



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**SADIYA COLLEGE**

**CHAPAKHOWA, SADIYA, TINSUKIA  
786157**

**<https://sadiyacollege.ac.in>**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**January 2024**

# 1. EXECUTIVE SUMMARY

---

## 1.1 INTRODUCTION

Sadiya College, the easternmost educational institution of the state, was established on 6th September, 1982. It is the only higher educational institution up to a radius of 50 km. The college is situated in the heart of a small town, Chapakhowa of Sadiya sub-division, 565 kilometres far away from the capital of Assam and 126 kilometres from the affiliating university, Dibrugarh University. The region had remained cut off from the main land of the state by the rivers Lohit and Dibang until the construction of the two bridges in 2015 and 2017 (Bhupen Hazarika Setu). The institution was granted the status of Grant-in-aid College under deficit system in the year 1989, and was subsequently provincialized in 2005 by the government of Assam. Affiliated to Dibrugarh University, the college was first accredited by NAAC on 2 nd February, 2006. It was registered under Section 2(f) and 12(B) of the UGC Act 1956 on 7 th August, 2009 and January 2012, respectively. Since its inception, the college has always strived to cater to the educational needs of the region as a whole. However, due to the communication bottlenecks, geographical isolation and relative underdevelopment, the infrastructural growth of the college has remained slow. The college aims to provide quality education in all the three streams of Arts, Commerce, and Science, which commenced in 1982, 2009, and 2020 respectively. Currently, the college offers 12 honours courses in regular mode across all the three streams. It is also successfully running Masters programme in Assamese, Political Science, Sociology and Commerce under Krishna Kanta Handiqui State Open University in distance mode. In addition to the undergraduate courses in regular mode and post graduate courses in distance mode, the college is also running higher secondary classes of Science, Arts, and Commerce. For the overall improvement in quality of education and development of the communities as a whole, the college has several link ups with the nearby villages and government schools in the region. With the advent of NEP 2020, the college is gearing up for the successful implementation of the policy and its provisions in true spirits.

### Vision

- Providing world class education for the betterment of mankind.

### Mission

- To Cultivate knowledge, skills, values and attitude through a human and technological interface maintaining a fine balance of the individual, local, national and global needs.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

1. Right combination of young and energetic faculties, along with the experienced senior ones.
2. The institution has an ideal atmosphere of inclusiveness and togetherness due to the presence of students and teachers from diverse socio-cultural backgrounds.
3. The library has a good collection of books, periodicals, partially automated with SOUL 3.0 and is equipped

with online resources viz. NLIST

4. The presence of three streams aids in the proper implementation of the provisions of NEP 2020.
5. Determination to go an extra mile to cater to the needs of the modern education system by providing facilities like few ICT enabled classrooms, computer laboratory, adequate science laboratory facilities, Wi-Fi, and introduction of career oriented add on courses despite all odds.
6. An active NSS Unit has been functioning for inculcating the values of community service and grooming the youths to be socially responsible citizens.
7. The college has initiated measures to build academic connections and socio-cultural relations with the neighbouring state of Arunachal Pradesh to further enrich the academic exposure of the students of both the states.

### **Institutional Weakness**

1. High dropout of students due to socio-economic conditions.
2. Limited industry-institution interaction due to absence of proper industry in the region.
3. Proper transportation services are still not available for students coming from remote areas of the region, which results in reduced student attendance in the college.
4. Insufficient number of government sanctioned teaching and non-teaching posts.

### **Institutional Opportunity**

1. Being the lone HEI of the Sadiya region, the college has the potential to take a leading role for upliftment of the region and its people through various extension and academic activities with the neighbourhood communities and academic institutions. A cooperative society named 'Sadiya college students' welfare and common service centre co-operative society Ltd.' has already been registered for mutual benefit of the students.
2. The region has a high research potential due to its rich historical, social, and cultural heritage. In addition, the region may also prove to be a potential hotspot for scientific research, encompassing the branches of life sciences and atmospheric studies.
3. The college can take a leading role in developing the tourism in the area.
4. The college has a vast area of approximately 13 acres which is *sin qua non* for its future growth in line with the NEP 2020.

### **Institutional Challenge**

1. It's challenging to plan and implement ambitious academic activities at par with national and international level institutions due to the current inadequate infrastructure resources.
2. Employing additional teaching and non-teaching staffs with limited resources of the college.
3. Reducing dropouts triggered by challenging financial conditions of the families and early marriage.
4. A good number of students are engaged in part time jobs due to their financial conditions. As such, their academic performance is gravely affected.

5. Due to shortage of faculties, the teachers hardly get time to engage in research activities in their specific branches of study.

### 1.3 CRITERIA WISE SUMMARY

#### Curricular Aspects

Sadiya College, a co-educational institution, is affiliated with Dibrugarh University. Thus, it is bound to follow firmly the curriculum and guidelines set by the university for its affiliated colleges. The college puts its sincere efforts to implement the set curriculum in letter and in spirit, maintaining the holistic approach. The academic departments continuously improve their teaching and delivery methods by ensuring a continuous follow up by means of a well-documented process. At the very outset of the academic year, an academic meeting is being organized by the college to discuss the academic calendar and class routine, along with other academic matters. During the period of COVID pandemic, online classes were conducted by the respective departments. Departments assign courses and responsibilities to faculty members following the academic calendar and institutional notifications. The syllabus prescribed includes gender sensitization and environment awareness courses apart from the conventional courses to make the students conscious of various societal and environmental issues. The college central library has N-LIST membership for the benefit of teachers. Continuous evaluation system that includes conduction of sessional examination, class test, assignments, etc. is being adopted to track the student's improvement. To meet the present societal demand, various skill-oriented add-on/value added courses are being introduced. Faculty members are encouraged to conduct seminars/popular talks and are fortified to participate in faculty development programmes in order to enhance their skills. Feedback is gathered from students through questionnaires that focus on the teaching-learning process at the end of the academic year.

#### Teaching-learning and Evaluation

The average enrolment of students during last 5 years is 56.67%. Average percentage of seats filled against reserved categories is 44.21 %. Out of 750 sanctioned seats, 343 students were admitted during last completed year. Learning levels of learners are assessed on the basis of performance in internal assessment. Student full time teacher ratio in the last completed academic year is 16.15 .The institution adheres to student-centric methods based on experiential learning: field study, seminar presentation; participative learning: wall magazine preparation, group discussion and problem solving methodologies by assigning project works & home assignments. Average percentage of full time teachers against sanctioned posts during the last five years is 99.38. Average percentage of full-time teachers with NET/SLET/ Ph.D. is 52.83%.The Mechanism of internal assessment consists of two Sessional examinations, attendance, seminar presentation, group discussion and home assignments. During pandemic, online teaching and evaluation process was carried out using ICT tools and study materials were provided through Google classroom/Whatsapp group. The institution emphasizes on transparent and time-bound mechanism to redress internal examination related grievances. The POs and COs of all programs are uploaded in the college website and the same is communicated to the students in the orientation/counseling programmes. Attainment of POs and PSOs is measured by students' progression to higher studies and employability after the completion of program. The average pass percentage of last five years is 79.1%. Student satisfaction survey is conducted to check the quality of curriculum delivery and enrichment or modification as and when necessary.

## Research, Innovations and Extension

Sadiya College has always aimed to build an ambient ecosystem for promoting the research culture in the college. The faculties are always encouraged to publish their research works in various journals and books of national and international repute. Several research projects dealing with socially and scientifically important issues have already been submitted by faculty members to various agencies like DBT, DST, and so on. However, the college is yet to receive any significant grant.

A total of 14 workshops, seminars, webinars dealing with intellectual property rights, important topics of research methodology like data analysis, coding theory, etc., entrepreneurship skills have been conducted in last five years. All the faculties have 12 publications in UGC care listed journals, out of which 4 have college affiliation. They also have 17 publications in books and national/ international conference proceedings.

The College has dedicated cells like women's cell, NSS, IQAC, extension services and awareness cell, health and hygiene committee, etc. A good number of extension activities involving communities have been conducted. Several cleanliness drives, awareness rallies, etc. have also been conducted to raise awareness among the masses regarding cleanliness, drug trafficking, etc.

The college has been making efforts to establish collaborations and linkages with different educational institutions for research, faculty exchange, and student exchange/internship. The college has made MoUs with nearby government schools and adopted villages for upliftment of the academics and offering community service, respectively.

## Infrastructure and Learning Resources

Sadiya College is spread over a campus of 13.86 acres land and has continuously and systematically improved its infrastructure facilities for teaching-learning and overall wellbeing of the students and employees.

There are 12 departments with 24 classrooms, and among them 5 are ICT enabled. It has well equipped labs for Chemistry, Physics, Botany and Zoology departments. One Maths Lab is installed in the computer lab. The College has separate hostels and rest/ common rooms for both boys and girls.

The library is endowed with 16, 0000 books and a good number of Journals, Magazines and Newspapers. It is partially automated with SOUL 3.0 from 2021 and enables readers to get access to 31, 64, 309+ e-books, 6150+ e-journal available in N-List. Library is equipped with high speed internet and CCTV surveillance.

There is has one computer lab with 31 computers. 40 CCTV cameras are installed for safety and security of the college. The campus is Wi-Fi enabled. The College has one temporary auditorium with ICT facilities.

Sadiya college has a big play ground for outdoor sports and athletics events and two courts for volleyball and badminton respectively. Yoga is practiced in the college throughout the year with the help of the NSS Unit, Sports and Yoga Committees. International Yoga Day is celebrated every year.

There is a Botanical Garden and Fishery in the college premises. A hygienic canteen, drinking water facilities, sufficient number of toilets, parking facilities, power generator and an ATM are important facilities of the college.

## Student Support and Progression

Sadiya College has a mechanism for student support and recording their academic progression keeping in tune with the objectives of academic curriculum of the college. College provides a number of scholarship and free ships under various government schemes. College has an active career counseling cell, through which college organizes various skill development programs and career counseling programs to motivate students. The slow learners are helped with remedial class and academic counseling, while advanced learners are provided with opportunities to attend various workshops, seminars, lecture series organized by other colleges and universities. Sadiya College has an active students' grievance redressal mechanism both online and offline systems that help them for redressal and complaints including sexual harassments and ragging cases. There have been a significant number of students graduating from Sadiya College and pursuing higher education in different esteemed institutions. At the same time few numbers of students of the college has engaged in various corporate and non-corporate sectors over the last five years. Most of the outgoing students of Sadiya College have appeared state and national level competitive examination. A few of them have qualified various examinations. The Institution has various Co-curriculum, Cultural and Sports activities to ensure the holistic development of the students. Students are encouraged to participate in co- curriculum and extra curriculum activities such as preparation of wall magazine, Department wise cultural rally competition, quizzes, indoor and outdoor sports, debate, performing art etc. Total 84 numbers of sports and cultural events have been organized in the last five years. The activities of Alumni Cell and elected students' Union body form an integral part of mechanism of student support and progression and they have actively leverage the institutional efforts of building and cultivating support bases for students in the college.

## Governance, Leadership and Management

Sadiya College is dedicated to its vision and mission through the fulfillment of various stated objectives by following the quality policies, plans and guidelines issued by relevant authorities. The process of planning, decision making and execution strictly adheres to the hierarchy seen in the organogram of the college which reflects a decentralized, participative management of the institution.

The quality policies and perspective plans of the college are based on the guidelines issued by the state and central government agencies, the affiliating university and the governing body of the college. The sub-committees play an important role in framing and executing the institutional plans and policies. The college has taken several initiatives to implement the New Education Policy-2020.

The leadership of the college is committed to ensuring empowerment and professional progression of its faculty members.

The financial planning is made by the Planning and Development Cell of the college keeping in view of the suggestions made by other sub-committees and IQAC of the college, which in turn requires the approval of the Governing Body before implementation. In order to maintain financial transparency, the financial expenditure incurred is thoroughly audited.

The college has a dedicated internal quality assurance cell or IQAC which overlooks all the important activities of the college. IQAC collects data, analyze feedbacks, provides input in framing policies and makes suggestions under relevant circumstances. It also participates in execution of strategies and plans and hence play a vital role in fulfilling the stated objectives while adhering to the quality policies.

## Institutional Values and Best Practices

The Institute realizes the importance of gender equity for the overall development of the society. The institute adopted certain measures for the promotion of gender equity. The Women Cell, Grievance and Redressal Cell, and Anti-Ragging Committee of the college have been constituted to work selflessly for the prevention of harassment of the students as well the staff members. The Women Cell also pays great emphasis on girl child health and hygiene and organizes various awareness programmes and workshops on gender sensitization. Both boys and girls are given equal opportunities to actively participate in NSS and Rover & Ranger.

As the first step towards switching to the use of renewable sources of energy, the Institute has installed two solar panels and LED bulbs are used. The Institute conducts quality audits like Green Audit and Energy Audit to improve the quality of the environment. Additionally, the Institute also carries out certain outreach programmes in the nearby areas involving both the faculty members and the students.

Sadiya College is in a region with diverse culture and various measures are taken to maintain cultural harmony and the people are treated equally irrespective of caste, creed and region.

The Institute focuses on the following two best practices: (1) ***'Promotion of Tourism & Tourism Entrepreneurship'*** involving students and faculty members of the college to explore the vast potential of the region to develop tourism and (2) ***'Best Library User Award'*** to encourage the students towards efficient use of library resources.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SADIYA COLLEGE
Address	Chapakhowa, Sadiya, Tinsukia
City	Chapakhowa
State	Assam
Pin	786157
Website	<a href="https://sadiyacollege.ac.in">https://sadiyacollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Bhupen Chutia	03756-244122	9435189532	-	principalsadiyacoll ege@gmail.com
IQAC / CIQA coordinator	Buddhi Kanta Misra	-	9864266885	-	iqacsadiyacollege@ gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details



State	University name	Document
Assam	Dibrugarh University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	31-07-2009	<a href="#">View Document</a>
12B of UGC	31-01-2012	<a href="#">View Document</a>

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

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

**Recognitions**

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

**Location and Area of Campus**

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Chapakhowa, Sadiya, Tinsukia	Semi-urban	13.86	5600

**2.2 ACADEMIC INFORMATION**

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No. of Students Admitted
UG	BA, Assamese, General	36	H.S. or equivalent examination passed	Assamese	100	0
UG	BA, Assamese, Honours	36	H.S. or equivalent examination passed	Assamese	64	64
UG	BA, English, Honours	36	H.S. or equivalent examination passed	English	50	20
UG	BA, English, General	36	H.S. or equivalent examination passed	English	100	0
UG	BA, Economics, General	36	H.S. or equivalent examination passed	English, Assamese	25	0
UG	BA, Economics, Honours	36	H.S. or equivalent examination passed	English, Assamese	18	18
UG	BA, History, Honours	36	H.S. or equivalent examination passed	English, Assamese	64	64
UG	BA, History, General	36	H.S. or equivalent examination passed	English, Assamese	75	0
UG	BA, Political Science, General	36	H.S. or equivalent examination passed	English, Assamese	75	0

UG	BA,Political Science,Honours	36	H.S. or equivalent examination passed	English,Assamese	69	69
UG	BA,Sociology,Honours	36	H.S. or equivalent examination passed	English,Assamese	68	68
UG	BA,Sociology,General	36	H.S. or equivalent examination passed	English,Assamese	75	0
UG	BCom,Commerce,General	36	H.S. or equivalent examination passed	English	150	0
UG	BCom,Commerce,Banking and Insurance	36	H.S. or equivalent examination passed	English	50	26
UG	BCom,Commerce,Finance	36	H.S. or equivalent examination passed	English	50	1
UG	BCom,Commerce,Marketing	36	H.S. or equivalent examination passed	English	50	8
UG	BSc,Physics, Honours	36	H.S. or equivalent examination passed	English	50	1
UG	BSc,Chemistry,Honours	36	H.S. or equivalent examination passed	English	50	10
UG	BSc,Mathematics,Honours	36	H.S. or equivalent examination passed	English	50	8
UG	BSc,Botany,	36	H.S. or	English	50	3

	Honours		equivalent examination passed			
UG	BSc,Zoology ,Honours	36	H.S. or equivalent examination passed	English	50	15

**Position Details of Faculty & Staff in the College**

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				34			
Recruited	0	0	0	0	0	0	0	0	18	13	0	31
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				8			
Recruited	0	0	0	0	0	0	0	0	2	4	0	6
Yet to Recruit	0				0				2			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				11
Recruited	6	3	0	9
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				8
Recruited	6	1	0	7
Yet to Recruit				1

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

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	7	3	0	11
M.Phil.	0	0	0	1	0	0	2	3	0	6
PG	0	0	0	3	1	0	4	6	0	14
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	1	0	0	1
PG	0	0	0	0	0	0	0	8	0	8
UG	0	0	0	0	0	0	0	0	0	0

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

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	276	0	0	0	276
	Female	383	0	0	0	383
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	10	18	13	23
	Female	14	20	19	34
	Others	0	0	0	0
ST	Male	56	66	51	84
	Female	56	78	68	96
	Others	0	0	0	0
OBC	Male	194	210	254	312
	Female	266	290	367	376
	Others	0	0	0	0
General	Male	34	37	20	44
	Female	32	45	44	61
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		662	764	836	1030

**Institutional preparedness for NEP**

1. Multidisciplinary/interdisciplinary:	Sadiya college has a long experience of running multidisciplinary / interdisciplinary courses such as Generic Elective Courses, Environmental Studies, Skill Enhancement Courses, Entrepreneurship etc. in
---	--

	<p>the UG level both in CBCS and non CBCS. Since the institution is conducting programs in Arts, Science and Commerce, it is in an advantageous position for integration of humanities and the sciences. The institution offers a considerable range of options/subject combinations crosscutting disciplines. As the institution follows the curriculum provided by Dibrugarh University, two value added courses namely Health and wellness and Understanding India are compulsory for first semester students of the FYUGP courses. A number of extension activities are being carried out by the departments in collaboration with Internal Quality Assurance Cell (IQAC) sensitizing students to social issues for their holistic development. Several capacity building and skill enhancement initiatives are taken by the departments individually that includes soft skills, life skill like yoga, physical health and hygiene etc. Various departments of the college are also offering a number of add on courses so that students get exposure to various fields.</p>
2. Academic bank of credits (ABC):	<p>As the higher education department, Government of Assam has already implemented the New Education Policy, 2020 from the academic year 2023-24, Sadiya College is also running the courses under NEP. Accordingly the institution has taken initiative for Academic Bank of Credit (ABC). The institution has a committee to look after the matters related to ABC. The committee along with the help of the departments, has created the Academic Bank of Credit (ABC) to the first semester students of Four-Year Undergraduate Programme (FYUGP). As the admission to the 1st semester of FYUGP was through Assam State Higher Education Admission Portal (Samarth e-Gov portal), the ABC profiles are linked to student's Samarth account. The ABC committee and all other faculties of the college are taking initiatives to make the students aware of the ABC, transfer of credit, MOOCs courses etc.</p>
3. Skill development:	<p>As the New Education Policy, 2020 is focusing on skill based as well as outcome-based courses, Sadiya College is also taking initiatives for skill development of the students. The college is offering some specific skill enhancement courses like Mushroom cultivation, Freshwater Aquaculture, Library Entrepreneurship, Soft Skills, Personality development and soft skills, communication skills,</p>



	<p>basics of human resource management etc. Besides these, a number of departments are offering add on courses like Vermi Compost production, Assamese Typing, Basics of Computer and C Programming, Matlab programming etc. The institution has taken initiative to offer regular courses on yoga for physical health of the students. The institution is already offering a course on Travel and Tourism as a skill enhancement course and now the faculties of the institution is working on it to make it beneficial for local communities as well as others. The institution has taken initiatives to develop a center for travel and tourism management. The institution organizes seminar/discussions/talks to provide exposure to different professional fields.</p>
<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Sadiya college has been incorporating the CBCS curriculum in an effective way and the students are benefited by the diverse courses included in the curriculum itself. The college offers the courses as per the curriculum prepared by the affiliating university, i.e. Dibrugarh University. In the teaching learning process, the two-way communication is made through both Assamese and English language. As, Sadiya is a rich place in terms of culture, there are more scopes to integrate Indian knowledge system. The students have been given platforms to show their cultural talents and for the first time, in this current academic year, students from the college have been able to secure a prize in one act play, in inter college competition (Youth Fest). The college has already implemented the National Education Policy-2020 and offering the courses under the same. The curriculum itself provides some compulsory courses for every one under Four Year Undergraduate Course (FYUGP) like “Understanding India”, “Yoga” etc. as value added course which makes appropriate integration of Indian Knowledge System. The college is currently offering Assamese and English as Ability Enhancement Courses (AEC) and planning to offer Hindi and Nepali languages in near future as AEC for better outcome of the programmes. Even though IT facilities with state of art technologies is not available in the college for online teaching learning process, faculty members try their best to provide online resources through the limited available facilities. Faculty members encourage the students to take MOOCS courses. The</p>

	<p>well-equipped library of the college is one of the keys to appropriate integration of Indian Knowledge System. Books, journals, magazines and online resources available in the library will help the students to know about the Indian Knowledge System. Hence, it can be concluded that the college is trying its best to integrate the Indian Knowledge system in appropriate way.</p>
5. Focus on Outcome based education (OBE):	<p>The faculty members of Sadiya College are determined to focus on outcome-based education. The faculty members participate in FIP/FDP/Refresher Courses/ Workshop etc. regularly for better development in the teaching learning process. The curriculum prepared by the affiliating university, i.e. Dibrugarh University for Four Year Undergraduate Programme (FYUGP) as per National Education Policy -2020, provides a greater opportunity to focus on outcome-based education. At the time of admission, the faculty members assisted the students to select courses according to the students' interest which makes the courses interesting to the students. The faculty members of the college arrange field study/trip, educational tour etc. if necessary for any specific course. Extension activities are carried out by the NSS unit of the college, extension activities and awareness cell etc. which offers a practical knowledge of the real world and helps to understand different perspectives of respective disciplines. The expected outcomes of all the courses are hosted in the college website.</p>
6. Distance education/online education:	<p>The college now has a centre for distance education under K .K. Handiqui State Open University. The centre offers diploma programmes(s), undergraduate course(s) and post graduate course(s). The centre offers the study materials and necessary text books regularly to the students. It is worth mentioning that a number of people of age more than 40 yrs are currently enrolled in various programmes in the centre. The faculty members of the college introduce MOOCs courses, SWAYAM portal, digital library etc. to the students. For online classes, faculty members use platforms like google meet, zoom etc. The college is providing an option to upload study materials in the college website itself so that the online education process becomes easier for the students. The library of the college provides a good environment for online education.</p>

**Institutional Initiatives for Electoral Literacy**

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	No.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	NO.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	Though there is no ELC in the institute, Department of Political Science, in collaboration with IQAC and NSS unit of the college has organized voter awareness campaigns, quiz competitions on the occasion of National Voters' Day. Several extension activities related to the same have also been conducted in nearby government institutions. The teaching and non-teaching members of the college assist students in the process of voter registration.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Department of Political Science, in collaboration with IQAC and NSS unit of the college, has organized extension activities to raise awareness about electoral literacy and other related topics. In addition, talks and quiz have also been organized relating to importance of voters rights, Indian Constitution, and so on.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The college does not have an active ELC at present. However, the college makes continuous efforts to assist eligible students in the process of voters registration with the help of local administrative bodies. The college encourages the students to enroll their respective names as voters by distributing forms and guiding them through the process.

## Extended Profile

### 1 Students

#### 1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
662	764	836	1030	1038

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 2 Teachers

#### 2.1

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

Response: 41

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.2

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

2022-23	2021-22	2020-21	2019-20	2018-19
41	34	17	21	23

### 3 Institution

#### 3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
150.39	64.18	27.98	14.32	9.29

File Description	Document
Upload Supporting Document	<a href="#">View Document</a>

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1

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

**Response:**

Since the college is affiliated to Dibrugarh University, Sadiya College follows the curriculum designed and approved by the university for its affiliated colleges. However, the college takes all the necessary measures for its effective delivery through a well-planned procedure. The college firmly believes that proper academic planning, implementation, providing necessary support, assessment, evaluation and analysis on the feedback received from various stakeholders are the main component of effective curriculum delivery by the college. To ensure that the curriculum is well-executed, the undermentioned measures are taken during any academic year-

- At the onset of academic session, academic committee plans the academic activities as per the university academic calendar and prepares its own academic calendar and makes it available at the institution website.
- The academic committee prepares the daily class routine for various programmes offered by the college.
- Each department organizes departmental meetings to discuss about the academic affairs of the department including distribution of the courses among the faculty members. Accordingly, the faculty members prepare their Teaching/Course Plan, departmental academic calendar and maintain the Teacher's Class Diary.
- Group discussions, quiz and class tests are organized to assess the students' understanding of the subject/topic taught as part of internal evaluation and its record is maintained. In addition, students are asked to submit home assignments. The answerscripts of sessional exams are displayed to the students and their mistakes in the examination are discussed. The marks secured by the students are displayed in the departmental notice boards.
- Students are encouraged for various field/excursion programmes. To make up the missed classes due to unavoidable reasons, faculties take extra classes both in online and offline mode. Students are encouraged to attend various career orientation programmes/workshops/seminars, etc. organized by various institutions.
- The head of the institution, head of the departments and all other faculties discuss about the progress of courses, results etc. periodically.
- Faculty members apply different teaching methods including use of ICT to make the classes more attractive and fruitful.
- Since Covid 19 period online classes through platforms like Google Meet, Zoom, etc. have been incorporated as a regular feature of the curriculum delivery.
- Examination and other academic/administrative activities are conducted as per university guidelines.
- Faculty members are assigned with mentoring duties to guide the students in various perspectives.

Faculty members maintain their respective Mentor's diary.

- The institution organizes lecture/talks/seminar programmes inviting eminent academicians from time to time.
- Faculties are encouraged to participate in faculty development programs/workshops/seminars, etc. to excel their professionalism.
- Departments collect feedback from the students at the year-end for the overall improvement of the academics and college campus. Since the last academic year, feedback and suggestions are being collected through online portal of the institute.
- Periodic academic audits are conducted through external evaluators for further monitoring the progress of the institution.
- As per the university guidelines, and following the academic calendar, the college conducts sessional examinations, group discussions, quiz etc periodically for internal assessment as a part of the continuous evaluation process. Students' attendance is given adequate weightage in the evaluation process.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

### 1.2.1

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

**Response:** 03

File Description	Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Evidence of course completion, like course completion certificate etc. Apart from the above:	<a href="#">View Document</a>

### 1.2.2

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

**Response:** 0.9

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

2022-23	2021-22	2020-21	2019-20	2018-19
39	00	00	00	00

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>

### 1.3 Curriculum Enrichment

#### 1.3.1

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

#### **Response:**

The course curriculum designed by Dibrugarh University for its affiliated colleges is provided with integration of crosscutting issues relevant to professional ethics, gender, human values, environment and sustainability as reflected in its syllabus. Issues related to professional ethics are integrated in the courses of English, Commerce, Sociology, Economics and Political Science. Human values form an integral facet of all the academic curriculum and are specially integrated in Assamese, English, Political Science, Sociology and Commerce. Environment and sustainability issues are integrated into courses of Environmental studies, Zoology, Botany, Physics and Chemistry. A course on environmental sciences is mandatory for all the students of Arts, Commerce and Science stream. As per the syllabi of Four Year Undergraduate Programmes, some value added courses like Health and Wellness, Understanding India, Yoga, Environmental studies etc, are compulsory for all undergraduate students. These courses are related to human values, environment and sustainability. Issues related to gender is discussed in the course syllabus of Sociology, Political Science, English and Assamese. The skill enhancement courses offered by the college like Soft skills, personality development and soft skills etc. address the issues related to professional ethics, human values etc. Courses on yoga will address human values and help students to become a better individual. Besides these, add on courses like Mushroom Cultivation Technology, Certificate course on Apiculture etc. address professional ethics, environment and sustainability. Other add on courses like basics of computer and C- programming address the basics computer literacy which improves students' professional ethics and human values in general.

The institution organizes various co-curricular and extracurricular programmes through NSS, Personality development cell, Rovers & Rangers Unit where issues relating to Professional Ethics, Gender, Human Values, Environment and Sustainability are addressed. The academic departments and NSS Unit undertake several programmes in adopted and nearby villages rendering awareness programme in environmental and social values. In addition, the departments like Zoology, Botany and Chemistry



organizes popular lecture programme and workshops on biodiversity, environment and sustainability. The college celebrates World Environment Day, N.S.S Day, Van Mahotsav Week etc. Observation of national festivals like Independence Day, Republic Day, National Science Day, etc. evidences to serve as a podium in order to boost the moral values of students. Also, the college takes social responsibilities organizing social activities like Voter's Awareness Program, Medical Health Camp, Covid19 Vaccination camp etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 1.3.2

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

**Response:** 9.37

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

Response: 62

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 1.4 Feedback System

### 1.4.1

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

**Response:** B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies

File Description	Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	<a href="#">View Document</a>
Action taken report on the feedback analysis	<a href="#">View Document</a>
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1

##### Enrolment percentage

**Response:** 56.67

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

2022-23	2021-22	2020-21	2019-20	2018-19
343	364	310	450	488

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

2022-23	2021-22	2020-21	2019-20	2018-19
750	750	750	600	600

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

#### 2.1.2

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

**Response:** 61.49

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

2022-23	2021-22	2020-21	2019-20	2018-19
156	185	151	199	184

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

2022-23	2021-22	2020-21	2019-20	2018-19
309	309	309	248	248

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

## 2.2 Student Teacher Ratio

### 2.2.1

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

**Response:** 16.15

## 2.3 Teaching- Learning Process

### 2.3.1

**Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process**

**Response:**

The College follows student-centric teaching-learning methods such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences and to ensure active participation of students in the academic process described below:

### EXPERIENTIAL LEARNING

To make experiential learning effective, the following methods are taken into consideration to increase knowledge, develop skills and to inculcate values amongst students.

**Field Study:** Field studies are organized by various departments of the institute to infuse a sense of learning through involvement and experience.

**Student seminar presentation:** Students' seminar presentations are organized by the departments of the institute in every semester.

Participation in **Extension Activities** in the local community, adopted schools and nurtured villages  
Participation in the **NSS** activities for Institutional and Community development.

### PARTICIPATIVE LEARNING

To practice learning by doing, students are involved in teaching and demonstrating laboratory experiments for exchange of ideas and knowledge amongst them. The students also are encouraged to take part in various activities of the department such as:

Editing, writing and designing the **College Magazine/Departmental Magazine:** Interdepartmental Wall Magazine Competitions are held every year. Every departments of the institute publishes a wall magazine each year under the guidance of the faculties of respective departments that imparts opportunities to harness inventiveness of the students.

**Group Discussion:** Group discussion is organized by various departments of the institute where the students are assigned with certain topics that helps them to share and develop knowledge about the topic.

**Annual Sports Week:** Various co-curricular events are organized during the event for showcasing the talents and building competitive mindset.

### PROBLEM SOLVING METHDOLOGIES

**Home Assignments and Projects:** Students from different departments are assigned with high level thinking home assignment and survey/experiment based project works to explore their domain of knowledge to do the assigned works. During the pandemic the assignments were given in online mode with tools such as Google Classroom, Teachmint etc.

**Students' Union:** General election for the Students union is held every year where the Students themselves elect their representatives by casting votes as like in democratic election and the elected Union body conduct the Annual College Sports Week, Saraswati Puja and other co- curricular events.

In this way, a student learns to recognize a problem and comes up with clarification.

**USE OF ICT IN TEACHING-LEARNING:****Google Classroom for Online Learning**

**Online Class** on Zoom, Teachmint & Google Meet platform. (During the pandemic, Class Routine was prepared by departments for online class.

Use of whatsapp group as platform for student-teacher interaction and dissemination of information.

The E-Resources (**Self-Learning Materials**) is uploaded in the Institute's Website that is accessible by the students.

Facebook Page for conveyance of information and activities.

**During the pandemic and thereafter, Webinars, Interactive session, training program & Online Workshops** on various curricular aspects by the departments,. **Film screening** on related domain is organized to make the teaching-learning more efficient.

**Students use Powerpoint presentation for their seminar presentation.**

**Use of Quizizz and Google Forms** for assessment of learners.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

**2.4 Teacher Profile and Quality****2.4.1**

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

**Response: 85**

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

2022-23	2021-22	2020-21	2019-20	2018-19
41	37	34	24	24

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	<a href="#">View Document</a>

**2.4.2**

*Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)*

**Response:** 61.76

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

2022-23	2021-22	2020-21	2019-20	2018-19
27	22	21	8	6

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

## 2.5 Evaluation Process and Reforms

**2.5.1**

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

**Response:**

The Institute conducts the Internal and External Assessment as per CBCS guidelines of the Dibrugarh University where 80% marks in CORE & Generic Elective courses are evaluated through External Assessment and 20% through Internal Assessment. The Internal Assessment (IA) mark(s) are awarded based on Student's Attendance, Assignments, Seminar/Group Discussion and performance in the Sessional Examinations.

**Mechanism**

- The sessional examinations are conducted as per the schedule of the academic calendar of the affiliating university i.e. Dibrugarh university. The routine for the same are circulated through

college notice board, website and departmental notice board.

- HODs of respective departments take necessary steps in setting up of question papers, invigilation duty as well as evaluation of the answer-scripts. After evaluation, the marks obtained by the students in the sessional examination are displayed in the **Departmental Notice Board**.
- Notice regarding **Seminar Presentation and Group Discussion** is notified in the departmental notice board, whatsapp group and is also announced in the classes.
- The **IA Marks being calculated based on criteria provided by the university are notified in the Notice Board showing marks obtained in different criterion like attendance, sessional examination etc.** and the same is sent to the university.
- For **End-semester examinations**, **Assistant Officer-in-Charge [AOC]** for each semester are appointed by the Principal.
- **Answer scripts of the End-semester examinations are sent to the specific Zones** fixed by Dibrugarh University.

## Reforms

- Evaluation of students is also done through online quiz, presentations etc.
- Online platform such as Google Classroom were used to conduct **Sessional and End-Semester Examinations** during the Covid-19 pandemic.

## Grievance Redressal System

The College has a **Grievance Redressal cell** to address the issues as and when required. **The grievances are addressed at different levels depending upon the grievance as mentioned below:**

### • Department Level

All the departments show the Evaluated copy of answer scripts of sessional examinations to the students for verification where they put their signature after verification. In case of any discrepancy in the marks, necessary correction is done immediately by the faculty members. Students who fail to appear in the sessional examinations due to unavoidable circumstances are given a second chance to reappear.

Orientation class is also organized for the students of first semester in the very beginning of the session. Counseling is also offered to all the students and the slow learners are provided with study materials. Guardians Meet is organized where the students securing highest percentages of all semesters are awarded with prize sponsored by the faculties of the department.

### • Principal /IQAC Level

Grievances such as **name changes, incorrect course code in admit card, any discrepancy in the gradesheet** is addressed by the college authority who after necessary verification forwards it to University for correction.

### • University Level

Grievances related to the End-Semester examination and result is settled at the University Level. The College authority forwards the grievance applications to the Controller of Examinations of the Affiliating University. Also, the applications for re-evaluation of end-semester answer-scripts are forwarded to the



Affiliating University		
File Description	Document	
Upload Additional information	<a href="#">View Document</a>	
Provide Link for Additional information	<a href="#">View Document</a>	

## 2.6 Student Performance and Learning Outcomes

### 2.6.1

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

#### Response:

**Programme Outcomes and Course Outcomes of all programmes offered by the departments of the institute is uploaded in the College Website.**

**Orientation Class** for the newly admitted students are organized by the IQAC and Academic cell of the Institute where all the information about the POs and COs are explained to the students.

The Program Outcomes and Course outcomes are also addressed by the faculties of the respective department during departmental Orientation and counseling for the newly admitted students.

**The Course Outcomes for different programmes are formulated by the respective Departments based on the course syllabus of the affiliating university.**

File Description	Document	
Upload Additional information	<a href="#">View Document</a>	
Provide Link for Additional information	<a href="#">View Document</a>	

### 2.6.2

*Attainment of POs and COs are evaluated.*

#### Explain with evidence in a maximum of 500 words

#### Response:

Attainment of POs & COs are evaluated regularly by the Institute by following numerous methods for Continuous and Comprehensive evaluation. These are-

- Performance in the **Class Test**
- Performance in **Internal Assessment**
- Field Survey and report writing for **Project Work**.
- Performance of students in **extra-curricular activities**.

The assessment methods followed in the institute are-

- **Class Test:** As a part of Conitunous Evaluatoin Process.
- **Home Assignment:** It helps to assess students' analytical and problem solving abilities.
- **Group Discussions:** It is useful in assessing students' leadership co-ordination and critical thinking ability.
- **Seminar Presentation:** It is very usseful to measure students' thorough understanding of a topic as well as communication skills.
- **Project Work:** Project works are esesntial part of curriculum. It helps to evaluate a student's ability to address a problem scientifically.
- **Sessional Examination:** It helps to assess the attainment of course outcomes.
- **End semester Examinations:** It depicts the attainment of all the course outcomes. As the final semester examination (End Semester Examination of 6th Sem or outgpoing students) results provide Cumulative Grade Point Average (CGPA) which is a good measurement of average of all the previous end semester examination, it can be considered as a very good indicator of attainment of Course Outcomes and Programme Outcomes.

Besides these, feedback on curriculum, feedback on teachers are collected from the students both in online and offline forms. These feedbacks are essential part of evaluation of POs and COs. These help to measure the attainment of POs and COs in a direct manner. In addition to the above, the placement of students, progression of students towards higher education and qualifying in different state and central government examinations serves as landmark to assess course outcomes as well as program outcomes.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 2.6.3

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

**Response:** 79.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
84	220	237	226	179

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

2022-23	2021-22	2020-21	2019-20	2018-19
173	226	251	294	252

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

**2.7 Student Satisfaction Survey****2.7.1****Online student satisfaction survey regarding teaching learning process****Response:** 3.9

File Description	Document
Upload database of all students on roll as per data template	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1

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

**Response:** 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

#### File Description

#### Document

Institutional data in the prescribed format

[View Document](#)

### 3.2 Innovation Ecosystem

#### 3.2.1

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

**Response:**

**Research ambience:** Sadiya College has always aimed to build an ambient ecosystem for promoting the research culture in the college. The faculties are always encouraged to publish their research works in various journals and books of national and international repute. As such, a 'Research and Development Cell' has been constituted which plays a major role in the same. The outcomes of an ambient research environment are clearly visible. Several research projects dealing with socially, scientifically, and locally important issues have already been submitted by faculty members to various agencies like DBT, DST, ICSSR, and so on. In addition, faculties of Sadiya College have quite a good number of publications in reputed national and international refereed journals, books and conference proceedings, contributing significantly to the dissemination of novel information and knowledge across the globe.

**Seminars, webinars, workshops on research methodology, IPR, and entrepreneurship**

**skills:** The growing importance of coding and other important programming languages in the current research arena cannot be undermined. In fact, modes of data analysis form a significant part of research methodology. At the same time, it is equally important to have an idea about the evolving areas of research in various fields. Keeping in mind the same, several webinars, workshops, etc. focussing

primarily on coding theory and its applications, use of Origin Lab and Chem Draw for data analysis, evolving areas of chemical sciences, etc. have been conducted with the sole aim of enhancing the research mindset of the students. Several workshops dealing with Intellectual property rights (IPR) have also been conducted. IPR, by its very definition, stands for the rights associated with the intangible assets. As such, the awareness of copyright, especially in the usage of e-resources which are readily available these days is very important. A programme dealing with exactly the same topic, that is, use of online resources has been conducted for benefit of the students. Several other workshops focussing on entrepreneurship skills have also been conducted to develop the entrepreneurial mindset of the undergraduate students.

**Programmes for employment generation:** The College has also started several skill-based and certificate courses for the overall development of the students. Keeping in mind the social conditions of the region, these courses have been designed in a way to increase the employability of the students (courses like MATLAB programming, Assamese typing, Computer Basics and C Programming, business communication and soft skills, etc.), as well as enable them to have their own production units (courses like mushroom culture technology, apiculture, etc.) and in turn be employment generators for the masses.

**Innovative teaching-learning practices and collaborations:** The faculties regularly engage in blended mode of teaching-learning practices. In addition, visits to various research institutions, laboratory visits, regular field study trips, have also been organized for practical exposure of the students. The College also has several collaborative MOUs for Faculty/ Student exchange, etc. with various academic institutions and bodies, with an objective to synergize the research as well as academic initiatives.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.2.2

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

**Response:** 14

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

2022-23	2021-22	2020-21	2019-20	2018-19
7	4	2	1	0

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1

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

**Response: 0.1**

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

2022-23	2021-22	2020-21	2019-20	2018-19
02	02	00	00	00

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	<a href="#">View Document</a>
Link to re-directing to journal source-cite website in case of digital journals	<a href="#">View Document</a>
Links to the papers published in journals listed in UGC CARE list or	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

#### 3.3.2

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

**Response: 0.39**

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

2022-23	2021-22	2020-21	2019-20	2018-19
03	07	02	02	02

File Description	Document
List of chapter/book along with the links redirecting to the source website	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	<a href="#">View Document</a>

### 3.4 Extension Activities

#### 3.4.1

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

**Response:**

Sadiya College, being the lone HEI within a distance of about 50 km is fully aware of its social responsibility towards the neighbouring communities. For the same, the College has dedicated cells and committees like women's cell, extension services and awareness cell, NSS, IQAC, etc. As such, in addition to regular awareness and sensitization programmes carried out in the college, extension activities are also carried out in the nearby villages and schools with the sole aim of reaching out to the communities as a whole.

1. In order to spread awareness about health and hygiene, awareness programmes on the necessity of maintaining proper hygiene, need for proper nutrition, menstrual hygiene, etc. have been conducted both in college and in nearby government schools by various academic departments, women's cell, health and hygiene committee, in association with college NSS unit and IQAC.
2. When we talk of health, one very important aspect that must be included is that of mental health. Sessions on important topics like exam stress management, mental health and counselling have been conducted in the college, in association with Department of Mental Health, Tinsukia Civil Hospital and NSS unit.
3. Several cleanliness and plantation drives have also been organized by the college with the help of the academic departments like Zoology and Botany, thereby stressing on the importance of a clean and green environment. Campaigns and rallies have been conducted highlighting the sustainable methods of leading life and reducing the usage of plastic in daily life.
4. Various programmes and awareness rallies have been conducted to curb the menace of drug and substance abuse in the college neighbourhood.
5. For the holistic development of an individual as well as the community, it is very essential to harbour

and spread knowledge about the Indian Constitution, voter's rights and electoral literacy, financial literacy, digital literacy, and so on. The college regularly conducts sessions on all the above mentioned topics with the help of learned faculties, thereby spreading awareness about the same.

6. Likewise, it is equally important to read the right books for personal and overall development. Programmes focussing on importance of reading have been regularly conducted by the library committee of college in various government schools lying in the vicinity to increase the interest of students in reading the right books.

7. Street plays on the need to stop child marriage and programmes including webinars stressing on social aspects like addressing the issues of the elderly in changing society, political sociology of Covid-19 pandemic, issues of sustainable rural development, etc. have also been conducted by the college NSS unit and academic departments of Sociology, Political Science, Economics, etc.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 3.4.2

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

##### **Response:**

The faculties of Sadiya College, in addition to their regular academic activities are also involved in a variety of extension activities. Even though the communication to Sadiya was extremely poor before the construction of the Bhupen Hazarika Setu, the College is gradually gaining popularity for its contribution to community services through different extension activities. During the covid lockdown, Mr. Nakul Neog, Assistant Professor, Department of Zoology has been awarded for his outstanding contribution towards humanitarian cause and work done at the frontline of Covid pandemic. He has also been invited as a resource person for a two-day webinar in 'History, Components, and application of Bioinformatics' in Sibsagar College on 27.07.2021-28.07.2021. In addition, several faculty members have been awarded for their valuable contribution as resource persons in NSS special camp that was organized at Borjia village by the NSS unit, Sadiya College.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 3.4.3

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



**Response: 26**

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

2022-23	2021-22	2020-21	2019-20	2018-19
12	05	02	04	03

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1

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

**Response: 12**

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	<a href="#">View Document</a>
List of year wise activities and exchange should be provided	<a href="#">View Document</a>
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1

The Institution has adequate infrastructure and other facilities for,

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

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

#### Response:

Sadiya College is spread over a campus of 13.86 acres. It has continuously and systematically improved its infrastructure facilities for teaching-learning and overall wellbeing of the students and employees.

The institution has 24 (Twenty Four) fully functional class rooms and among them 05 (Five) are ICT enabled. The class rooms have proper lighting and ventilation system for maintaining student's health and hygiene.

College has well equipped labs for Chemistry, Physics, Botany and Zoology departments. One MatLab is installed in the computer lab and used by Mathematics Department. One distilled water plant is installed in the zoology lab.

College has a central library with rich collection of reading resources. The library is partially automated with the leading software SOUL 3.0.

The administrative part of the college consists of the principal's office, the accounts office, the General Office with ICT facilities.

The institution has separate rest / common rooms for boys and girls where indoor games are conducted.

There are 12 (twelve) Departments in the college having separate departmental office equipped with desktop/ laptops.

The college has separate Hostels for Boys and Girls in the college campus with Twenty Six (26) seats in each hostel.

There is a Botanical Garden and Fishery in the college premises.

The institution has one computer lab with Wi-Fi facility.

The college campus is Wi-Fi enabled.

CCTV cameras are installed in the college campus.

College has one temporary ICT enabled Auditorium. Various programmes and cultural activities of the college are held in the auditorium. The Auditorium is used as class room when needed.

The college has a big play ground for outdoor sports, athletics events. There is a volleyball court, open badminton court and a gymnasium in the institution. College has facilities for various light indoor games such as carom, chess etc., and these are conducted in the girls and boys common rooms.

Yoga is practiced in the college throughout the year. For encouraging Yoga, NSS Unit, Sports and Yoga Committee arrange yoga workshop for NSS Volunteers, students and staff every year. College celebrates International Yoga Day with students, teaching and non teaching members every year.

Students and employees are facilitated with a hygienic canteen, drinking water facilities, sufficient number of toilets, parking facilities, generator etc. There is an ATM being operated by Punjab National Bank.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.1.2

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

**Response:** 29.46

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

2022-23	2021-22	2020-21	2019-20	2018-19
59.93	15.60	2.41	.26	0.2

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

### 4.2.1

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

**Response:**

### **LIBRARY AUTOMATION**

The library is partially automated one with the leading software SOUL 3.0, the library software SOUL 2.0 upgraded to SOUL 3.0 in 2021, designated and developed by INFLIBNET. The library management software gives a user friendly interface for delivering timely services to the users.

### **ILMS SOFTWARE SOUL 3.0**

- Name of the ILMS software : SOUL (Software for University Libraries)
- Nature of automation : Partially
- Server version : 3.0
- Year of automation : 2021

### **FEATURES OF SOUL 3.0**

- Full versions support 80000 records
- Easy to generate various reports.
- Supports barcode.
- Printout in desired format.
- Membership card, Book card, Spine label, etc. can be generated.
- Easy to find out the status of the record (OPAC).
- Multi user facility.
- Member photo support.
- ISBN support for book accession.
- Unicode based multilingual support.
- Supports data exchange through ISO-2709 standard.
- Compliant to International Standards such as MARC 21, AACR-2, MARCXML.

### **LIBRARY SECTIONS**

- Property counters section
- General reference section
- Journal and magazine section
- Newspaper section
- Circulation section (Issue, Return, Renewal. Reserve)
- OPAC and internet section
- Book collection-Subject wise- DDC (Dewey Decimal Classification)
- Technical Processing section

- Special collections on Women studies and North-East region
- Assamese novels
- Manuscript.

## **LIBRARY SERVICES**

- Computerized issue, return, renewal, reminder and reservation services
- Reference service
- New arrival display
- Subscription of journal- online
- Open access service
- Reading room
- Question bank facilities
- Orientation programmes for new users
- Internet facility
- Reprographic services
- Access to INFLIBNET resources
- Career guidance corner for students
- Special collection on Women studies
- Special collection on North-East region
- CCTV surveillance for security reinforcement
- OPAC facility (offline), Web OPAC and QR CODE

## **INFRASTRUCTURE OF LIBRARY**

- Comfortable furniture
- High speed internet

## **LIBRARY AWARD AND CERTIFICATE**

- Best Library User Award- one student from each stream (Every year)

## **OTHER ACTIVITIES OF LIBRARY**

- An art gallery in memory of late Hemchandra Gogoi was started in 2023 with his precious art works.
- Organized Motivational Programme on 'Joy of Reading Books' and Book Fair at Ambikapur High School.
- Started SEC (Skill Enhancement Course)- **Entreprenuring Librarianship** for B.A and BSc first semester students from 2023.
- Introduced Community Study Centre for General People of Chapakhowa Town.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

#### 4.3.1

**Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection**

*Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

**Response:**

Sadiya College is striving to provide the teachers and students with proper IT infrastructure and facilities. The current IT infrastructural facilities are listed as follows:

1. Five classrooms are adorned with smart boards and projectors.
2. Construction of one well equipped smart Conference Room is under process.
3. The College is facilitated with 6 Wi-Fi routers from BSNL with internet bandwidth of 150 MBPS.
4. The college has a total of 59 computers/ laptops, 6 printers. It also has 2 photocopy machines and 7 projectors.
5. IRIS recognition attendance system is available for all teaching and non-teaching staff.
6. The college campus is fully under CCTV surveillance: 40 no of CCTVs have been installed throughout the campus.
7. The College has a user friendly website ([www.sadiyacollege.ac.in](http://www.sadiyacollege.ac.in)) where all the updates related to admission, achievements, course related information, different events and recruitment information etc. are notified time to time.
8. The website of the institution is well maintained and updated regularly. Feedback links for students, teachers, and alumni are provided in the website.
9. To minimize use of papers, electronic communication in terms of email and Whatsapp is used.
10. The departments also make use of Google Classrooms, Zoom, and You Tube etc. for lecture note sharing, home assignments and online classes.
11. The operating systems of the computers are well maintained. Office automation packages like Open

Office, MS Office and Antivirus are purchased by the institution and updated regularly.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

#### 4.3.2

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

**Response:** 19.47

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

Response: 34

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	<a href="#">View Document</a>
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

## 4.4 Maintenance of Campus Infrastructure

#### 4.4.1

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

**Response:** 46.69

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

2022-23	2021-22	2020-21	2019-20	2018-19
60.97	35.73	13.80	6.88	6.90

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



## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1

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

**Response:** 89.12

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

2022-23	2021-22	2020-21	2019-20	2018-19
586	663	752	926	932

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

#### 5.1.2

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

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

**Response:** C. 2 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	<a href="#">View Document</a>
Report with photographs on ICT/computing skills enhancement programs	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**5.1.3**

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

**Response:** 15.31

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

2022-23	2021-22	2020-21	2019-20	2018-19
220	00	310	133	00

File Description	Document
Upload supporting document	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

**5.1.4**

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

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

**Response:** B. 3 of the above

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

## 5.2 Student Progression

### 5.2.1

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

**Response:** 4.35

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

2022-23	2021-22	2020-21	2019-20	2018-19
04	07	10	19	09

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

2022-23	2021-22	2020-21	2019-20	2018-19
169	185	268	251	254

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

### 5.2.2

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

**Response:** 2.69

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

2022-23	2021-22	2020-21	2019-20	2018-19
04	03	03	15	04

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

### 5.3.1

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

**Response: 0**

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

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

**File Description****Document**

Institutional data in the prescribed format

[View Document](#)**5.3.2**

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

**Response: 1.2**

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	0	0	2

**File Description****Document**

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)**5.4 Alumni Engagement****5.4.1**

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

**Response:**

The college has alumni association registered in 19/07/2023. They usually meet once a year and conduct

academic events and attend the general body meeting. The alumni association helps to develop a database of all the alumni with information about their employment, their employers and nature of their present work, contact addresses, phone numbers, email IDs. Such information helps the present students to contact the alumni for suggestions.

The alumni contribute to the development of the college. Some members of the alumni association provide financial aid to the authority as and when situation demands, which are utilized in the development of various infrastructure and other facilities. To name a few Mr. Nabin Gogoi, Mr. Monuj Teli and Biswajit Gogoi donated Rs. 50,000/-, Rs. 51,000/- and Rs. 51,000/- respectively for the development of college infrastructure. The outgoing students also contributes a minimal amount of Rs. 250/- for the development of the infrastructure of the college.

The main objectives of the association is to keep in close touch with the college and to organize cultural and other programs of the college, in order to inspire and educate the current batches of students and exchange views and ideas.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1

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

#### Response:

As the lone higher academic institution in the easternmost part of Assam, Sadiya college has been working persistently to disseminate knowledge and inculcate human values and skills among the students since its inception. Started with arts stream, the college has introduced Commerce in 2011 and science in 2020. Parallely, the college has improved its physical infrastructure through construction of boundary wall, library, classrooms, laboratories, ICT facilities, departmental offices, canteen, parking facilities, connecting roads, hostels, gymnasium etc.

The vision of the college is to “Providing world class education for the betterment of mankind.” And the mission is: “To cultivate knowledge, skills, values and attitude through a human and technological interface maintaining a fine balance of the individual, local, national and global needs.”

Accordingly, some major objectives of the college are:

- To provide outstanding education and moral ethics to our students to achieve their goals.
- To establish institutional linkage with the common people of the society.
- To enlighten the society with scientific temperament and ethos of national integrity.
- To turn the college into a nodal facilitating centre for inclusive and sustainable development.

Recently, the college has implemented NEP-2020 and

- has formed an NEP Task Force
- implemented Samarth portal
- introduced vocational courses
- signed several MoUs with other institutions
- digitalized several administrative processes

To achieve sustained developmental goals, the institution has formed

- Planning and Development Cell for short term and long term developmental planning
- Academic committee for academic planning and evaluation
- Research Cell for research planning and execution

To establish a bridge between the institution and the society, the college has organized

- Extension activities with community participation

- Awareness Programs on drug abuse, Child marriage, financial literacy, women entrepreneurship and environmental protection etc. To impart moral ethics, the college has organized activities in collaboration with Prajapati Brahma Kumari Ishwariya Vishwa Vidyalaya .To impart scientific temperament and ethos of national integrity, the college has organized activities like
- Science Popularization Programs
- National Science Day
- National Mathematics Day
- World environment day
- National Integrity Day
- Voters Day

To empower the student community, the college encourages the students to participate in

- Governance through student's union
- Formation of student's cooperative society

To encourage decentralization of powers and participation in institutional governance, the college

- has formed more than 25 subcommittees
- appointed a vice principal
- The Governing Body reviews and discusses matters related to quality policies and institutional strategies and provides suggestions before implementation.
- The Principal plays a crucial role in designing and implementation of various policies and planning.
- The Vice Principal helps the administration in maintaining daily class room activities, examination and evaluation activities.
- The HoDs co-operate with the Principal in accomplishment of the stated objectives.
- The subcommittees help in smooth functioning of certain academic, cocurricular and administrative activities reflecting decentralization of power and participative management.
- Members of student union are included in certain decision-making processes under relevant circumstances.
- To reinforce the culture of excellence, the IQAC of the college is entrusted with the responsibility to frame required policies, forward suggestions, record data and analyses.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1

*The institutional perspective plan is effectively deployed and functioning of the institutional bodies is*



*effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

**Response:**

As a government aided institution the college follows the policies and rules set by the Department of Higher Education, Govt. of Assam and various central government agencies like UGC, MHRD, PM-USHA etc., both in governance and academic activities. Moreover, as an affiliated college it also follows the academic and certain administrative policies of Dibrugarh University.

- Appointment of Principal:
- The principal of the college is appointed by the DHE, Govt. of Assam
- Appointment of faculty members:
- The college selects the eligible candidate following the guidelines of DHE and UGC.
- After selection, the candidature is approved by the GB.
- Final approval and appointment is made by the DHE.
- Appointment of non-teaching staffs:
- The college selects the suitable candidate.
- Final approval and appointment is made by DHE after due approval by the GB.
- Appointment of GB members:
- Principal is the secretary of the GB.
- The president of the GB is appointed by the DHE.
- There are two members nominated by the VC, Dibrugarh University
- Librarian is the ex-officio member
- Two representative members from the teaching staffs
- One representative member from the non-teaching staffs
- Two members from the parents
- Two donor members
- Local MLA
- Appointment of Vice Principal, HoDs and contractual staffs:
- Appointment of VicePrincipal is approved by the GB on the basis of seniority.
- The HoDs are appointed as per seniority basis for three years following the government rule.
- Shortage of government appointed employees, both teaching and non-teaching, is met by contractual appointment after due approval by the GB.
- Promotion, retirement and pension:
- Promotion is done on the basis of Career Advancement Rule of Government of Assam.
- Current retirement age is sixty, as per Govt. rule.

- Employees who joined before February, 2005 comes under old pension scheme and employees joined after February, 2005 comes under new pension scheme.
- Admission
  - Admission into various courses are done on the basis of merit following the reservation rules set by the government.
  - Admission fee is waived off for eligible students on fulfilment of stipulated conditions.
- Academic policies
  - Academic calendar, course curriculum, delivery, examinations and evaluation processes are done by following the guidelines of Dibrugarh University.
  - Academic committee and examination committee help in smooth functioning of academic activities, conduct of examinations and evaluation processes.
  - Objectives highlighted in the NEP-2020 like Multiple entry and exit, academic bank of credit, choice based credit system and interdisciplinary courses etc have been implemented.
- Other important policies
  - Planning and suggestions forwarded by the subcommittees are thoroughly considered by the GB before approval for execution.
  - Financial expenditure is audited annually by a CA.
  - Different subcommittees are assigned to define and implement policies targeting gender sensitization, prevention of sexual harassment, prevention of ragging, tobacco free campus, green initiatives and environmental protection etc.
  - Grievance Redressal Cell promptly attend and resolve the grievances.
  - NSS takes care of cleanliness and sensitization of key social issues.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Institutional perspective Plan and deployment documents on the website	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 6.2.2

#### *Institution implements e-governance in its operations*

##### **1.Administration**

##### **2.Finance and Accounts**

##### **3.Student Admission and Support**

#### 4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	<a href="#">View Document</a>
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	<a href="#">View Document</a>
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

#### 6.3.1

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

**Response:**

The institute takes a number of measures to enhance the professional development of the teachers and non-teaching staff-

- Permission for participation in Orientation and Refresher course.
- Encouragement for organization/participation/presentation in National/International seminar/conference/workshop/symposia etc.
- Encourages faculty members to pursue Doctoral research.
- Motivates faculty members to submit major/minor research project to different funding agencies.
- Upgradation of library.
- Extension of internet facilities to all departments and offices.
- Computer skill development for non-teaching staff.
- Training on record keeping/file/office management.
- Releases the teachers to join training programme organised by the university on newly introduced courses.
- Permission to and release of the teachers to join the Zonal examination center for evaluation of Dibrugarh University undergraduate examination answer scripts.
- Deputation of senior and experienced faculty members to conduct practical examinations as external experts at other institutions.
- Allows the teachers to engage themselves in different social service activities including delivery of lectures as resource person at different forums.
- Permission to teachers to participate in activities organised by Assam College Teachers Association

In addition to above points

- The institution has strategies to empower the faculties/staffs through different training, retraining and motivational schemes.
- Performance appraisal of the faculty is done from time to time that evaluates the activities (academic, social and administrative) of the faculties.
- Based on the performance appraisal, faculties are promoted to higher academic grade following the guidelines of DHE.
- The college has a provision for leave for at least 10 days and 5 days in case of death of parent of employees and marriage ceremony, respectively.
- For retention of qualified and talented teachers a liberal and all-inclusive environment that aims to achieve maximum teacher involvement in every aspect of the institution is created.
- Academic facilities from library to laboratory and possible research facilities are provided to the teachers for their satisfaction and retention.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 6.3.2

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

**Response:** 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
00	00	00	00	00

File Description	Document
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	<a href="#">View Document</a>

**6.3.3**

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

**Response:** 27.17

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

2022-23	2021-22	2020-21	2019-20	2018-19
17	13	14	01	02

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

2022-23	2021-22	2020-21	2019-20	2018-19
09	07	07	07	07

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	<a href="#">View Document</a>
Institutional data in the prescribed format	<a href="#">View Document</a>
Copy of the certificates of the program attended by teachers.	<a href="#">View Document</a>
Annual reports highlighting the programmes undertaken by the teachers	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

**6.4 Financial Management and Resource Mobilization****6.4.1**

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

**regularly (internal and external)****Response:**

The institution has a meticulous developmental plan recommended by the Planning Committee and approved by the Governing Body that monitors the use of financial assistance received from Government of Assam, UGC and PM-USHA towards upgradation, renovation of existing facilities, creation of new infrastructure and purchase of equipment etc. Further, the Purchase Committee overlooks the procurement of different items, instruments, tendering, evaluation of tenders, selection and issuing work order etc.

- The internal and external auditors also monitor and check the use of available financial resources of the college.
- The Governing Body also takes account of the expenditure made by the institute for various activities.
- The college has no internal audit committee. However, it engages a chartered accountant to maintain regular financial audit of the institution which is verified by an external auditor appointed by the Audit Department, Govt. of Assam.
- The external audit is done in the month of March of every year. The Governing Body reviews and approves the final external audit reports.
- The institution collect the student union fund from the students during admission.
- The college also receives fund from donors/financial organizations.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1

**Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities**

**Response:**

The IQAC is responsible to the quality service of the college and it's commitment is reflected in

- Periodical reviews of academic and administrative affairs
- Records of student progression
- Analysis of teaching learning methods and timely suggestions
- Records of faculty career progression

- Analysis of feedbacks received from students and other stakeholders
- Suggestions in framing policies and strategies for improvement of academic environment

In addition to these

- IQAC reviews almost all the academic strategies of the college and gives its suggestions to the concerned authority regarding the areas to be emphasized for further improvement of the institutional qualities.
- The cell circulates notices whenever necessary to attract the attention of the teachers and non-teaching staff of the college for smooth conduction of some of its courses of action. On the basis of the analysis of the feedbacks received IQAC submits its report to the authority regarding the strong as well as the weak areas of the academic aspects of the institution.
- The IQAC has representatives from the teaching and non-teaching staff, administration, public and students union. After consultation with concerned committees, sub-committees and cells, IQAC approaches the authority to offer suggestions for assuring quality in the academic and administrative activities of the college whenever deemed necessary.
- The IQAC, in association with other sub-committees, provides different training programmes to the staff and faculty members for effective implementation of the quality Assurance Procedures.
- IQAC scrutinizes the records and certificates of the employees related to career progression before recommendation for promotion based on career advancement scheme.

The measures and means of internal quality assurance of the institution emphasized and adopted through the IQAC are totally in line with the suggestions and requirements recommended by the external and superior regulatory authorities like UGC, DHE (Assam), and the Dibrugarh University. In matters of administrative standards the institution follows the guidelines and notification of the DHE (Assam) and UGC.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 6.5.2

**Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

**Response:** A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	<a href="#">View Document</a>
NIRF report, AAA report and details on follow up actions	<a href="#">View Document</a>
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	<a href="#">View Document</a>
Link to Minute of IQAC meetings, hosted on HEI website	<a href="#">View Document</a>



## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1

**Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.**

*Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

#### **Response:**

Equality and development of all genders is of utmost importance for the overall progress of the college as well as the society. Keeping this in view and realizing the importance of gender equality, the college adopts the following initiatives to promote the same.

Campus surveillance is carried out through CCTV cameras installed at strategic locations. While locating the CCTV cameras, the privacy of the members of the college family has been considered. Additionally, there is a security personnel deployed at the college entrance to ensure the safety of the students as well as the college staff.

The various committees and sub-committees of the college have female representatives to ensure gender equity and they are actively involved in various activities of the college. Additionally, they are assigned wider roles in these committees.

There is a Grievance and Redressal Cell & an Internal Complaints Committee which deals with grievances related to sexual harassment of students as well as office staff.

The college has an anti-ragging committee which takes necessary measures to prevent ragging. This is to ensure the safety and security of the students.

In order to make the students aware of their responsibility towards the society as well as to promote gender equality, both boys and girls are enrolled in NSS and Rover & Ranger Unit.

A complaint box is installed in the administrative building of the college in which any student can lodge a complaint regarding any problem faced irrespective of gender. These are then discussed and resolved.

The college also has a career counseling cell & Students Welfare Cell which gives guidance to the students and motivates them to pursue a good career, irrespective of their gender.

The college has separate common room for boys and girls.

The college has a Boys' Hostel and a Girls' Hostel within the campus and the Girls' Hostel is provided with extra protection by means of Fences. There is a Hostel Management Committee to monitor both these hostels and a warden is appointed for each hostel to look into the problems of the hostellers.

The Women Cell of the college constantly works on gender related issues and the causes responsible for it. The Women Cell organizes training on self-defence for the girl students. It also organizes workshop on gender sensitization for the students and lecture programme on gender equity. Health and hygiene of women is of primary concern for the development of a society and hence, the Women Cell organizes programme on girl child health and hygiene. The Women Cell also celebrates International Women's Day on 8th March every year.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Provide Link for Additional information	<a href="#">View Document</a>

### 7.1.2

**The Institution has facilities and initiatives for**

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

**Response:** B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	<a href="#">View Document</a>
Geo-tagged photographs/videos of the facilities.	<a href="#">View Document</a>
Circulars and report of activities for the implementation of the initiatives document	<a href="#">View Document</a>
Bills for the purchase of equipment's for the facilities created under this metric	<a href="#">View Document</a>

### 7.1.3

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

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

**Response:** C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	<a href="#">View Document</a>
Policy document on environment and energy usage Certificate from the auditing agency	<a href="#">View Document</a>
Green audit/environmental audit report from recognized bodies	<a href="#">View Document</a>
Provide Links for any other relevant document to support the claim (if any)	<a href="#">View Document</a>

#### 7.1.4

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

**Response:**

Sadiya College is committed to providing an inclusive environment for all the stakeholders of the college. The college acts like a second home for every student & employee, where everyone is treated with equality and inclusion. In the college campus, every individual is treated with mutual respect and has tolerance towards each other's identity, culture & language. The students in the college belong to different tribes and sub-tribes, communities & ethnicities, like Ahom, Chutia, Gorkha, Mising, Deori, Sonowal Kachari & Nepali among others. The faculties also hail from different parts of Assam, belonging to different communities, but everyone is welcomed to the fraternity of Sadiya College with harmony without a sense of prejudice. Sadiya College celebrates 'Unity in Diversity' in letter & spirit, which is prominent from the cultural rally organised in the college week every year and also the College Magazine which has included seven languages in it. All the tribes & sub-tribes cultures, attires & traditions are showcased with pride in every cultural programme organised in the college, be it freshers, foundation day or college week. A special dance performance 'Bor Axom' was presented by the students of the college in the cultural exchange programme with DHS Kanoi College, Dibrugarh, representing the varied cultures of the Sadiya region. The College celebrates festivals like Janmashtami, Tithi of Sankardeva, Saraswati Puja etc. At the same time, Iftar was also held in the holy month of Ramadan at the special camp held by NSS Unit Sadiya College, with the teachers and students participation.

In order to make the students and employees of the college aware about their constitutional obligations and duties and responsibilities as citizens of the nation, every year National Voter's Day, Independence Day & Republic Day are observed in the college campus to celebrate the spirit of nationality. Another initiative "Know your Constitution" was organised by Department of Political Science to make the students aware of their rights and duties as a citizen of India and various aspects of

the constitution of India. A cycle rally was organised as a part of Iconic Week Celebration:2022 along with an event “Har Ghar Tiranga” as a part of Azadi Ka Amrit Mahotsav which was organised before the Independence Day Celebration.

The college adheres to all reservation norms during student admission and staff recruitment process. The college has constituted Grievance & Redressal Committee, Disciplinary Action Committee, & Internal Complaints Committee to address various grievances of students as well as employees. The College also has an active anti-ragging cell which prevents the students in the campus to involve in activities like ragging & harassment. All the students are treated equally without discrimination on the basis of caste, creed, gender or religion. International Women’s Day, Talks on Gender Sensitisation, Training on Self Defense etc. are conducted in the college to promote a sense of equality among genders. Sadiya college faculties uses all three languages, English, Hindi & Assamese, as the medium of instruction for the ease of understanding of the students from different backgrounds.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

## 7.2 Best Practices

### 7.2.1

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

**Response:**

#### **BEST PRACTICE 1**

**1.Title of the Practice:** Promotion of Tourism & Tourism Entrepreneurship

**2. Objectives of the practice:**

- 1.To promote local tourism of Sadiya region, which is lagging behind in its tourism sector inspite of its huge potentiality and historical significance.
- 2.To give the students hands-on learning opportunities on the functioning of the tourism sector. To motivate them to find innovative ways to develop the tourism potentials of the region.

#### **3. The Context**

Sadiya has huge potential to attract tourists & holds immense scope to develop tourism. In the pages of history, Sadiya holds a rich place in religion & culture. Sadiya College, with the help of its faculty and students have taken an initiative for the promotion of local tourism. The College offers skill enhancement courses & generic elective papers related to tourism, which enabled to come up with innovative ideas to promote tourism. With the efforts of these students a tourist information centre was started in Sadiya College in the year 2023. Also, a Yuva tourism club was formed comprising of students & faculty

members in order to contribute efficiently towards the promotion of local tourism.

#### **4. The Practice**

The Govt. of India along with Govt. of Assam have been promoting the concept of Yuva Tourism with a special focus on the development of local tourism. Moreover, Dibrugarh University offers elective SEC (Skill enhancement course) & GEC papers of tourism, under CBCS & FYUGP course curriculum. Sadiya College has been offering these courses as a part of the curriculum and the students studying these papers have been taking the forefront in forming the Yuva tourism club, and setting up the Tourist Information Centre. The Sadiya College website hosts the Tourist Information Centre, from where the tourists can gather all the necessary information required to plan a trip to Sadiya.

Sadiya is the home to a few sites of archeological importance. The Directorate of Archeology, Gov. Of Assam have conducted an awareness meeting at the college campus on September 2022 and have discussed the significance of the place in archeology with the students. Talks are also going on with the Department of Archeology to let Sadiya College adopt a nearby archeological site and maintain it. The students of the tourism related papers are regularly taken on field trips and are assigned research projects on tourists places. The tourist information centre is formed under the initiatives of the tourism club.

#### **5. Evidence of Success**

Sadiya College is trying to promote tourism & create a tourism entrepreneurial mindset amongst the students, the results of which can be seen through the following:

- Sadiya College have formed a Yuva Tourism Club with its students & faculties. It has also set up a Tourist Information Centre, that provides the tourist all the information regarding their trip to Sadiya.
- Sadiya College has collaborated with the owners of Sadiya Eco Camp & Dekasang resort, who have a significant role to play in promoting tourism of Sadiya & Arunachal Pradesh.
- The Directorate of Archeology, Govt. of Assam, has conducted an awareness drive & rally depicting the cultural & archeological significance of Sadiya region in the college campus.
- While setting up the TIC, the students got to learn how to hosts tourists & what are the amenities a tourism place can offer to its guests. A few educational institutes did contact our co-ordinators while planning their educational trip to Sadiya after obtaining information from our Tourist Information Centre.

#### **6. Problems encountered and Resources Required**

For an educational institute it is mainly the allocation of funds that faces constraints while aiming to develop initiatives such as this. Moreover, time becomes a constraint as the members of the club have academic responsibilities to perform.

### **BEST PRACTICE 2**

1. **Title of the best practice:** “Best Library User Award.”
2. **Objective of the practice:**

Sadiya College Central Library has introduced the Best Library User Award with the following objectives:

- 1.To motivate the students to make the efficient use of the library and its services.
- 2.To focus on the utility and value of Library in the academic arena.
- 3.To inculcate reading habits among the students across all the departments.

### 3. The context:

Library is the heart of any academic institution. The library is a store house of knowledge as it contains books, publications and journals. The students get desired information through various services such as Reference services, CAS, SDI, etc. Sadiya College Central Library is partially automated with the leading software SOUL 3.0. Hence, Sadiya College library has introduced, the Best Library User Award to encourage the students to make efficient utilisation of the library resources.

### 4. The practice:

To encourage the students to use the library resources, services and facilities to the best extent possible, library has the provision to confer “Annual Best Library User Award” which is being selected on the basis of his/her regular visit to the library, behaviour and interaction with the library staff and library usage. The students are awarded on a special day such as Fresher’s Day and Book fair in the presence of principal, HoD of the concerned departments & other dignified guests. The photos & remarks of the awarded candidates are being published in the department’s Wall Magazine as well as the College Magazine too, in order to inspire more students to use the library resources.

### 5. Evidence of Success:

The impact of awarding the Best Library User Award is evident among the library users. After introducing the award, gradually the number of users have been increased. Observing the Users’ Entry Register, we have found that before introduction of the reward, average 70 users used to come to the library in a day. But after introducing this award the average number increased to 196 users per day. It is also seen that reading habits among students has been increasing since 2018-19.

### 6. Problems encountered and Resources required:

It is difficult to select one student out of more than 1400 students and question can arise on the selection process.

The detailed best practices are hosted on the college website.

File Description	Document
Best practices as hosted on the Institutional website	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1

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

**Response:**

Sadiya college is the only higher education institute in Sadiya sub division and upto a radius of 50km, there is no other college. Sadiya is located at the easternmost part of Assam which remained isolated from mainland Assam, until the construction of Dr. Bhupen

Hazarika Setu, the longest river bridge in India, over the mighty river Brahmaputra, in 2017. Since establishment of the college in 1982, the college has been catering to the higher education needs of the entire region for 42 years. As Sadiya is adjacent to Arunachal Pradesh and the border is just 5km away from the Chapakhowa town of Sadiya, students from Arunachal Pradesh also comes to Sadiya College for higher education. At present the college has all the three streams viz. Arts, commerce and Science, with science being introduced in 2020. The commerce stream was introduced in 2009 as per the recommendations of the earlier NAAC peer team visit. Among the three streams, the commerce stream is yet to be provincialized.

Sadiya is an underdeveloped region lacking in industrial and economic development. Most people here are dependent on agriculture and animal rearing for livelihood. One of the notable features of Sadiya college is that approximately 95% of the students who take admission into the provincialized streams belong to the Below Poverty Level (BPL) category, seeking admission under the fee waiver scheme of the state government. The college has been functioning with only 34 sanctioned posts of Assistant Professors across the three streams. Therefore, faculty members of the college try their best to manage a large number of students with their limited capacity. Due to very less number of Higher Secondary schools available in the region, the college has to continue with the higher secondary section affecting the student to teacher ratio.

Since most of the students comes from underprivileged sections of the society, their attitude towards education do not seem to be very ambitious. They do not hesitate to leave the college for meagre employment opportunities that provide them with the slightest financial support. Therefore, the college has to deal with a lot of drop out cases each year. Moreover, early marriage among both boys and girls seem to be widely prevalent in the region. Since they decide to enter into marriage at a very early age, their domestic responsibilities increases and their studies take a backseat. The college has been trying to address this prominent issue of the region since long. The college organises various street plays, awareness rallies, camps at villages, special talks etc. to prevent early marriage.

The college authority has been trying its best to improve the academic environment of the campus. The main gate(s) of the college are kept closed till 3 PM so that no students can leave the college without prior permission before the mentioned time. Use of cell phones in the campus is restricted. To resolve the dropout issue, the faculty members are mentoring the students personally and slight improvement is observed. The college also encourages students to take part in co-curricular activities apart from the regular studies. On the 42nd Foundation Day of the college, an Art, Craft and food exhibition called "Silpa Mela" was held to encourage the students to exhibit their talents. Additionally, the students keen towards performing arts get opportunities to showcase their talent at department, college as well inter-

college level and participate in the college week.

The faculty members continuously try to motivate the students through mentoring and counselling. Several notable speakers are invited to the campus to motivate the students. "Utkarsh - The Personality Development Cell" of the college had organised a week long summer camp for the students which included different activities ranging from drama, life skills to a workshop on positive thinking. NSS unit of the college organises residential camps for its volunteers which involves many events and activities ranging from plantation Institutional Distinctiveness drive to personality development. The college is trying its best to continuously upgrade the academic and co-curricular environment of the college.

The College has taken several steps to ensure community linkage, to reduce the gap between the college and the neighbourhood. Several schools and villages of the Sadiya region have been adopted by various departments of the College. The College ensures that regular extension activities are conducted in these schools and villages which includes Plantation drives, Awareness drive, Popularisation of Science Education, Prevention of child marriages, Cleanliness Drive, Anti Drug Campaign etc. The college also organises Parents Teachers Meet at regular intervals to make the parents proactively participate in their child's higher education.

The library of the College has been equipped with modestly spacious reading rooms, e-learning zones and wi-fi facility in addition to course books, references, magazines & journals which compensates the lack of availability of proper book stores in the locality.

Using the library resources a student can easily get the course materials required to complete the syllabus. in addition to the novels & other self help books, the library also has resources for various competitive exams which helps the students prepare for their future .

The library has introduced Best User Award in order to inculcate the reading habits among the young minds.

Inter Departmental competitions like Wall Magazines, Cultural rallies and Sports are held in the college week in order to boost team spirit among the students and increase their ability to work in group. All the departments of the College publishes their own wall magazine every year. In the annual cultural rally each department participates as a team and showcases their innovative ideas into forming the best team in the rally. The students participate in these activities with great zeal and enthusiasm.

Thus, the college takes all possible measures to create a healthy academic environment as the sole higher education institute in the Sadiya Sub-division with its limited capacity & resources. With its strive and commitment for improvement, Sadiya College is hopeful that it would prosper academically & would be able to remove all its hardships & move forward with excellence.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>



## 5. CONCLUSION

---

### Additional Information :

1. Proposal has been submitted to the Department of Education, Assam Government for sanctioning the Commerce Stream since we have been running it as a private venture since 2009.
2. The department has also been requested to sanction additional posts of teaching and non-teaching staff since the present numbers are inadequate to provide quality service.
3. Department of Welfare of SC and BCs, Government of Assam is planning to sanction a Girls' Student with a seating capacity of 60 boarders in the next state budget.
4. Several projects for infrastructure development under CSR schemes of IOCL have been submitted and likely to be sanctioned in the next financial year.
5. The 10+2 classes (known as Higher Secondary Section) are going to be phased out shortly once green signal is received from the state government.

### Concluding Remarks :

Sadiya College is dedicated to its vision and mission through the fulfillment of various stated objectives by following the quality policies, plans and guidelines issued by relevant authorities, especially in the light of the National Education Policy-2020. As an affiliated college under Dibrugarh University, it implements the curriculum in letter and in spirit. The academic departments continuously improve their teaching and delivery methods by ensuring a continuous follow up by means of a well-documented process. The syllabi prescribed includes gender sensitization and environment awareness courses apart from the conventional courses to make the students conscious of various societal and environmental issues

Sadiya College aims to build an ambient ecosystem for promoting the research culture in the college. It is awake to the tremendous research opportunities that the region and its people offer to serious researchers. Several research projects dealing with socially and scientifically important issues have already been submitted by faculty members to various agencies like DBT, DST, etc. It is also establishing collaborations and linkages with different educational institutions for research, faculty exchange, and student exchange/internship.

The college was accredited by NAAC for the first time in 2006. Most of the suggestions made by the then peer team have been fulfilled. It has grown itself into a multidisciplinary institution. However, enrolment ratio has been low for some socio cultural reasons. Spread over a campus of 13.86 acres land, the college has an opportunity of growing into a bigger institution, preferably into a university in line with the visions of the National Education Policy 2020.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
1.4.1	<p><b><i>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website</i></b></p> <p>Answer before DVV Verification : A. Feedback collected, analysed, action taken&amp; communicated to the relevant bodies and feedback hosted on the institutional website</p> <p>Answer After DVV Verification: B. Feedback collected, analysed and action has been taken and communicated to the relevant bodies</p> <p>Remark : DVV has made changes as per the report shared by HEI.</p>																																								
2.1.2	<p><b><i>Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years</i></b></p> <p><b>2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>124</td><td>150</td><td>127</td><td>146</td><td>140</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>156</td><td>185</td><td>151</td><td>199</td><td>184</td></tr></table> <p><b>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>338</td><td>338</td><td>338</td><td>270</td><td>270</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>309</td><td>309</td><td>309</td><td>248</td><td>248</td></tr></table> <p>Remark : DVV has made changes as per the report shared by HEI.</p>	2022-23	2021-22	2020-21	2019-20	2018-19	124	150	127	146	140	2022-23	2021-22	2020-21	2019-20	2018-19	156	185	151	199	184	2022-23	2021-22	2020-21	2019-20	2018-19	338	338	338	270	270	2022-23	2021-22	2020-21	2019-20	2018-19	309	309	309	248	248
2022-23	2021-22	2020-21	2019-20	2018-19																																					
124	150	127	146	140																																					
2022-23	2021-22	2020-21	2019-20	2018-19																																					
156	185	151	199	184																																					
2022-23	2021-22	2020-21	2019-20	2018-19																																					
338	338	338	270	270																																					
2022-23	2021-22	2020-21	2019-20	2018-19																																					
309	309	309	248	248																																					
3.3.2	<p><b>Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years</b></p> <p><b>3.3.2.1. Total number of books and chapters in edited volumes/books published and papers</b></p>																																								

**in national/ international conference proceedings year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
10	02	02	02	01

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
03	07	02	02	02

Remark : DVV has made changes as per the report shared by HEI.

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
14	08	06	05	03

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
12	05	02	04	03

Remark : DVV has made changes as per the report shared by HEI.

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

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

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : DVV has made changes as per the report shared by HEI.

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

1. **Implementation of guidelines of statutory/regulatory bodies**

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made changes as per the report shared by HEI.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
39	29	00	00	16

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	0	0	2

Remark : DVV has made changes as per the report shared by HEI.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	16	09	02	01

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
17	13	14	01	02

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
09	07	07	07	07

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
09	07	07	07	07

Remark : DVV has made changes as per the report shared by HEI.

#### 7.1.2 The Institution has facilities and initiatives for

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

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : DVV has made changes as per the report shared by HEI.

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. Any 2 of the above

Remark : DVV has made changes as per the report shared by HEI.

## 2.Extended Profile Deviations

Extended Form Deviations

ID	Extended Questions															
1.1	<b>Number of teaching staff / full time teachers during the last five years (Without repeat count):</b> Answer before DVV Verification : 51 Answer after DVV Verification : 41															
1.2	<b>Number of teaching staff / full time teachers year wise during the last five years</b>  Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>41</td><td>37</td><td>34</td><td>23</td><td>24</td></tr></table>  Answer After DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr></table>	2022-23	2021-22	2020-21	2019-20	2018-19	41	37	34	23	24	2022-23	2021-22	2020-21	2019-20	2018-19
2022-23	2021-22	2020-21	2019-20	2018-19												
41	37	34	23	24												
2022-23	2021-22	2020-21	2019-20	2018-19												

	41	34	17	21	23
--	----	----	----	----	----