



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SADIYA COLLEGE
• Name of the Head of the institution	Dr. Bhupen Chutia	
• Designation	Principal	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	+917002353772	
• Mobile No:	9435189532	
• Registered e-mail	principalsadiyacollege@gmail.com	
• Alternate e-mail	iqacsadiyacollege@gmail.com	
• Address	Chapakhowa, Sadiya, Tinsukia	
• City/Town	Chapakhowa	
• State/UT	Assam	
• Pin Code	786157	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Rural	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Dr. Karunakar Panda				
• Phone No.	+919864831211				
• Alternate phone No.	9706754176				
• Mobile	9706754176				
• IQAC e-mail address	iqacsadiyacollege@gmail.com				
• Alternate e-mail address	principalsadiyacollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sadiyacollege.org.in/article/iqac/page_all/all.html				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sadiyacollege.org.in/article/ODI/page_details/downloads.html				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	61.50	2006	02/02/2006	01/02/2011
6.Date of Establishment of IQAC			19/03/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NA	NA	NA	NA	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		

<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Organising faculty development programme on Quality Virtual Classes 2. Organising vaccination drive 3. Organising webinars, career counselling programme 4. Organising cleanliness drive under Clean India Campaign and Azadi Ka Amrit Mahotsav		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
1. Introduction of science stream from the academic session	Achieved	
2. To organize webinars/workshops/lecture programme/career counselling programmes	Achieved	
3. Organizing faculty development programme on Quality Virtual Classes	Achieved	
4. Observing 7th International Day of Yoga	Achieved	
5. Installation of ATM in the college premises	Achieved	
6. Organising cleanliness drive under Clean India Campaign & Azadi Ka Amrit Mahotsav	Achieved	

13. Whether the AQAR was placed before statutory body?	Yes				
<ul style="list-style-type: none"> Name of the statutory body 					
<table border="1"> <tr> <td>Name</td> <td>Date of meeting(s)</td> </tr> <tr> <td>College Governing Body</td> <td>12/02/2022</td> </tr> </table>	Name	Date of meeting(s)	College Governing Body	12/02/2022	
Name	Date of meeting(s)				
College Governing Body	12/02/2022				
14. Whether institutional data submitted to AISHE					
<table border="1"> <tr> <td>Year</td> <td>Date of Submission</td> </tr> <tr> <td>2021</td> <td>18/12/2021</td> </tr> </table>	Year	Date of Submission	2021	18/12/2021	
Year	Date of Submission				
2021	18/12/2021				
Extended Profile					
1. Programme					
1.1 Number of courses offered by the institution across all programs during the year	3				
<table border="1"> <tr> <td>File Description</td> <td>Documents</td> </tr> <tr> <td>Data Template</td> <td>View File</td> </tr> </table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				
2. Student					
2.1 Number of students during the year	770				
<table border="1"> <tr> <td>File Description</td> <td>Documents</td> </tr> <tr> <td>Data Template</td> <td>View File</td> </tr> </table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	585				
<table border="1"> <tr> <td>File Description</td> <td>Documents</td> </tr> <tr> <td>Data Template</td> <td>View File</td> </tr> </table>	File Description	Documents	Data Template	View File	
File Description	Documents				
Data Template	View File				

2.3	207
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	30
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	34
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	24
Total number of Classrooms and Seminar halls	
4.2	25.97
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	54
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

At the onset of academic session, academic committee convenor of the

college presides a general meeting and discusses about the academic plans. The daily class routine for B.A, B.Com and B.Sc programmes is being prepared and the distribution of the course syllabus among the faculty members of the respective departments is accomplished. Accordingly, the Teaching/Lesson Plan is prepared by all the faculties and maintains the Teacher's Class Diary. Group discussions, quiz and class tests are organized to assess the students understanding about the subject/topic taught. In addition, students are given home assignments. Students are encouraged for various field/excursion programmes. To make up the loss classes, faculties used to take extra classes. Students are encouraged to attain the various career orientation programmes/workshops/seminars, etc. organized by various institutions. The IQAC of the college collects feedback from the students at the year-end for the overall improvement of the academics and college campus. Moreover, IQAC conducts the academic audit and monitors the curriculum. For further monitoring the progress of the institution, IQAC conducts academic audit by constituting the external committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

The college prepares its own academic calendar before the commencement of the academic session in accordance with the Dibrugarh University Academic Calendar. The calendar includes various activities assigned by the university. Apart from the important academic dates and activities, the college calendar also incorporates the various days to be celebrated and/or organized in the college premises for the complete academic year. The calendar is uploaded in the college website at the beginning of the each academic year. But due to lockdown imposed due to the pandemic the overall academic calendar has been disturbed and thus the college could not prepare its own calendar for the session 2020-21. However, the institution adheres to the time-to-time updated academic calendar and guidelines/notifications issued by Dibrugarh University. Accordingly, continuous Internal Evaluation System is followed in the College. During a semester two sessional examinations are conducted. In addition students are given home assignment and project works. Virtual classes and other academic

activities such as conducting online mode of examination, etc. has been accomplished as per the order received from the university.

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

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

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

1.2 - Academic Flexibility

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

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

3

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

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

0

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

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

0

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

0

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

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

Since the college is affiliated to Dibrugarh University, the college follows the regulations and guidelines cited by the university. As such there remains negligible opportunity or scope in integrating cross-cutting issues relevant to Gender, Human Values, Professional Ethics, Environment and Sustainability into the curriculum. In accordance to university academic calendar prepared by the university, the college prepares its own academic calendar. The college National Service Scheme (NSS) unit takes different initiatives related to human values, gender issues, environment and sustainability. Observation/celebration of various national and

regional festivals conveys a positive message on gender issues, human values as well as on the environment in the students fraternity along with the society.

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

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

03

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

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

16

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	NIL

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

585

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

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

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

205

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The concerned departments organizes various classroom activities such as sudden quiz and question session, class tests, group discussions and seminar presentationsto assess the learning levels of the students. The advanced learners are encouragedto write articles, papers and participate in seminars/workshops and other competetions.Similarly remedial or extra classes and academic counselling are arranged for the slow learners. Departments holds parent teacher meets and conveys academicprogress of their wards.

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

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

Number of Students	Number of Teachers
597	30

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The various departments organizes outreach programmes, seminars/webinars and workshops, extension activities andfield trips

with active participation of the students in order boost their self-confidence, acquire variety of experiences, and gets motivated to be an able citizen with leadership quality. Alike the science departments, apart from the text book knowledge the arts departments are striving to provide hands-on training where students can gain knowledge by performing some experiences.

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

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

College encourages the faculty members to use the ICT enabled tools and techniques for better learning and understanding of the students. Accordingly, the authority is gradually updating the classrooms with necessary required facilities. The concerned faculty members adopts the mean of powerpoint presentation, video clippings and browses the e-resources available. During the lockdown period due to Covid19, the classes were functioned smoothly by means of Google meet/Google classrooms/Zoom platform.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NIL

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

2.3.3.1 - Number of mentors

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

31

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

As the college is affiliated to Dibrugarh University, the college adheres to the academic calendar and guidelines issued from the university. Accordingly, sessional examinations are conducted by the respective departments and the marks obtained by the students is hanged on the notice board. Faculty members heldquiz and class tests, organizes group discussion and gives home assignment. All these factors along with the attendance is considered for awarding the internal assignment marks.

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

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

The departments hangs the marks obtained by the students for the examinations conducted internally by the college in th edepartment/college notice boards. If there exist any grievances students can directly approach the head of the department who along with the concerned subject expert discusses the issue along with the student. The evaluated answer scripts are produced before the students and details about the marks awarded against the specific questions. Any wrong if found during the evaluation is rectified instantly and is updated.

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

2.6 - Student Performance and Learning Outcomes

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

Since the institution is affiliated to Dibrugarh University, the institution follows the details syllabi prescribed by the university for the degree colleges. The specific programme and course outcomes of each semester is detailed in the college website too. Before the commencement of class of each semester the students are made aware of the course by concerned course experts and the lecture is delivered accordingly.

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

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

Sadiya College follows the Dibrugarh University guidelines/criteria for the attainment of programme and course outcomes. Relates to it college conducts the internal examination, whereas end semester examination is conducted by the university. Accordingly internal assessment (IA) mark is awarded considering the marks obtained in the sessional examination, group discussion, assignments and attendance. Compiling the IA and end semester mark the final result is declared by the university adopting the following grading pattern-

O = Outstanding = 10 (Marks securing above 90%)

A+ = Excellent = 9 (Marks securing above 80 to 90%)

A = Very Good = 8 (Marks securing above 70 to 80%)

B+ = Good = 7 (Marks securing above 60 to 70%)

B = Above Average = 6 (Marks securing above 50 to 60%)

C = Average = 5 (Marks securing above 40 to 50%)

P = Pass = 4 (Marks securing from 30 to 40%)

F = Fail = 0 (Marks securing below 30%)

Abs = Absent / Incomplete = 0

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

2.6.3 - Pass percentage of Students during the year

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

206

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

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

https://sadiyacollege.org.in/article/NTc/page_details/igac.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

09

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

3.2 - Research Publications and Awards

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

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

07

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

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

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

2

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

3.3 - Extension Activities

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

In order to sensitize the students to various socio-economic and political issues, SadiyaCollege has undertaken to execute several extension activities in the neighbourhood communities and areas. But

could not execute the plans due to the prevailing lockdown for Covid19 pandemic. However, an awareness camp has been organized amongst the neighbouring community relates to the seriousness of Covid19 virus and measures to be considered in prevention of it. In addition, food grains and other basic items have been distributed among the needy peoples. In sensitizing students as regards to social issues, Constitution Day, Voter's day and International Yoga Day, etc. have been organized and the importance for observing those days has been explained. Besides, a cleanliness drive too is organized in the nearby market area.

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

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

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

0

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

615

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

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Institution has adequate infrastructure and physical facilities for the smooth conducting of the teaching-learning process of arts and commerce stream. However, since the science stream has been newly introduced from this academic session college is gradually upgrading the required facilities. To enhance academic excellence has infrastructure required for the classroom, library with reading room, laboratories, computer and language lab, digital classroom, etc. Facilities like Canteen, Gymnasium Playground, etc. is added asset. In addition, safe drinking water, girls' and boys' common room, power generator, sanitary Napkin dispenser are added physical facilities. The daily class routine is prepared by the academic committee and is functioning accordingly.

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

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

Focusing on students extra curricular activities college has a well maintained open play ground, a badminton and volleyball court, and a gymnasium. Department of Assamese along with other departments boosts the cultural activities of the students organizing various

programmes and workshops.

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

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.**5****4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****5**

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****5.50**

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

4.2 - Library as a Learning Resource

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

Sadiya College library was partially automated with SOUL 2.0 in 2019 and is recently updated to SOUL 3.0 version. College has a Library committee for the procurement and upgradation of the library. The committee seeks the departmental requirement from all the head of the departments and at definite interval takes stock of the smooth functioning of the library. Library provides access to college text books, magazines, journals and newspaper, and other reference books for the students and the teachers.

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

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

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

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

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

2.69

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

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

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

75

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

4.3 - IT Infrastructure

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

The college has IT committee which looks after the IT facilities of the institution and keeps updating regularly. As per the recommendations and requirement received from the concerned departments the committee take needful action for purchasing those. The institution has 54 computers, 7 laptops, 35 CCTV cameras, 5 smart boards, 1 computer lab and 1 language lab with the internet connection-system with 150 MBPS bandwidth.

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

4.3.2 - Number of Computers

54 Computers and 7 laptops

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

20.46

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established a set of policies to fulfil and upgrade the infrastructural requirements as and when required. Various committees are constituted for the said purpose and to ensure the optimum utilization of the facilities provided. Each committee consists of a chairman, a convenor and other teaching as well as non-teaching staffs of the college. Meetings at regular intervals are conducted by these committees to monitor the maintenance and

utilization of physical, academic and support facilities. Classroom facilities:- All the classrooms are properly maintained by trained in-house experts. The classrooms are situated in plastic-free campus and are green classrooms. Most of the classrooms are smart classrooms. Adequate numbers of furniture and equipment are purchased from time to time as per requirement. The electrical appliances are provided and checked whenever required. Additionally, separate rooms are provided for computer laboratory, Principal room, staff room, office room, IQAC room, canteen and auditorium.

Laboratory facilities:- A purchase committee is constituted to look after the maintenance and requirements of various laboratory facilities in the college. The students of Science Department are trained with safe laboratory practices. The construction of new laboratory rooms equipped with advanced instrumentation and facilities is underway.

Library facilities:- A library committee is constituted for the maintenance of library infrastructure and facilities. Great emphasis has been laid on the purchase of books and journals, as recommended by the departments of the college. All the books are bar-coded and the digitalization of the library is underway. Separate registers are maintained for issuing books to faculties and students. In addition, other facilities such as Xerox and internet connections are available in the library. Newspapers in both Assamese and English languages are available to the readers.

Old question papers are well maintained by qualified library staffs and are readily available to the students.

Computer facilities:- There are nearly 30 computers in the computer laboratory for use by the students. There is an ICT cell in the college to look after the maintenance of the computers and providing computer facilities to the students.

Sports facilities:- The college is well equipped with sports facilities. There is a separate gym in the Sports Department for the use by the faculties and students. Badminton and volleyball courts have been set up for the students and after class hours, the students are allowed to practice the sports in the college campus.

Additionally, there is also a cricket pitch in the college campus. Consequently, the college has won medals in different meets.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1139

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

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

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

1139

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

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

D. 1 of the above

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

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations)

examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

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

0

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

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

Sadiya College conducts election in democratic way and the Students' Union of the college is formed. The union works hand in hand with the college administration. The Union observes different occasions in the college such as Teachers' Day, Fresher's Social, Farewell Meeting and different occasions of national importance/social significance. It also organizes the Annual College festival where different competitions are held among students and ensures participation of the students in various university level/ state level /national level competitions. Along with the administration the union observes Independence Day, Republic Day, Voters' day and

so on. The Union also keeps strict vigil on matters related to students' welfare, safety, security, grievances etc. In Sadiya College, there is a scope for students' representatives to be included as members of bodies like Internal Complaint Committee, Sexual Harassment prevention Cell, Anti Ragging Cell etc.

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

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

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

0

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

5.4 - Alumni Engagement

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

The college has an Alumni Association but is not registered yet, the process for its registration is in progress. An online portal in the college website is available for the alumni to get registered as member of the association. The members of the association indulge in every developmental activities of the college physically, morally and financially (if required).

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

5.4.2 - Alumni contribution during the year (INR in Lakhs) **E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Sadiya College is the lonely institute of higher education in the Sadiya Sub-division of Tinsukia district on the extreme north eastern region of Assam. The prime objective of the college is to develop awareness towards learning emphasizing the all-round socio economic development of the region via generating scientific temperament among the common mass. The college focuses its activities considering Dibrugarh University guidelines, the details about vision and mission is laid on the college prospectus. The vision of the institution is: To provide outstanding education and moral ethics to our students to achieve their goals, To turn the college into a nodal facilitating centre for inclusive and sustainable development. Accordingly, sadiya college sets the mission to disseminate quality education in the global perspectives to the learners with the changing trait of higher education.

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

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

The college constitutes several committees consisting of teaching

and nonteaching employees and accordingly distributes the work load for the overall development of the academic and physical activities. The teacher unit selects two teaching representatives to the College Governing Body per year. Faculty members were engaged in the Student Union Election and involved in the project monitoring committee of RUSA fundings. College believes in collective and cooperative effort as a tool for the overall development of the institution and proceeds accordingly.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In order to meet the vision and mission Sadiya College sets few distinct objectives as reflected in the college prospectus available in college website. IQAC chalks out the plan of action for each academic year. Considering the set goal, the various sub-committees constituted by the college authority plans and works accordingly to achieve it.

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

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

The college is functioning or governed by Governing Body (GB) constituted as per the guidelines of Assam government and approved by the Director of Higher Education, Assam. GB being the major stakeholder of the college takes the every decisions relates to finance, recruitment, infrastructure and other college-related issues focusing on the comprehensive development of the institution. The college has Internal Quality Assessment Cell as integral part of the institution plays a vital role for the

maintenance and improvement of the institution. To chalk out the various action plan relates to academics, all head of the departments presides and supervise the academic related activities. Non-teaching staff assist and supports the Principal for the smooth functioning of administrative activities. The college has a student council with democratically elected student members. The council discusses the student related matters among the students and brings to the notice of the authority.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has the following measures for the welfare of teaching and non-teaching staff-

1. Leave and retirement benefits as per the Government of Assam rules and regulations
2. Staff common room with washroom facility

3. Canteen facility**4. Vehicle parking****5. Drinking water****6. Sports facility**

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

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

0

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

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

0

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

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

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

13

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

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

Sadiya College entertains its teaching and non-teaching staff for active participation in involvement in various academic and co-curricular activities. Staff submits their participation or involvement report to the IQAC in the prescribed format. Informations furnished by the concerned regarding professional development programmes, research activities, publications, etc. is

verified and authenticated by IQAC. The submitted appraisal form would serve as a base for the promotion of the faculty members.

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

6.4 - Financial Management and Resource Mobilization

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

Sadiya College conducts its financial audit regularly at each financial year to improve its financial management system. The head clerk prepares the related documentation and gets cross-verified by the DDO. Subsequently, the internal audit is done by the chartered accountant, whereas the external audit is done the Office of the Assistant Director of Audit (Local Fund), Government of Assam. Any further queries if raised by the auditor is further resolved by the college authority.

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

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

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

00

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

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

In order to check the misuse of funds received from various government and non-government sources, college adopts necessary management systems. To do so, some sub-committee viz.- planning committee, construction committee and purchasing committee are constituted with the principal/DDO of the college as the chairman. The principal along with other stakeholders of the college discusses about the optimal utilization of the available resources and actions are taken accordingly.

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

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) plays a vital role in meeting the institution's vision and mission. Identifying the parameters and the strategies, IQAC chalks out certain plan of actions to be accomplished during the academic year. IQAC makes aware about it to the various sub committees and urges them to function as such. Through IQAC, the institution participates in National Assessment and Accreditation Council (NAAC) and All India Survey of Higher Education (AISHE). The teaching and non-teaching staff, academic departments are encouraged to get involved, organize and participate in development programmes to bring qualitative changes in the college.

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

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

The teaching learning process, structures & methodologies of operations and learning outcomes is constantly reviewed by the college IQAC. The IQAC ensures that all the necessary academic and non-academic activities required for the betterment of institution is achieved following the guidelines of affiliated Dibrugarh University. It also looks after the on time functioning of classes and examination related measures, adoption of ICT tools and methodologies, adequate number of books and relevant articles in the library, promotion of staffs, activities of all sub committees, etc. In addition, IQAC takes or considers all the necessary measures for the overall development and growth of the institution.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In order to minimize the discrimination of women in the institute and the society, college has constituted women cell to make aware about women empowerment and equal rights. The cell observes Women's Day every year discussing the various issues of women and the possible measures that could be adopted for prevention, organizes health workshops, etc. Installment of sanitary napkin dispenser in girls' common room to be used by paying minimal fee.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NIL

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

D. Any 1 of the above

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

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

Solid waste management:

Specified dust bins are placed at distinct locations in the campus for biodegradable and non-biodegradable wastes. Biodegradable wastes are placed in composting pits for the preparation of organic manure that is further used for gardening. Whereas, non-biodegradable wastes are transferred to the municipality dustbins.

Liquid waste:

All the liquid waste is disposed in the constructed dry well. E-wastes such as damage batteries, computers, laptops and all electronic parts are directly sold to the vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NIL
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

C. Any 2 of the above

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

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

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

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

C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Located in the north eastern border of Assam, Sadiya being a historical land of different tribes and communities such as Ahom, Nepali, Deori, Missing, Tea-tribe, Muslims, etc. Sadiya college regards and respects the culture, language, religion, etc. of the all the communities and experiences peace and harmony. College encourages and motivates students' engagement to showcase their culture by administering cultural programmes in college week and various other programmes. Provides two restricted holidays as per the Govt. of Assam to its staff inorder to celebrate or observe own cultural and linguistic communities.

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

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

The institution takes several measures to sensitize its students and employees to the constitutional obligations. In this context college organizes Constitution Day on 26th November to make aware about our constitution and various rights of citizens. Organizes voter's day programme and demonstrates about the voting rights of a citizen. Also, organizes an awareness campaign in the society before any general and assembly elections describing importance and right of voting. The NSS team observes road safety week with the involvement of students.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized C. Any 2 of the above

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

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

Sadiya College celebrates/organizes commemorative events and festivals with great enthusiasm. Those are:

a) Commemorative Day and Events: Teachers' Day, Republic Day, Independence Day, International Women day, World Environment Day, International Yoga, etc.

b) Festivals: Saraswati Puja

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

7.2 - Best Practices

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

Best Practice-1

Organizing Self-defense Training

1. Objective: Providing training for the girl students to defend themselves.
2. Context addressed: The programme highlights the various evil moments to be faced by the girl child/women in the society and the measures that needs to be adopted from being the victim of such.
3. About the practice: The college organizes a self-defense training programme to tackle the various inhuman or evil moments faced by the girl child in the society. Though our society is gradually becoming educated but yet the girl child or the women could not travel alone with free mind. We come to hear most frequently in news about the rape and torture of girl child or women in the society. To prevent it is of vital necessary to be self-capable of defending themselves. Thus, organizing a self-defense training programme is of worth and need of the hour. A national level taekwondo referee was appointed for the fruitful completion of the programme. Many girl students with great enthusiasm joined the programme and made it successful.

4. **Resources:** The Women Cell in collaboration with IQAC arranged the programme with Ms. Sabita Konwar as the trainer.

Best Practice-2

Organizing academic activities in digital platform

1. **Objective:** As the normal classes and other academic activities are hindered by the sudden appearance of Covid19 virus, the education sector being one of the most affected organization. Carrying forward the activities smoothly using digital platform arises as a big challenge.
2. **Context addressed:** The impact of Covid19 in academics and its remedial measures.
3. **About the practices:** As the world is suffering from Covid19 crisis, the whole country is kept under lockdown with the restriction of human mobility. In such circumstances, the higher institution has to play major a role to control the arising panic situations as well as carrying forward the academic activities. To deal with, various digital platform such as google meet, google classroom, zoom, etc. emerged as an alternate. Both teaching and non-teaching staff are accustomed with the system. Managing administrative task and quality virtual classes is of prime focus during the pandemic. The students and staff are given training, and made aware of technical difficulties and digital opportunities. In order to hold the students interest many webinars and career counseling programmes are organized in online mode. In addition, the examination is also conducted in virtual mode to assess the students. Moreover, the college fraternity also took the advantage of digital platform to reach the common people to describe the significance of deadly virus and awareness programme in the society.
4. **Resources:** The Internal Quality Assurance Cell, Sadiya College.
5. **About the institution:** Sadiya College, Chapakhowa-786157, E-mail: principalsadiyacollege@gmail.com

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

7.3 - Institutional Distinctiveness

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

Sadiya is a historic place located in the north east boarder of Assam and is a land of different tribes and communities such as Ahom, Nepali, Deori, Missing, Kochari, Boro, Tea Tribe etc.. The various departments of the college introduce the history and cultural heritage to the students through various co-curricular activities. Sadiya College is working constantly on the development of educational environment of the college and in the nearby areas to achieve its mission and vision. Since Arunachal Pradesh is located near Sadiya, College is also providing its services to the students coming from the state. To extend the educational awareness, college is doing various extension programs to nearby villages and in nearby schools. In addition, the institution motivates students to make them culturally rich via their active participation in various cultural and co-curricular activities organized by different tribes and communities to show cause the cultural heritage of Sadiya. Also, the Assamese department actively involves exchanging our rich culture with the tribal culture of adjacent state (Arunachal Pradesh) through organizing a cultural programme entitled 'Anajori'. Apart from that, the college occasionally conducts cleanliness drive, health awareness and career concerned programmes to make the students aware of it. Moreover, the institution is regularly submitting memorandum to the government for the introduction of science stream in the college to empower the locality with science education. Being the only institute of higher education in sub-division, Sadiya College is determined to impart the education in all the three streams (Art, Science and Commerce). Further the college is planning to introduce new academic departments and the process is underway.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

At the onset of academic session, academic committee convenor of the college presides a general meeting and discusses about the academic plans. The daily class routine for B.A, B.Com and B.Sc programmes is being prepared and the distribution of the course syllabus among the faculty members of the respective departments is accomplished. Accordingly, the Teaching/Lesson Plan is prepared by all the faculties and maintains the Teacher's Class Diary. Group discussions, quiz and class tests are organized to assess the students understanding about the subject/topic taught. In addition, students are given home assignments. Students are encouraged for various field/excursion programmes. To make up the loss classes, faculties used to take extra classes. Students are encouraged to attain the various career orientation programmes/workshops/seminars, etc. organized by various institutions. The IQAC of the college collects feedback from the students at the year-end for the overall improvement of the academics and college campus. Moreover, IQAC conducts the academic audit and monitors the curriculum. For further monitoring the progress of the institution, IQAC conducts academic audit by constituting the external committee.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	NIL

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

The college prepares its own academic calendar before the commencement of the academic session in accordance with the Dibrugarh University Academic Calendar. The calendar includes various activities assigned by the university. Apart from the important academic dates and activities, the college calendar also incorporates the various days to be celebrated and/or organized in the college premises for the complete academic year.

The calendar is uploaded in the college website at the beginning of the each academic year. But due to lockdown imposed due to the pandemic the overall academic calendar has been disturbed and thus the college could not prepare its own calendar for the session 2020-21. However, the institution adheres to the time-to-time updated academic calendar and guidelines/notifications issued by Dibrugarh University. Accordingly, continuous Internal Evaluation System is followed in the College. During a semester two sessional examinations are conducted. In addition students are given home assignment and project works. Virtual classes and other academic activities such as conducting online mode of examination, etc. has been accomplished as per the order received from the university.

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

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

3

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

Since the college is affiliated to Dibrugarh University, the college follows the regulations and guidelines cited by the university. As such there remains negligible opportunity or scope in integrating cross-cutting issues relevant to Gender, Human Values, Professional Ethics, Environment and Sustainability into the curriculum. In accordance to university academic calendar prepared by the university, the college prepares its own academic calendar. The college National Service Scheme (NSS) unit takes different initiatives related to human values, gender issues, environment and sustainability. Observation/celebration of various national and regional festivals conveys a positive message on gender issues, human values as well as on the environment in the students fraternity along with the society.

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

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

03

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

1.3.3 - Number of students undertaking project work/field work/ internships**16**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

A. All of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	NIL

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of sanctioned seats during the year**

585

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

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

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

205

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The concerned departments organizes various classroom activities such as sudden quiz and question session, class tests, group discussions and seminar presentationsto assess the learning levels of the students. The advanced learners are encouragedto write articles, papers and participate in seminars/workshops and other competetions.Similarly remedial or extra classes and academic counselling are arranged for the slow learners. Departments holds parent teacher meets and conveys academicprogress of their wards.

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

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

Number of Students	Number of Teachers
597	30

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The various departments organizes outreach programmes, seminars/webinars and workshops, extension activities and field trips with active participation of the students in order to boost their self-confidence, acquire variety of experiences, and get motivated to be an able citizen with leadership quality. Alike the science departments, apart from the text book knowledge the arts departments are striving to provide hands-on training where students can gain knowledge by performing some experiences.

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

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

College encourages the faculty members to use the ICT enabled tools and techniques for better learning and understanding of the students. Accordingly, the authority is gradually updating the classrooms with necessary required facilities. The concerned faculty members adopt the means of powerpoint presentation, video clippings and browse the e-resources available. During the lockdown period due to Covid19, the classes were functioned smoothly by means of Google meet/Google classrooms/Zoom platform.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	NIL

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

2.3.3.1 - Number of mentors

19

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

11

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

31

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

As the college is affiliated to Dibrugarh University, the college adheres to the academic calendar and guidelines issued from the university. Accordingly, sessional examinations are conducted by the respective departments and the marks obtained by the students is hanged on the notice board. Faculty members heldquiz and class tests, organizes group discussion and gives home assignment. All these factors along with the attendance is considered for awarding the internal assignment marks.

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

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

and efficient

The departments hangs the marks obtained by the students for the examinations conducted internally by the college in the department/college notice boards. If there exist any grievances students can directly approach the head of the department who along with the concerned subject expert discusses the issue along with the student. The evaluated answer scripts are produced before the students and details about the marks awarded against the specific questions. Any wrong if found during the evaluation is rectified instantly and is updated.

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

2.6 - Student Performance and Learning Outcomes

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

Since the institution is affiliated to Dibrugarh University, the institution follows the details syllabi prescribed by the university for the degree colleges. The specific programme and course outcomes of each semester is detailed in the college website too. Before the commencement of class of each semester the students are made aware of the course by concerned course experts and the lecture is delivered accordingly.

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

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

Sadiya College follows the Dibrugarh University guidelines/criteria for the attainment of programme and course outcomes. Relates to it college conducts the internal

examination, whereas end semester examination is conducted by the university. Accordingly internal assessment (IA) mark is awarded considering the marks obtained in the sessional examination, group discussion, assignments and attendance. Compiling the IA and end semester mark the final result is declared by the university adopting the following grading pattern-

O = Outstanding = 10 (Marks securing above 90%)

A+ = Excellent = 9 (Marks securing above 80 to 90%)

A = Very Good = 8 (Marks securing above 70 to 80%)

B+ = Good = 7 (Marks securing above 60 to 70%)

B = Above Average = 6 (Marks securing above 50 to 60%)

C = Average = 5 (Marks securing above 40 to 50%)

P = Pass = 4 (Marks securing from 30 to 40%)

F = Fail = 0 (Marks securing below 30%)

Abs = Absent / Incomplete = 0

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

2.6.3 - Pass percentage of Students during the year

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

206

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	NIL

2.7 - Student Satisfaction Survey

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

https://sadiyacollege.org.in/article/NTc/page_details/igac.html

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

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

0

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	NIL

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

09

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

3.2 - Research Publications and Awards

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

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

07

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

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

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

2

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

3.3 - Extension Activities

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

In order to sensitize the students to various socio-economic and political issues, SadiyaCollege has undertaken to execute several extension activities in the neighbourhood communities and areas. But could not execute the plans due to the prevailing lockdown for Covid19 pandemic. However, an awareness camp has been organized amongst the neighbouring community relates to the seriousness of Covid19 virus and measures to be considered in prevention of it. In addition, food grains and other basic items have been distributed among the needy peoples. In sensitizing students as regards to social issues, Constitution Day, Voter's day and International Yoga Day, etc. have been organized and the importance for observing those days has been explained. Besides, a cleanliness drive too is organized in the nearby market area.

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

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

0

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

9

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

615

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

3.4 - Collaboration

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

Institution has adequate infrastructure and physical facilities for the smooth conducting of the teaching-learning process of arts and commerce stream. However, since the science stream has been newly introduced from this academic session college is gradually upgrading the required facilities. To enhance academic excellence has infrastructure required for the classroom, library

with reading room, laboratories, computer and language lab, digital classroom, etc. Facilities like Canteen, Gymnasium Playground, etc. is added asset. In addition, safe drinking water, girls' and boys' common room, power generator, sanitary Napkin dispenser are added physical facilities. The daily class routine is prepared by the academic committee and is functioning accordingly.

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

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

Focusing on students extra curricular activities college has a well maintained open play ground, a badminton and volleyball court, and a gymnasium. Department of Assamese along with other departments boosts the cultural activities of the students organizing various programmes and workshops.

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

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

5

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

5

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

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

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

5.50

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

4.2 - Library as a Learning Resource

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

Sadiya College library was partially automated with SOUL 2.0 in 2019 and is recently updated to SOUL 3.0 version. College has a Library committee for the procurement and upgradation of the library. The committee seeks the departmental requirement from all the head of the departments and at definite interval takes stock of the smooth functioning of the library. Library provides access to college text books, magazines, journals and newspaper, and other reference books for the students and the teachers.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above
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File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)
2.69

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)
4.2.4.1 - Number of teachers and students using library per day over last one year
75

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

4.3 - IT Infrastructure

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

The college has IT committee which looks after the IT facilities of the institution and keeps updating regularly. As per the recommendations and requirement received from the concerned departments the committee take needful action for purchasing those. The institution has 54 computers, 7 laptops, 35 CCTV cameras, 5 smart boards, 1 computer lab and 1 language lab with the internet connection-system with 150 MBPS bandwidth.

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

4.3.2 - Number of Computers

54 Computers and 7 laptops

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)**4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****20.46**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established a set of policies to fulfil and upgrade the infrastructural requirements as and when required. Various committees are constituted for the said purpose and to ensure the optimum utilization of the facilities provided. Each committee consists of a chairman, a convenor and other teaching as well as non-teaching staffs of the college. Meetings at regular intervals are conducted by these committees to monitor the maintenance and utilization of physical, academic and support facilities. Classroom facilities:- All the classrooms are properly maintained by trained in-house experts. The classrooms are situated in plastic-free campus and are green classrooms. Most of the classrooms are smart classrooms. Adequate numbers of furniture and equipment are purchased from time to time as per requirement. The electrical appliances are provided and checked whenever required. Additionally, separate rooms are provided for computer laboratory, Principal room, staff room, office room, IQAC room, canteen and auditorium. Laboratory facilities:- A purchase committee is constituted to look after the maintenance and requirements of various laboratory facilities in the college. The students of Science Department are trained with safe laboratory practices. The construction of new laboratory rooms equipped with advanced instrumentation and facilities is underway. Library facilities:- A library committee is constituted for the maintenance of library infrastructure and facilities. Great emphasis has been laid on the purchase of books and

journals, as recommended by the departments of the college. All the books are bar-coded and the digitalization of the library is underway. Separate registers are maintained for issuing books to faculties and students. In addition, other facilities such as Xerox and internet connections are available in the library. Newspapers in both Assamese and English languages are available to the readers. Old question papers are well maintained by qualified library staffs and are readily available to the students. Computer facilities:- There are nearly 30 computers in the computer laboratory for use by the students. There is an ICT cell in the college to look after the maintenance of the computers and providing computer facilities to the students. Sports facilities:- The college is well equipped with sports facilities. There is a separate gym in the Sports Department for the use by the faculties and students. Badminton and volleyball courts have been set up for the students and after class hours, the students are allowed to practice the sports in the college campus. Additionally, there is also a cricket pitch in the college campus. Consequently, the college has won medals in different meets.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1139

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

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

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

1139

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

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

D. 1 of the above

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

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

B. Any 3 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

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

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

0

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

Sadiya College conducts election in democratic way and the Students' Union of the college is formed. The union works hand in hand with the college administration. The Union observes different occasions in the college such as Teachers' Day, Fresher's Social, Farewell Meeting and different occasions of national importance/social significance. It also organizes the Annual College festival where different competitions are held among students and ensures participation of the students in various university level/ state level /national level competitions. Along with the administration the union observes Independence Day, Republic Day, Voters' day and so on. The Union also keeps strict vigil on matters related to students' welfare, safety, security, grievances etc. In Sadiya College, there is a scope for students' representatives to be included as members of bodies like Internal Complaint Committee, Sexual Harassment prevention Cell, Anti Ragging Cell etc.

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

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

5.3.3.1 - Number of sports and cultural events/competitions in which students of the

Institution participated during the year	
0	
File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded
5.4 - Alumni Engagement	
5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services	
The college has an Alumni Association but is not registered yet, the process for its registration is in progress. An online portal in the college website is available for the alumni to get registered as member of the association. The members of the association indulges in every developmental activities of the college physically, morally and financially (if required).	
File Description	Documents
Paste link for additional information	NIL
Upload any additional information	No File Uploaded
5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs
File Description	Documents
Upload any additional information	No File Uploaded
GOVERNANCE, LEADERSHIP AND MANAGEMENT	
6.1 - Institutional Vision and Leadership	

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

Sadiya College is the lonely institute of higher education in the Sadiya Sub-division of Tinsukia district on the extreme north eastern region of Assam. The prime objective of the college is to develop awareness towards learning emphasizing the all-round socio economic development of the region via generating scientific temperament among the common mass. The college focuses its activities considering Dibrugarh University guidelines, the details about vision and mission is laid on the college prospectus. The vision of the institution is: To provide outstanding education and moral ethics to our students to achieve their goals, To turn the college into a nodal facilitating centre for inclusive and sustainable development. Accordingly, Sadiya college sets the mission to disseminate quality education in the global perspectives to the learners with the changing trait of higher education.

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

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

The college constitutes several committees consisting of teaching and nonteaching employees and accordingly distributes the work load for the overall development of the academic and physical activities. The teacher unit selects two teaching representatives to the College Governing Body per year. Faculty members were engaged in the Student Union Election and involved in the project monitoring committee of RUSA fundings. College believes in collective and cooperative effort as a tool for the overall development of the institution and proceeds accordingly.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In order to meet the vision and mission Sadiya College sets few distinct objectives as reflected in the college prospectus available in college website. IQAC chalks out the plan of action for each academic year. Considering the set goal, the various sub-committees constituted by the college authority plans and works accordingly to achieve it.

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

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

The college is functioning or governed by Governing Body (GB) constituted as per the guidelines of Assam government and approved by the Director of Higher Education, Assam. GB being the major stakeholder of the college takes the every decisions relates to finance, recruitment, infrastructure and other college-related issues focusing on the comprehensive development of the institution. The college has Internal Quality Assessment Cell as integral part of the institution plays a vital role for the maintenance and improvement of the institution. To chalk out the various action plan relates to academics, all head of the departments presides and supervise the academic related activities. Non-teaching staff assist and supports the Principal for the smooth functioning of administrative activities. The college has a student council with democratically elected student members. The council discusses the student related matters among the students and brings to the notice of the authority.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	NIL
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The institution has the following measures for the welfare of teaching and non-teaching staff-

1. Leave and retirement benefits as per the Government of Assam rules and regulations
2. Staff common room with washroom facility
3. Canteen facility
4. Vehicle parking
5. Drinking water
6. Sports facility

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

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

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

0

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

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

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

0

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

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

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

13

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

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

Sadiya College entertains its teaching and non-teaching staff for active participation in involvement in various academic and co-curricular activities. Staff submits their participation or involvement report to the IQAC in the prescribed format.

Informations furnished by the concerned regarding professional development programmes, research activities, publications, etc. is verified and authenticated by IQAC. The submitted appraisal form would serve as a base for the promotion of the faculty members.

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

6.4 - Financial Management and Resource Mobilization

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

Sadiya College conducts its financial audit regularly at each financial year to improve its financial management system. The head clerk prepares the related documentation and gets cross-verified by the DDO. Subsequently, the internal audit is done by the chartered accountant, whereas the external audit is done the Office of the Assistant Director of Audit (Local Fund), Government of Assam. Any further queries if raised by the auditor is further resolved by the college authority.

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

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

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

00

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

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

In order to check the misuse of funds received from various government and non-government sources, college adopts necessary management systems. To do so, some sub-committee viz.- planning committee, construction committee and purchasing committee are constituted with the principal/DDO of the college as the chairman. The principal along with other stakeholders of the college discusses about the optimal utilization of the available resources and actions are taken accordingly.

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

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) plays a vital role in meeting the institution's vision and mission. Identifying the parameters and the strategies, IQAC chalks out certain plan of actions to be accomplished during the academic year. IQAC makes aware about it to the various sub committees and urges them to function as such. Through IQAC, the institution participates in National Assessment and Accreditation Council (NAAC) and All India Survey of Higher Education (AISHE). The teaching and non-teaching staff, academic departments are encouraged to get involved, organize and participate in development programmes to bring qualitative changes in the college.

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

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

The teaching learning process, structures & methodologies of operations and learning outcomes is constantly reviewed by the college IQAC. The IQAC ensures that all the necessary academic and non-academic activities required for the betterment of institution is achieved following the guidelines of affiliated Dibrugarh University. It also looks after the on time functioning of classes and examination related measures, adoption of ICT tools and methodologies, adequate number of books and relevant articles in the library, promotion of staffs, activities of all sub committees, etc. In addition, IQAC takes or considers all the necessary measures for the overall development and growth of the institution.

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

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In order to minimize the discrimination of women in the institute and the society, college has constituted women cell to make aware about women empowerment and equal rights. The cell observes Women's Day every year discussing the various issues of women and the possible measures that could be adopted for prevention, organizes health workshops, etc. Installment of sanitary napkin dispenser in girls' common room to be used by paying minimal fee.

File Description	Documents
Annual gender sensitization action plan	NIL
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	NIL

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

D. Any 1 of the above

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

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

Solid waste management:

Specified dust bins are placed at distinct locations in the campus for biodegradable and non-biodegradable wastes. Biodegradable wastes are placed in composting pits for the preparation of organic manure that is further used for gardening. Whereas, non-biodegradable wastes are transferred to the municipality dustbins.

Liquid waste:

All the liquid waste is disposed in the constructed dry well. E-wastes such as damage batteries, computers, laptops and all electronic parts are directly sold to the vendors.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NIL
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

C. Any 2 of the above

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

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

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

C. Any 2 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms
 Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information :
 Human assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Located in the north eastern border of Assam, Sadiya being a historical land of different tribes and communities such as Ahom, Nepali, Deori, Missing, Tea-tribe, Muslims, etc. Sadiya college regards and respects the culture, language, religion, etc. of the all the communities and experiences peace and harmony. College encourages and motivates students' engagement to showcase their culture by administering cultural programmes in college week and various other programmes. Provides two restricted holidays as per the Govt. of Assam to its staff in order to celebrate or observe own cultural and linguistic communities.

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

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

The institution takes several measures to sensitize its students and employees to the constitutional obligations. In this context college organizes Constitution Day on 26th November to make aware about our constitution and various rights of citizens. Organizes voter's day programme and demonstrates about the voting rights of a citizen. Also, organizes an awareness campaign in the society before any general and assembly elections describing importance and right of voting. The NSS team observes road safety week with the involvement of students.

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

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

C. Any 2 of the above

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

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

Sadiya College celebrates/organizes commemorative events and festivals with great enthusiasm. Those are:

a) Commemorative Day and Events: Teachers' Day, Republic Day, Independence Day, International Women day, World Environment Day, International Yoga, etc.

b) Festivals: Saraswati Puja

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

7.2 - Best Practices

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

Best Practice-1

Organizing Self-defense Training

1. Objective: Providing training for the girl students to defend themselves.
2. Context addressed: The programme highlights the various evil moments to be faced by the girl child/women in the society and the measures that needs to be adopted from being the victim of such.
3. About the practice: The college organizes a self-defense training programme to tackle the various inhuman or evil moments faced by the girl child in the society. Though our society is gradually becoming educated but yet the girl child or the women could not travel alone with free mind. We come to hear most frequently in news about the rape and torture of girl child or women in the society. To prevent it is of vital necessary to be self-capable of defending themselves. Thus, organizing a self-defense training

programme is of worth and need of the hour. A national level taekwondo referee was appointed for the fruitful completion of the programme. Many girl students with great enthusiasm joined the programme and made it successful.

4. Resources: The Women Cell in collaboration with IQAC arranged the programme with Ms. Sabita Konwar as the trainer.

Best Practice-2

Organizing academic activities in digital platform

1. Objective: As the normal classes and other academic activities are hindered by the sudden appearance of Covid19 virus, the education sector being one of the most affected organization. Carrying forward the activities smoothly using digital platform arises as a big challenge.
2. Context addressed: The impact of Covid19 in academics and its remedial measures.
3. About the practices: As the world is suffering from Covid19 crisis, the whole country is kept under lockdown with the restriction of human mobility. In such circumstances, the higher institution has to play major a role to control the arising panic situations as well as carrying forward the academic activities. To deal with, various digital platform such as google meet, google classroom, zoom, etc. emerged as an alternate. Both teaching and non-teaching staff are accustomed with the system. Managing administrative task and quality virtual classes is of prime focus during the pandemic. The students and staff are given training, and made aware of technical difficulties and digital opportunities. In order to hold the students interest many webinars and career counseling programmes are organized in online mode. In addition, the examination is also conducted in virtual mode to assess the students. Moreover, the college fraternity also took the advantage of digital platform to reach the common people to describe the significance of deadly virus and awareness programme in the society.
4. Resources: The Internal Quality Assurance Cell, Sadiya College.
5. About the institution: Sadiya College, Chapakhowa-786157, E-mail: principalsadiyacollege@gmail.com

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

7.3 - Institutional Distinctiveness

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

Sadiya is a historic place located in the north east boarder of Assam and is a land of different tribes and communities such as Ahom, Nepali, Deori, Missing, Kochari, Boro, Tea Tribe etc.. The various departments of the college introduce the history and cultural heritage to the students through various co-curricular activities. Sadiya College is working constantly on the development of educational environment of the college and in the nearby areas to achieve its mission and vision. Since Arunachal Pradesh is located near Sadiya, College is also providing its services to the students coming from the state. To extend the educational awareness, college is doing various extension programs to nearby villages and in nearby schools. In addition, the institution motivates students to make them culturally rich via their active participation in various cultural and co-curricular activities organized by different tribes and communities to show cause the cultural heritage of Sadiya. Also, the Assamese department actively involves exchanging our rich culture with the tribal culture of adjacent state (Arunachal Pradesh) through organizing a cultural programme entitled 'Anajori'. Apart from that, the college occasionally conducts cleanliness drive, health awareness and career concerned programmes to make the students aware of it. Moreover, the institution is regularly submitting memorandum to the government for the introduction of science stream in the college to empower the locality with science education. Being the only institute of higher education in sub-division, Sadiya College is determined to impart the education in all the three streams (Art, Science and Commerce). Further the college is planning to introduce new academic departments and the process is underway.

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

7.3.2 - Plan of action for the next academic year

- 1. Preparation and completion of 2nd cycle NAAC accreditation process by 2022**
- 2. Completion of Infrastructure, Academic, Green and Administrative audit**
- 3. Registration of Alumni Association**
- 4. Augmentation of academic and administrative infrastructure.**
- 5. Introduction of various certificate, add-on and professional courses**
- 6. Organizing awareness programme, seminars/webinars, workshops, extension, etc. programmes**
- 7. Formation of Co-operative society in collaboration with commerce stream**
- 8. Procurement of books and laboratory equipments**
- 9. Establishment of botanical garden**
- 10. Filling up the vacant sanctioned posts.**
- 11. Introduction of honours courses.**