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years*

Response: 0

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1 *Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students*

Response:

Library is the soul of any institution and in the case of Sarada Charan Dey college there is no exception. The college has Library from the inception of the college and it was located in the old Assam type

building. But as the area is flood affected so several times the library have been affected due to devastating flood situation. The year 2007, 2010 and 2018 are the specific years when the college lost its valuable asset and library is one of them. When the college shifted to its new RCC building the situation has been changed and we have taken all the measures to raise the number of books year wise. At present Library have a good number of books of all subjects available for satisfying the academic needs of the students and faculties. The library consists of Librarian (i/c), Asst. Librarian, Librarian Asst. and Library bearer

At present Library enriched with the following resource stock

Total no of books	3000(Approx.)
Magazines subscribed	1
Journal subscribed	1
Year book	2
Newspaper subscribed	2
No. of Reference Collection	209(Approx.)

Section of Library:

- Circulation Section
- Reference Section
- Periodical Section
- News Paper Collection

Library Timings: The library kept open on all working days as per academic calendar. The Library remains open from 9:30 AM to 5:00 PM.

Loan Services: Library documents can be borrowed for home use normally during the lending hours as specified by the library professional. As per library committee guidelines loan period for students are a week (7days) and for faculty 14days (fortnight).In case of loss of book, the student or faculty is required to replace the book either of the same edition or the recent edition to the library or an amount equivalent to the current price.

Loss of Library Card: Library card generally issued after submission of Library Registration form by the student. In case any student lost or damage the library card then he/ she must give a written report to the office of the college

Reading Room facilities: Since the Library is temporarily shifted to new building so the area of reading room is very small but we are expecting that from next academic session the situation will be normal as

library will shift to its own allotted space along with its **property counter.**

Library Committee: There is a provision to form Library Committee annualy. The Library committee generally formed in order to run the Library smoothly and efficiently. The committee consists of:

1. Librarian : Member Secretary:
2. Convener: Elected by Staff members
3. Member: Elected by Staff members
4. Teacher-in-charge: HOD are the members of the Library Committee

Library Budget: Beginning of the academic session, a budget is allocated for Library depending upon the number of students enrolled managed purchase committee.

Digital Platform: The network is the great issue of concern in this area, so the college has not been able to digitalise the system yet. But shortly the issue will be resolved.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

Blended learning is the basic requirement of the modern education system. In order to provide quality and content rich education, ICT is most essential aspect. From the initial days of establishment, the college has always tried to develop its ICT infrastructure but due to financial hardship, the college has not been successful to implement it. Bedside, as the college is in rural areas so the internet connectivity or network issue is there. Only after 2014, the college has got Broad Band services of BSNL, but the services are not regular. Therefore the college has limited this service to the library and office use only.

As the college has been provincialized with limited numbers of faculty and non-teaching staff in the year 2013, so it was very difficult for the authority to upgrade blended learning or academic system. However the situation has been changed after 2021 when the services of majority of the staffs have been provincialized so college has been able to allocate funds for its development.

With passage of time college received the grants from the DHE, Government of Assam to upgrade infrastructural development, so the college immediately prepare its Institutional Development Plan (IDP). In this IDP the college has given importance on the construction of new digital classroom and digital library free Wi-Fi Zone etc. At present the library is located in to the small lecture room but within this

session we will be able to shift to the new building of Library. The college is doing its best to implement blended learning mode in to the institutions. We are hopeful that within this year digital classroom facility and free Wi-Fi services will be accessible to all the students. We are also hopeful that within next AQAR submission to the NAAC the issue will resolved, and we will be able to introduce blended learning positively.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 182.33

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 3

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 *Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)*

Response: 0.61

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2021-22	2020-21	2019-20	2018-19	2017-18
218.15	37.00	13.00	107.8	570.48

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 *Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

Response: 65.98

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
450	490	177	435	325

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2 *Following capacity development and skills enhancement activities are organised for improving students' capability*

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: C. 2 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4 *The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases*

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: C. 2 of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 3.39

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
6	2	2	2	1

5.2.1.2 **Number of outgoing students year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
50	128	97	85	23

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2 *Percentage of students qualifying in state/national/ international level examinations during the last five years*

Response: 0.27

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	1	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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 last five years

Response: 0

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last*

five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 366.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
483	100	351	447	453

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

There is a registered Alumnae Association in the college. The association has been approved on 14th March,2023 All though the association has been approved in the 2022, but they are very much engaged with the college from the beginning of the college. Since the college is first Higher education institutions in the locality so they voluntarily render their physical services for the overall development of the college. In order to encourage the alumnae, it has been decided that in the next IQAC body, there will be provision of two alumnae membership.

Alumnae Association contributes with the College in various ways. Here, some of them are highlighted.

1. To celebrate different programs like Tree planation drive, Swatchhta Drive, Blood Donation Camp etc.
2. To give all round support for organizing cultural and local religious programmes like Saraswati Puja, Raksha Bandhan etc with in the college.
3. To support the authority to take the decision regarding the infrastructure development of the college and fund utilization.
4. To monitor and support the college authority to take any decision about the Anti-ragging policies.
5. To support the new comers and facilitate their all-round support in order to feel them comfortable.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 *The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.*

Response:

From the very beginning of the college, the Managing Authority of the college (Governing Body) has given priority to the Institutional development policies. For the smooth conduct of institutional functionaries, there must be democratic, constitutional and ethical values among the teaching, non- teaching and students community of the college. The institution follows the professional management approach in managing the institution. The institution always believe in the practices of decentralization and participative activities.

The success of an institution is the result of the combined efforts of all who work towards attaining the vision of the institution. Right from the President of the governing body to the staff. students, all the stakeholders have a role to play for the over all development of the institution. Their involvement and cooperation all together decide the policies and decisions regarding academic and administrative functioning of a college.

The Principal, Head of the Departments, Governing Body, Student Union together concentrate by sharing the responsibilities and participate for the growth of the institution to attain the aims and objectives of the institution. The Principal is member secretary of Governing Body and the chairperson of 1QAC. All academic operation and policies are based on the unanimous decision of the Governing Body, IQAC and the teachers of the college.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

Being an Affiliated College , the institution has to follow the rules and regulations prepared by the Assam University , Silchar to which it is affiliated . At institutional level there is a Governing Body headed by a

President and Principal is the secretary of the body . Being the head of the institution, the Principal is responsible for all the academic and administration activities of the institution .In the absence of the Principal senior faculties are given charge to run the institution. The Principal always guided by the Departmental Heads, the IQAC Co-coordinator , the teaching staff and Junior Assistant to assist her for smooth running of the institution . The Head of Department is selected for a tenure of there years.

Regarding service rule, the appointment is done as per UGC stipulated guidelines from time to time. Initial appointment for the post Assistant Professor and the appointment letter is issued by the Government of Assam and for the non- teaching staff the appointment is made as per the guidelines of Govt. of Assam. From the inception of the college, appointments have been made by the Governing Body; however after 2013 the situation has been changed. Now all the appointments have been done through proper notifications of the government and maintaining roster register.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2 *Institution implements e-governance in its operations*

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1 The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Sarada Charan Dey College always give priority to the teaching and non teaching staff of the college for their career development and progression. The college always extend full support to get themselves updated with the present system of education

The Governing Body of the college never denies to issue no objective certificate to the faculties who are suppose to pressure higher education like Ph.D.Non-teaching staff of the college are also encouraged to develop themselves by attending training programmes. The institution also extend support to the faculties to attend FIP, FDP Refresher courses and other short term courses The institution allows and encourage the faculty members to attend seminar, workshop, webinar, and other co-curricular activities organised by other institution. The college library is open to all the faculty members for obtaining resource books for their research work.

There is a provision for Maternity Leave and childcare leave for according to the rules of Govt. of Assam to the female faculty members.

As the number of female faculties in the college is worth mentioning so, the female faculties are given preferences to lead excusions, educational tours etc to stimulate the girls students to develop leadership qualities among them.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

6.3.3 *Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

Response: 4.76

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development**

/administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	3	0	1	0

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
6	7	8	8	8

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The college has maintained transparency in the financial matter. In order keep the accounts clear there is a provision for both Internal and External Audit mechanism. However, as before 2013, the maintenance of accounts was done by the Head Cleak of the college under the supervision of Principal and these are subject to approval of Governing Body of the college. However, after 2013 the college has maintained the provision of Internal and External Audit system with full transparency.

College accountant (part-time) prepares proposed income expenditure sheet under the guidance of Principal of the College and Junior Office Assistant every month. This is then sent to the Purchase Committee and IQAC for necessary modification. The college also maintain a stock register which has all the information regarding any purchase made in the College and is audited by the CA in the end of the financial year.

The college has separate account for the different heads such as Subsidiary Fund Sarada Charan Dey

College, Examination Funds and Library funds in the Assam Gramin Vikash Bank, Katakhal. Within or every after 3 months respective passbook generally been updated.

In case of any Government funds received or infrastructure development fund comes from the government , then all these matter deals very seriously after through discussion with the GB member's and Sarada Charan Dey college Society for their approval.

It is suppose that there will be no major audit objections, if any issue arise then the college will be ready to duly rectified and dropped immediately

The issue of External audit has not been practice in the college still date. But we are hopeful that in the near future the issue may come so we are prepared and keep ready all the related documents /slips properly .

Regarding Government Audit, the college is ready to face but still today only once it has been done in the college by the highly proficient Chartered Accountant came from the Government of Assam in the matter of Fee Waiver.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

In pursuance of action plan for performance evaluation, assessment and accreditation and quality upgradation of Institutions of Higher Education, the NAAC proposes establishment of Internal Quality Assurance cell as a quality sustenance measures. Accordingly, IQAC has been established on 8-11-2021 in the college.

IQAC has the following strategies

1. **Ensure clarity and focus in institutional functioning and quality enhancement**
2. **Ensure coordination among various activities of the institution.**

3. Provide a sound basis for decision making to improve institutional function.

4. Build an organised methodology for better internal communication

5. Documentation of the various programs and activities leading to improvement of quality.

For the smooth execution of the above mention plans/ strategies some sub-committees/ cells have been formed headed by an in charge for proper functioning of the cell.

Name of Cell

I. Academic Cell

2. Evaluation Cell

3. Research and Publication cell

4. Infrastructure Development Cell

5. Student Enhancement and Development cell

6. Institutional Quality Assurance Cell

7. Institutional Service Cell

8. National Service Scheme

9. Alumni Association

10. Women's Cell

11. Finance Committee

12. Purchase Cell

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**

2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: C. Any 2 of the above

File Description	Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. *Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

Response:

In order to enhance the collective capacity of the organisation to examine the activities of the institutions from the gender perspective, the college has strictly followed the gender audit system. Although, there is no formal Gender audit system in the college but as in the college majority of the teaching and non-teaching staffs are female, so in every aspect women participation is very high. Major issue are discussed with the female teachers to enhance the collective capacity of the institution. Principal In charge of the college being a female candidate , always look after the matter Gender Equity seriously and take all the steps to promote gender equity.

Since the college has majority of female faculty members, so during admission or after starting of classes, they take care female students very seriously so that they equally participate in all the events organised by the college. In fact due to their continuous effort the girls students of the locality shows their preference to choose this institutions as their 1st preference. In order to give support the female staff at per their constitutional right, the collage always celebrates different programmes such as Women Day, Mother Day and so on. This type of activities always been appreciated at the college level which ultimately support the female staff to become more advance in the social filed

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institution is situated in a rural area most of the students come from the surrounding villages and belong to the socially and economically backward classes. So, socio-economic diversity is not strongly felt in the institution.

The institution receives students having various religions, where Hindus and Muslim students have almost equal share in terms of numbers. All these students celebrate one another's festivals During Saraswati Puja, students from every religion participate and of enjoy to the fullest. The mother tongue of the majority students is Bengali along with few students having Manipuri as their mother tongue.The students and teachers are free to wear their traditional or any type of dress during festive days. During regular teaching days students have to wear college uniform.

The institution undertakes various initiatives in the form of celebration of Eminent of personalities like Birthday of Rabindra Nath Tagore, Gandhi Jayanti , Birthday of Netaji Subhash Chandra Bose, Swami Vivekananda, Shahid Divas Teachers' Day and very recently Students' day and Lachit Divas &initiated by the Govt. of Assam to provide for an inclusive environment by bringing students and teachers of with diverse background on a single platform.

The institution celebrates prominent National and International days like. -Independence day, Republic Day, World Environmental Day, International Women's Day, International Yoga Day, & Unity run, Surya Namesake Week, Constitution Day, Voter's Day etc. every year sensitize student and teachers to the constitutional obligations like values, rights, duties and responsibilities and develop the qualities like creativity, togetherness and brotherhood.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

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

Response:

TITLE OF THE PRACTICE :

Green Tech initiatives:

Objectives of the Practice

1. To contribute in Climate change mitigation strategy.
2. To make Green surrounding of the college.

Context:

The college is the heart of the local village as it has established after long time legal objection. Since the college is the only higher education in the North Hailakandi, so it covers vast area. The college has been provincialized in the year 2013 before that the infrastructure of the college was not as per NAAC standard. But due to the effort of the college authority and dedication of the stakeholders, the college is trying to achieve higher level of miles stone.

1. The college is very near to Hindustan Paper Mill Corporation (HPC), so it is the main factors responsible for environmental degradation. It has directly effects air, water standard at the locality. So, from the establishment of the college, the founder members have given the importance on sapling of tress within the college boundary.
2. The college is in flood affected area and almost every year some portion of the college gets affected by the flood water. As the college is very near to Barak River, so during flood like situation water flows badly effects the infrastructure of the college. So, as a measurement to check the uncontrolled water flows, the contour planting system generally followed.

The practice

To make the campus Greenery we are trying to arranged sapling of tree in the front side of the campus and make the campus Greenery. However, as the college campus is flood affected and it is annual problem, so it is assumed that after getting fund from the Government, we are trying our best to make the campus green by sapling of trees above the flood level.

In order to make the campus clean and green, all the necessary steps have been taken to make the campus polythene cum plastic and smoke free. Besides, the college has beautiful garden in front of the administrative building, which is maintained carefully. The college has prepared IDP (Institution Development Plan) in relation to short term and long term plan but for which bulk amount of investment is necessary.

Evidence of Success

1. The District Administration has arranged the Planation drive with collaboration with college
2. Students are sapling trees in front of the gate on the 5th June.

Problem Encounterd:

The area of the college is flood affected so every year the college affected by water flows coming to nearby rivers. Under this situation every year most of precious plants dies . We are trying to accumulate financial support from the Government so that the area of college become above the flood level.

The present land of the college is very less and it may satisfy only the needs of the lecture classes and academic activities. However, the collage has 15 bigha of land nearby collage which has not been utilised so far due to huge investment. Therefore, if we get sufficient amount of funds then it will be helpful us to use unutilised plot of land in desirable way.

TITLE OF THE PRACTICE

Introduction of NSS programme.

Objective:

1. To inspire the students to buildup mindset of voluntary services.
2. To give them live situation of the society.

Context:

1. The students of the college are no doubt laborious but due to family issues or financial hardship of the family they are not in the position to develop their all-round development. Their incapability is due to their insolvency. Therefore, the college is giving them the platform to develop their mental and physical attitude so that they could face the real life problems and tackle them.
2. Although quality of the students of the college is an average but this does not mean that they are lazy and inefficient. On the contrary they have huge potential in themselves but due to ignorance they are unable to achieve success. The introduction of NSS has given them the opportunity to grasp the benefit in co-curricular activities.

The practice

1. The major problem of the collage is that majority of the students are coming from the social vulnerable section of the community. They are financially not so sound so before the completion of their courses they prefer to leave out the collage. As a result the collage faced the problem to form volunteers group for the long time.

2. Since the area is backward as majority of the students are belong to those family whose parents are daily wage earners. So the parents are very much reluctant to send their students in various activities or tour organized by the college. In case of girls student the students are ready to participate in the various social activities but the actual numbers is very less due to orthodox attitude of their parents.

Evidence of Success

1. The NSS volunteers have given their support in the Orunodoi survey organised by the District Administration, Haliakandi. In this survey, our volunteers have done wonderful job and they have received complement from the District administration to render their service genuine and seriously.

1. The Blood Donation camp which has been organised by the Lions Club in collaboration with Sarada Charan Dey College, in which majority of the NSS volunteers have come forwarded to donate their blood selflessly. They also support the Lions club in the entire angel to make the programme successful.
2. The collage has established NSS cell to develop the mental attitude of the students but as a matter of fact that due to their financial hardship they are unable to continue their service throughout their academic carrier.
3. The NSS has been formed to provide the scope for the students to get employed in the different NGO or other charitable organisation. But since in this district the students do not find such scope as these are very limited so they prefer to skip the NSS and employed themselves elsewhere.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](View%20Document)

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Sarada Charan Dey College is situated in a rural area. Most of the students are coming from neighbouring village and belongs to the socially and economically backward classes. Our College emphasizes more on girl-education. Earlier before inception of this college, educations of girl students were impossible after matriculation or maximum Higher Secondary level. This happened be mainly because of financial hardship and orthodox mental setup of the parents. Most of the parents were not so serious about the educational values and importance so they are reluctant to send their son and daughter to the nearby towns mainly Silchar and Hailakandi. Moreover, they were worried about safety and security of their children.

This college opened a new avenue for higher education for these deprived students mainly girls students. When the college was at ventures stage, the institution used to fixed a minimum amount as Admission fees which helped a lot to the parents living below poverty line. Since 2017 due to the initiatives of Government

of Assam , most of the students get admission in the college under Fee Waiver scheme. Due to this noble effort, most of the guardians have been able to enroll their children in the college this has widen the scope for the girls students to get education. It is a matter of fact that around of 80% of students got benefit from this scheme. This indicates that most of the students belonging to BPL category. After graduating from this institution many girl students (especially having Honors course) prefer to continue their study in Assam University. Some girl's students become successful to complete their Master Degree in different discipline from University and they get the chance to become employed. Sometimes they render their services voluntarily in the college as and when required.

The girl's students of these institutions are very serious and dedicated towards their study. However, as they are not getting all round support from their family or due to their insolvency they are not in position to continue their study. Therefore, this institution is best place to meet their needs. If the institutions get sufficient infrastructural facility they will not only come out from darkness of ignorance but also they may contribute to the society. The girls students of the institutions are very energetic as they have involve themselves in different activities of the college and even beyond the boundary of the college. In the Orunodoi survey conducted by the District Administration of Hailakandi, where most of the girls students have participated. The girls students of the college also participated in the different socio cultural programs of the college voluntarily as a result their confidence becomes high. This is the basis aspect where the college has always given its focus.

In the 21st century Girls are no way far behind the boys. In fact girls are more advance then the boys in some fields. This is true if we consider the case of Sarada Chran Dey College. Every year most of the show their interest to take admission in to Commerce with honor's but as the Commerce stream is still private venture so the girls are unable to take admission in to commerce as because their parents are unable to pay fees of commerce stream. It is the bad luck of the college that every year we lost many talent due to their financial inability. We are supposing that in the new future if commerce and science stream opens , then we may enroll them in the other stream also.

Besides, the college has vacant land near by the college which has been kept aside to construct playground, Girls Hostel in the near future. If Government releases sufficient amount funds then we are confident that within short period of time there will be massive changes in infrastructural facilities of the college. This will not only benefit girl's student but also ensure their safety and security. All the college is in remote area but we are trying our level best to inspire girl's students to encourage and energized them, but due to some basic issues we are unable to provide best result. Economic problem and social restriction are the two basic issues with which the students are facing problem mainly girls students. So, until and unless college does not give support to make impetus growth of the society the area will be always deprived and backward. Therefore, in nutshell we can say that the college has both opportunity and weakness. So, proper plans and development policy is necessary to uplift the social status of the girls student of the nearby area.

File Description	Document
Appropriate web in the Institutional website	[View Document]

5. CONCLUSION

Additional Information :

The collage is located in rural areas and it is the mid centre of three district of the Barak valley. The collage has received its priority at the University level because the enrolment of this rural based institution is remarkable. The collage has not sufficient infrastructural facility adequate number of teachers but even though the collage is able to meet the needs of the poorest community of the society. The students feel free to take admission in to collage with the expectation that this collage will not only improve their moral character but also they can build up their judgement values.

 The academic atmosphere is although traditional mode but whatever the knowledge they gather enables them to establish in their life. They are not highly ambitious and up to date as per the students of metropolitan cities. For them attainment of Graduation is not only a golden opportunity but also the pride moment for family as a whole. So this institutions woks as model collage for the local community and students.

Concluding Remarks :

The collage is going to face the inspection from the Honourable NAAC peer team   which is very proud moment for the collage. As the collage is in rural area and visiting of the inspection team in this collage is just dream for the locality. We know that the collage is behind the national average level, but establishment of such Higher education in this locality is not only needs of the society but also requirement for the development of local students. Therefore, in nutshell, we can say that the collage can pursue higher goal target as expected by the founder members of the college and it depends upon Government initiatives taken after evaluation of the institutions by the NAAC team.