# **AAA Report of the Committee**

# Sadiya College, Assam, India

Date: 05/08/2022

The Report prepared is the result of the inspection of the facts and documents as regards the total academia and the administrative governance of Sadiya College, Assam. The Committee examines and cross verifies the records and documents that are prepared by the college in strict adherence to the terms of reference (TOR) given by the Academic and Administrative Audit Committee. Upon thoroughgoing checks and vetting, the Committee endorses/ records few observations, recommendations, Felt-needs and anticipatory needs, which are given in the Fact-sheet. It is to be noted that the records presented by the college authority bears testimony of the facts. The Committee also testifies what are presented in the College.



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## **AAA Report of the Committee**

# SadiyaCollege, Assam, India

1.	Name of the College, Website, email and Ph. No.	Sadiya College https://www.sadiyacollege.org.in/ E-mail id: principalsadiyacollege@gmail.com
		Ph. No 7002353772
2.	Year of Establishment	1982
3.	Affiliating University	Dibrugarh University
4.	Last NAAC Grade with Cycle, Accredited Year & CGPA	Cycle 1, grade= $\mathbb{C}^+$ Accredited year = 2006 CGPA = 61.50
5.	UGC Recognition (2F & 12 B) with dates	F.No.8-164/2009 (CPP-I/C) 2F recognition on 07-08-2009 and 12 B on January, 2012
6	Courses/Program offered	Bachelor degree in Arts, Science and Commerce
7	Online Admission Status	Yes, the complete admission process is in online
8	Number of students during the year 2021-2022	1177
9	Number of Full Time Teachers	26
10	Whether institutional data submitted to AISHE	Yes
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# College Profile:

#### 1. Curricular Aspects:

	Item		Remarks
1	Implementation of Annual Institutional Plan/College Calendar	As the college is affiliated to Dibrugarh University, college adheres to the guidelines and academic calendar issued by the university. However, the college constitutes its own academic calendar in accordance to the calendar issued by the university and executes accordingly. At the start of each academic session the college academic calendar is made available at the college website.	
2	Whether the above plan circulated among students	Yes, the students are made aware about it at the orientation class before the starting of new academic session. and is also provided in the college prospectus.	
3	College Activity Register session wise (e.g. 2019-20-21-22)	Attached as Annexure-I	
4	Add-on Courses (Department wise) completed during last academic year	NIL	
5	Feed-back from students/parents/alumni on curricular aspects/analysis	Each department collects the feedback from the students, parents and alumni in the prescribed format provided by the IQAC. Further the feedback received is analysed in the departmental meetings and needful measures are taken for further progress in the curricular aspects.	
6	New UG & PG Courses introduced year wise	Introduction of B.Sc. programme in Botany, Chemistry, Mathematics, Physics and Zoology from academic session 2020-21.	
7	Maintenance of Student Attendance Registers	Students' attendance register is followed and well maintained dailyto keep record of the student's presence/absence in the classes. Separate register is maintained for each paper/course.	

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8	Teachers participated in following	A teacher from the institution remained as court member
	activities related to curriculum	ofDibrugarh University in the year 2017-18.
	development, Academic	
	Council/BoS/ Court/Design and	
	Development of Curriculum etc	

#### 2. Teaching, Learning and Evaluations

Ite	m						Remarks
1	Are students' enrolment and profiles computerized and well documented?	Yes, the data are sto	ored in soft copy as v	vell as mainta	ined in enrolme	nt register.	
2	Number of International students & students from other states (If any)	Students from other	States (Arunachal F	Pradesh) – 1 N	os.		
3	Maintenance of Teaching Diaries & Lesson plan/Teaching Plans in prescribed format, course progress record/course completed records	Yes, the department	ts maintain all the re	cords according	ngly.		
4	Tutorials- Assignments, students' seminar, students' project s etc.	Yes, Home assignn all semesters by all	nents, Seminar & Protection of the departments.	roject works a	are assigned to	students of	
5	Conduct of Internal Exams - semesters, evaluation etc.	common routine pre	organise two session epared by the Acade augarh University Acade augarh Univer	mic Cell of th	e college within	*	
6	Subject wise result analysis (percentage)	Subject Assamese	Total appeared 62	Total Pass	1 <sup>st</sup> Class/Div.	Pass % 50%	

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		Economics	08	02	-	25%	
		History	12	10	1	83%	
		Political Science	41	21	3	51%	
		Sociology	22	22	5	100%	
		B.Com.(Non- Honours)	21	20	06	95%	
		B.Sc. (All Departments)	Doesn't arise as the highest seme				
7	Remedial/doubt clearing classes	Remedial classes are when required.					
8	Updating teachers Profiles	Yes, the teachers upo	late their profiles i	egularly.			
9	Students full time teacher's ratio	Arts & Science: 20:1	; Commerce 17:1(	non-sanctioned	l stream)		
10	Number of teachers with PhD and M Phil	Ph.D – 10No.s& M.	Phil 7 No.s				
11	Pass % of students in the last year final exam	B.A. – 63.8% B.Sc- Doesn't arise semester students are B.Com – 95% (Non-s	in 4 <sup>th</sup> semester.		l in 2020 &	the highest	

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#### 3. Research, Innovation and Extension:

Ite	em		Remarks
1	Grants received from Government and non- governmental agencies for research projects / endowments in the institution during the session (INR in Lakhs)	NIL	
2	Research Papers Published during last academic year (International=? National-? State=? Book/text books published	International: 04 Books/textbooks Published: 02	
3	Papers presented during last academic year (International/National Seminars)	NIL	
4	Seminars/Workshop/Training Programme conducted during each academic year (International/National)	08	
5	Records of linkages/MoUs during each academic year	2020-2021: 02	
6	Record of subject/Department related extension activities, year wise	Each Department maintains Records of Extension Activities	1 Su

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7	Awards and recognitions received for extension activities from government / government recognized bodies during the last five years	NIL	
8	NSS activity/NCC Activity	The NSS Unit of the College organises routine calendar events in additional to some events like Anti-Drugs Awareness, Road Safety Awareness, National Science Day, Clean India Campaign, Plantation Drive etc.	
9	College has IIC	The college is planning to open an IIC.	
10	Women's Cell activity	The Women cell of the college organises routine counselling and awareness sessions for the Girl Students to sensitize them on various issues like Health & Hygiene. The Women cell also organised a 10 days training programme on Self- Defence for Girl Students. As an initiative of the Women cell, Sanitary Pad Vending Machines were installed in the college premises.	

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#### 4. Infrastructure & Learning Resources

Item			Remarks
1	College Library/Circulation of Library Books among students. Status of library automation(E-lessons & e- resources/e-journals)	Yes.  1. (LMS) Library Management Software Soul 3.0 2. (OPAC) Online Public Access Catalogue 3. Bar-Coding 4. (N-LIST) National Library and Information Service. College Library is Active Member of Infibnet Centre 5. Wi-Fi Enable Library	
2	Availability of previous years question papers in Lib	Yes	
3	Keeping daily Record of Library's visitors (students/teachers)	Yes	
4	Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc	Number of ICT Enabled Class Room-05	
6	Availability of WI-FI & Internet within the campus. Bandwidth of internet connection in the Institution	Yes, entire campus is fully connected by BSNL Optic Fiber internet connection.	
7	Students' Canteen/recreational/sports amenities	Yes	
8	Computer/Language labs (No. of labs & working systems)	One Computer/Language Lab with Thirty-One Computers	
9	Special facilities for Persons with Disability (PwD)	As there are no any PwD students the facility has not been introduced	

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10	Girls Common room facilities	Yes	
11	Hostels	No	
12	Sport facilities etc./Gym etc	Yes	

#### 5. Students Support and Progression

Iter	n		Remarks
1	Role of Students' Union/Sports events conducted during the session	<ol> <li>Participated in Dibrugarh University Inter College Youth Festival from 3<sup>rd</sup> to 6<sup>th</sup> April'22 held at D. K. D. College, Dergaon.</li> <li>Organised and participated in College Week from 8<sup>th</sup> to 13<sup>th</sup> June'22.</li> <li>Celebration of Saraswati Puja.</li> <li>Participation in all other celebrations/observations in the college.</li> </ol>	
2	Students engagements and significant achievements in games & Sports	Students are encouraged to participate in various games &sports events in the college week and local, state and national level competitions. Few of the college students are representing the state in kick boxing competition. Few girl students are representing district football player too.	
3	Capacity building and skills enhancement initiatives taken by the College	Self- Defence Training Programme, Yoga Training, Study Trip, Education Tour, Excursion.	
4	Career guidance Cell activities	It is active and regularly organizes various Career counselling or awareness programmes.	21

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5	Record of contributions by Alumni Association	An amount of Rs. 1.0 lakh has been contributed in the current year.	
6	College has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases record/Grievance Redressal Cell	Yes, college constitutes subcommittee to address such issues. But so far no suchissues has been raised.	
7	Record of Anti-ragging cell	No, case arise so far, but the cell is there and regular counselling is also there	
8	Drinking water facility	Two Aqua filter and one SNG Care Filter.	
9	Healthcare facility	Napkin destroy facility available	
10	Records of students progressing to higher education	Collection of progression of student is in progress. Till now 7 records has been received.	
11	Records of Students benefited by scholarships and freeships provided by the Government	751	

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## 6. Governance, Leadership and Management:

Item			Remarks
1	To realise the Institutional vision and Mission by the administration	Certain objectives are set to realise the vision and mission of the college.  These are:  To develop awareness towards learning  Generation of scientific temperament amongst the masses  Emphasizing the all-roundsocio-economic development of the region	
2	Distribution of works among the academic/administrati ve staffs	Principal of the college holds regular meetings with HoDs, teaching and non-teaching staff for preparation of action plan, course plan and academic calender. Different committees are formed as per suggestion from GB with representation from teaching and non-teaching staff for smooth conduct of the administration, development and academics.	
3	Faculty Development Program initiatives	The institution and IQAC extend support to all the departments for academic and technical development of faculty members. Institution support departments to conduct field works, projects along with the students to develop research activity amongst the teachers and students. It encourages the faculty members to join the FDPs and grant leaves to participate in seminars/ workshops/ conferences and FDPs. In 2021, IQAC conducted one virtual FDP on "Quality Virtual Classes" which helped the faculties to know about the latest ITC tools and their use in teaching during the time of pandemic.	
4	Staff Welfare Initiatives	A welfare fund has been createdby depositing a minimum fixed amount each month from every faculty member. The fund thus collected is deployed for conducting various activities of the teachers and for the welfare schemes as and when required.	
5	Financial management and Audit of finances	The college strictly adheres to the govt. rules and regulations for utilisation of grants and funds received from different sources. The principal/DDO is empowered to utilise the funds and grants with prior approval of the GB except staff salary. The college annually conducts external audit by CA.	

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		Auditor of Department of Accounts and Treasury, Govt. of Assam verify and audit the income and expenditures of the college.		
6	Resource Mobilization	The institute formulates its strategies to mobilise funds from govt. and non-govt. organisations, ensures utilisation of funds and resources. The college utilises its own resources and generated fund from pisciculture and agricultural sources. College provides infrastructure to install an ATM in the college premises and generated fund.		
7	Quality assurance initiatives of the College/Functioning of IQAC/Committees in (Minutes of the meetings)/participation in NIRF etc.	College is expected to participate in NIRF in near future.		
8	Implementation of e- governance in areas of operation	Student Admission is the area of operation where e-governance is implemented.		
9	Professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years	The institution collaborates with ICT Academy for the professional development of its faculty members and organizes programmes to address non-teaching staffs.		
10	Number of Teachers undergoing FDP (Online/offline)	14		

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11	IQAC	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 inNational 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.	

#### 7. Institutional Values and Best Practices:

	Item		Remarks
1	Measures taken for gender equity in the college	The following measures were taken to promote gender equity in the college:  1. Installation of CCTV cameras 2. Security guard at the college entrance 3. Installation of complain box in the administrative building 4. Gender equity and sensitization in curriculum 5. Career guidance counselling cell 6. Separate Girls Common Room 7. Talks / Awareness programme on Women Safety	
2	Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities  To boost unity in diversity, Sadiya college is coming up with college magazine with articles written in seven different languages, namely Assamese, Hindi, English, Nepali, Bodo, Missing and Tai. The entire process is in progress.		

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Best/innovative practices undertaken by the institution	<ol> <li>Digitalization of classroom and library</li> <li>Organizing school outreach programme and delivering talks by the faculty members of the college to promote science.</li> <li>Adoption of a nearby village named <i>Borjia</i> by the college.</li> <li>Organizing webinars/workshops/interactive session/counselling programmes.</li> </ol>	
Management of the following types of degradable and non-degradable waste: Solid	Dustbins labelled as biodegradable and non-biodegradable are placed at different locations within the campus.	
waste management Biomedical waste management E-waste		
Water conservation facilities available in the Institution	Digging of a pond for ground water recharge.	
Green campus initiatives Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives: • Green audit • Energy audit • Environment audit	<ol> <li>The normal yellow bulbs and tube lights are replaced by LED bulbs as part of energy saving initiative.</li> <li>Establishment of Botanical Garden which was inaugurated by Padma ShriJadavPayeng on the occasion of National Science Day, 28<sup>th</sup> February, 2022.</li> <li>Cleanliness campaign was carried out by NSS Advisory committee of the College.</li> </ol>	
The Institution has a prescribed code of conduct for students, teachers, administrators and other staffs	Yes, the Institution has a prescribed code of conduct for students, teachers, administrators, and other staffs.  Shuks principal EGE SADIYA COLLEGE SADIYA COLLEGE Chapakhowa-786157	septesson is stated
	undertaken by the institution  Management of the following types of degradable and non-degradable waste: Solid waste management Liquid waste management Biomedical waste management E-waste management  Water conservation facilities available in the Institution  Green campus initiatives Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives: • Green audit • Energy audit • Environment audit  The Institution has a prescribed code of conduct for students, teachers, administrators and other	undertaken by the institution  2. Organizing school outreach programme and delivering talks by the faculty members of the college to promote science.  3. Adoption of a nearby village named Borjia by the college.  4. Organizing webinars/workshops/interactive session/counselling programmes.  Management of the following types of degradable and non-degradable and non-degradable waste: Solid waste management Liquid waste management Biomedical waste management Biomedical waste management of the Institution  Green campus initiatives Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:  Green audit • Energy audit • Environment audit  The Institution has a prescribed code of conduct for students, teachers,  Yes, the Institution has a prescribed code of conduct for students, teachers,

8	Institutional Distinctiveness	The institution is imparting education to students from eight different communities. Being a college with students from multilingual communities it reflects the unity in diversity thereby motivating the students to be culturally rich. In addition, the college is situated on the border area between Assam and Arunachal Pradesh providing opportunities to have an exchange programme between the two	
		states.	

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#### Recommendations/ Felt needs/ Ameliorative Measures

We feel duty bound to offer certain suggestions with regard to improvement of the academic and administrative atmosphere of the college. However, these are not standalone; rather they would be a part of continuous effort of the faculty and administration of the college in their relentless pursuit towards achieving the highest academic standard.

- 1. The Classroom infra-structure and Lab facilities need renovation and up gradation. And the college should increase the number of ICT-enabled classrooms.
- 2. Each Department should take urgent measures to open up certificate courses/value-added course as soon as possible.
- 3. Students internship program at the earliest (at least one per Department) to enhance the quality inventiveness of graduate students.
- 4. Use of ICT in teaching to be increased (using different digital/multimedia devices).
- 5. A few classes may be shown in the routine specifically. All ICT-enabled Classrooms may use log-book for effective record keeping measures.
- 6. Regarding identifying the slow learners, Induction classes (and evaluation metrics/processes etc.) to be arranged in the beginning of the session/semester to identify the slow learners. Necessary measures to be taken to support the slow learners through doubt clearing session/one-to-one contact classes etc. May be some more remedial classes arranged in a time mutually convenient for faculty and such struggling students. The Education Department may be requested to help all other depts. in this regard.
- 7. New faculty members must undergo Induction Training for faculty preferably within a year of their appointment. Teachers may be encouraged to take part in more quality improvement programmes offered by reputed institutions/UGC-HRDC/MHRD online/offline at a regular manner.
- 8. Aworkshops on linking Lesson Outcome/Program outcome/Course outcome/Program specific outcome and on use of ICT may be organised by the IQAC as soon as possible.
- 9. Faculty members be made aware of the variables of Students Satisfaction Survey (SSS) so that they are motivated towards achieving all with an aim for full satisfaction of the students.
- 10. The service of psychologists may be made available to the students at regular intervals. This can be achieved through anMoU with the nearby professional institutions/health centre.
- 11. In order to create a more conducive research publication atmosphere in the college, yearly best researcher/publication awards (Cash-Prize) may be instituted.

- 12. Each academic Department should adopt least one nearby school and one village respectively.
- 13. Research Collaboration must be developed by each academic Department to develop formal MOU.
- 14. In the College an Innovation and Incubation Council to be established with the approval from the Dept. of Education, Govt of India, New Delhi.
- 15. The present College website may be made more attractive and informative. Further, the Department specific and individual faculty specific sites may be linked to the main page, so that detailed information are available about a Departments as well as an individual teacher.
- 16. College Canteen be refurbished.
- 17. The computer centre (language lab) facility should be made accessible to students from all disciplines. In this regard very short duration programmes on software (like excel, Power Point, tally etc.) which are useful in day-to-day activity may be conducted from time to time, may be one series in each Semester. The faculty in Computer Science Dept and the newly inducted young faculty may be engaged in this process.
- 18. The Faculty members may be encouraged to apply for Major research Projects from various funding agencies.
- 19. Computer assisted library management should be complete with other library facilities for students and faculty.
- 20. Office automation must be completed soon.
- 21. The College Campus must be maintained properly and a plantation drive may be started without any delay.

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# Member of the Academic & Administrative Audit, Sadiya College, Sadiya, Assam Dean of Science and Engineering, Dibrugarh Janiversity Member, Academia Member, Academic & Administrative Audit Committee Foxalita. Prof. J.C. Kelita Dept. of Zoology Gauhati University Prof. Jogen Ch Kalita Prof & Head of the Dept of Zoology, Gauhati University & Member of NAAC Monitoring Committee, Govt. of Assam 3 Dr.Sashi Kanta Saikia Principal Dibrugarh HS Kanoi College Principal Dibrugarh

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#### Annexure-I

## **College Activities Record**

Academic Session: 2018-2019

SI No.	Title of the Activities	Organizing Unit	No. of Students participated in such activities
1	Borjia Village Adopted for a period of 1 year (12/08/2018)	NSS Unit, Sadiya College	200
2	Cleanliness Drive at Borjia Village. Assistance to Pulse Polio Programme on 30 <sup>th</sup> August, 2018	NSS Unit, Sadiya College	50
3	Motivational Programme on 'Importance of Library in College Education' on 10 <sup>th</sup> October, 2018	Library, Sadiya College in collaboration with IQAC, SadiyaCollege.	100
4	Awareness Programme on 'Food &Nutrition' on 19 <sup>th</sup> December, 2018	Career Counselling & Placement Cell, Sadiya College	78
5	Cleanliness & Plantation Drive on the Ocassion of World Environemnt Day on 5 <sup>th</sup> June, 2019	NSS Unit, Sadiya College	50
6	Celebration of International Yoga Day on 21st June, 2019	NSS Unit and Patanjali Yoga Samiti, Sadiya College Unit	50
7	Health Awareness Programme	Dept. of Mental Health, Tinsukia	90 GE

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	on'Drugs& its Effects' on 26 <sup>th</sup> June, 2019	Civil Hospital in association with Anti Drugs Cell, Sadiya College.		
	Acaden	nic Session: 2019-2020		
1	Exam Stress management Programme cum Mental HealthScreening and Counselling Session on 06-11-2019	Dept. of Mental Health, Tinsukia Civil Hospital in association with NSS Unit, Sadiya College.	100	
2	Career Counselling Workshop on 08-02-2020	Career Counselling & Placement Cell, Sadiya College	84	
3	Career Counselling Programme on 19- 02-2020	Career Counselling & Placement Cell, Sadiya College and Kaziranga University	53	
4	Mental Health Awareness Camp at Adopted BorjiaVillage on 29-02- 2020	Dept. of Mental Health, Tinsukia Civil Hospital in association with NSS Unit, Sadiya College	120	
5	One Day workshop on International Women's Day 2020, 8-03-2020	ACTA, Tinsukia Zone in association with Teachers' Unit, Sadiya College.	100	
	Academic Session: 2020-2021			
1	Webinar on "EcosystemRestoration' as apart of WorldEnvironment Day Celebration on 5 <sup>th</sup> of June, 2021	Department of Zoologyand NSS Unit, SadiyaCollege, in collaborationwith Department of Botany and IQAC,Sadiya College.	100	
2	Webinar onCareer Counselling	Department of Zoologyand NSS	2001 EGE	

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		Unit, SadiyaCollege, in collaboration with Department of Botany and IQAC,Sadiya College.	
3	7th International Dayof Yoga on 21 <sup>st</sup> June, 2021	Department of Zoologyand NSS Unit, SadiyaCollege, in collaborationwith Department of Botany and IQAC,Sadiya College.	80
4	National Webinar on "Evolving Areas of Chemical Sciences in Shapingour Everyday Life" 28 <sup>th</sup> & 29 <sup>th</sup> of July, 2021	Department of Chemistry, Sadiya College, in collaboration with IQAC, Sadiya College.	120
5	Online interactive session for Students with Kumar SanjayKrishna, IAS (Retd.), Chairperson, AERC & Decretary, Govt. of Assam.	Career Counselling Celland NSS Unit, SadiyaCollege,in collaboration • with,IQAC, Sadiya College,Chapakhowa.	150
6	Cleanliness Driveunder 'Clean India Campaign' & amp; AzadiKaAmritMahotsav.	NSS Unit, SadiyaCollege	85

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