



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SISSI BORGAON COLLEGE

P.O.-SISSIBORGAON, DISTRICT-DHEMAJI.

787110

sissiborgaoncollege.ac.in

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BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sissiborgaon College is a promising co-educational premier institution of higher education offering B.A. programme. It is situated in the inter state border area of Assam and Arunachal Pradesh, about 22 km away from the district headquarter, Dhemaji. The College came into existence on 25th April, 1992 and affiliated to Dibrugarh University, Assam. The College was established with the noble objectives of meeting the needs of higher education in this rural, tribal area, which had been lagging behind in terms of education for the last few decades. It was a humble effort by a few educationists of the locality for disseminating knowledge in the field of higher education in this area. At present the college offers programmes in Arts for eight subjects with Honours under CBCS system. In parallel, the college has introduced B.A. & M.A. in distance mode under Dibrugarh University to enable the employed students or students who are unable to pursue regular course. The College was included UGC 2(F) and 12(B) in the year 2012. This institution is a full-fledged under graduate college with a band of dedicated and proficient faculty members who devote entirely for quality education. The College was brought under provincialization system as per the Assam Govt. Act of Provincialization Act.2005 by Government of Assam in 2014 w.e.f.14th August, 2013.

Vision

- 1.To make the institution as an Ideal Centre for preservation and upliftment of rich ethnic culture and other traditions in this region.
2. To impart value based quality education to the younger generation by including qualities of competence, confidence and excellence for the allround development of the society.
3. To provide facilities for holistic development of the students.
4. To work as a platform for transforming the student as human resource.

Mission

- 1.Sissiborgaon College sets its mission to make itself a centre of academic excellence in the field of higher education.
2. To equip the students with the changing trends, priorities and demand of the society.
3. To impart ethical values ensuring the harmonious functioning of the society.
4. To impart need based and value based quality education to the students.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- Young and energetic teaching and non-teaching staff.
- Holistic development of students.
- Well stocked central library and departmental libraries.
- Active NSS Unit. Emphasis on community & social work along with classroom activities.
- Involvement of students in eco-friendly activities like planting trees.
- An auditorium with the seating capacity of 200 Students.
- Liberal fee concession, Scholarships and facility of making payment in instalments to enable the poor & marginalised sections of the society to enter the mainstream of social system.
- The College fosters a spirit of belongingness with very congenial relationship between the faculty and students.
- Sincere and dedicated effort of the college is reflected in the academic performance of the students as well as progression to higher studies & placement.
- Apart from organizing seminar, Webinar, the institution encourages its faculty members to involve in Research & Project work.
- Different cells, committees of IQAC are actively engaged in different student centric activities.
- The institution provides free internet & Wi-Fi facilities within the college campus, LCD projectors, smart classrooms, separate toilets for both boys & Girls, play ground & drinking water facilities.

Institutional Weakness

- Geographical isolation.
- Only one stream.
- Lack of Permanent Auditorium.
- Situated in a flood prone area.
- Lack of sufficient Infrastructure.
- For enhancement of institutional growth and development, the number of permanent teaching staff in the college needs to be increased.
- Limited resources in the use of digital technology to enhance teaching learning on campus.

Institutional Opportunity

- Centrally located college campus.
- Highly qualified, efficient and committed faculty members who are capable of organizing and conducting high quality seminars, workshops, conferences is an added opportunity to further partner with eminent institutions both nationally & internationally, to carry out certificate programmes, add-on courses, etc. This will provide the scope to create more teaching learning material and contribute to the various fields of education.
- There is an opportunity to start more streams.
- Introducing new value oriented and skill development courses.
- There is greater possibility of networking among the alumni.
- The faculty members may avail of the research facilities offered by various funding agencies.

Institutional Challenge

- Divers socio-economic and cultural background of large number of students.
- One of the major challenges is to increase the involvement of parents and alumni in different activities.
- Keeping pace with fast changing technology.
- Low communication skill of students with other regional languages.
- Reduction and irregularity in grants issued by the Government.
- As agriculture based society, most of the students spend time at cultivation to help their parents.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sissi Borgaon College is affiliated to Dibrugarh University, Assam. The curriculum is generally designed and prepared by the affiliating university. The academic council prepares prospectus, Academic calendar and general class routine. The prospectus contains the vision, mission, objectives, rules and regulations, subjects offered availability of facilities and different committees. It provides a detail idea about the college to prospective students. The Academic Calendar of the college is prepared in conformity to the general Academic calendar provided by the affiliating university with some modification to suit our courses and condition for effective transaction of curriculum. The departments prepare departmental class routine and department course plan. The College offers BA Programme under Choice Based Credit System in eight subjects i.e. Assamese, English, History, Economics, Political Science, Sociology, Philosophy and Education. The College has been running Six Masters Degree and Four Undergraduate programme under the Distance Education, Dibrugarh University. All the subjects offer both Honours and Non-Honours programme. The College provides ample opportunities to the backward classes including SC/ST and students from Minority. Some students have achieved brilliant results in their examinations. The affiliating University provides entire course syllabus, duration of the session, the date of examinations, question papers, etc. For effective curriculum delivery and classroom transaction, all the teaching departments prepare their own lesson plans for both the honours and non-honours course which include lecture hours, topic to be taught and other co-curricular activities to be conducted during the academic session and the progress is regularly monitored by the heads of the departments. On the basis of theoretical knowledge, socio-economic surveys, project works etc. are conducted by the students. At the end of every academic session course completion overviews and review of examinations result at different levels are done by the authority in the academic committee meetings. The College encourages the faculty members to innovative teaching-learning process through seminars, symposiums etc.

Teaching-learning and Evaluation

The College website and prospectus provide all relevant information about admission, institutional facilities, rules and regulations etc. at the time of admission. Students belonging to different social, economic and cultural background are admitted as per govt. of India and Dibrugarh University rules. In addition the college admission committee marks extra efforts to elicit response from students of these categories for admissions in a transparent manner. Advanced and slow learners are identified through internal evaluation mechanisms (tests, presentations etc.) and efforts are made to meet their specific academic needs. Remedial classes, group projects, and encouragement to participate in curricular and extra-curricular activities help in integrating students of varying abilities. The admission is made on the basis of merit in the previous examination. Free-ships and other concessions are available to the economically weaker students. The detailed layout of the teaching plan is offered in the Academic Calendar. The College has a tiny but efficient and dedicated group of teachers. The institution encourages the faculty members to go for research, attend RC/OP/FDP/PDP in their respective

subjects, participates National and International seminar, webinar, conference, workshop etc. to present their research papers. The faculty members adopt innovative approaches to teaching-learning process by introducing Internet, LCD projector, field work, socio-economic surveys. Students are provided with academic, personal and psycho-social support and guidance by the faculty members and various cells. The College library collects books and various journals, newspapers, with the funds granted by the authority. Books for preparation for competitive examinations, internet facilities are provided to the students. Syllabus, question papers of the College, University examinations are kept in the library. Almost all the departments have own departmental libraries. Students Counseling and Career Guidance Cell helps students to cope with the demands of competitive examinations. The teaching-learning atmosphere prevailing in this institution and the good percentage of results (80% to 90%) attracts the students every year. The institute monitors the quality of teaching-learning through IQAC and other relevant cells, which collect feedback from the students. Parents-teachers meetings are held regularly. Certificate, cash, books rewards are given to students for their good performance.

Research, Innovations and Extension

Sissiborgaon College constituted a Research Committee to encourage and extend all possible helps to the researchers to promote research works. The research advisory committee of the college coordinates, facilitates and supports various research activities in the college. Internet and Reference books are made available to all faculty members to facilitate research works in the college. The Management and the Research Advisory Committee encourage each faculty and students for research activities. The College has organized National Seminar and webinar funded by UGC and ICPR. A good number of MRP sanctioned by UGC, ICHR has been completed. The college authority extends help to faculty for doing Ph.D. One faculty completed Ph.D. and almost 90% of the teachers are with M.Phil. Degrees. A Good number of Text books with ISBN have been published by some faculty members of the college. Many faculties have published research oriented articles in various UGC care list journals, peer reviewed and other ISSN, ISBN and SCOPUS Journals. The College also involves in extension activities in different categories like community development, Social work, Health awareness, Health camp, Environment awareness and plantation, Gender sensitization etc. A neighbouring village 'No. 2 Sumoni village' has been adopted by the college for creating awareness in health-care/hygiene/education etc. Organization of COVID-19 awareness programme is the works related to community orientation. The Women Cell addresses issues related to women staff and girls students like social responsibilities of women and awareness about sexual harassment, early marriage etc. The women cell of the college has been organizing Women's Day on 8th March regularly since its inception.

Infrastructure and Learning Resources

The total area of the campus is 2.48 acre. The total constructed area is 2079.0295 Sq.m. The College provides sufficient class rooms to teach all subjects simultaneously. The college library is well equipped. Total number of Books in the library is 9536 (approximately) with complete Accession Numbering System. Internet connections are available in three numbers of Computers. Initiative is taken to provide Computer facility to all students and staff. A DG has been installed in 2017.

The college has adequate infrastructural resources for smooth teaching learning, extra-curricular and administrative activities. Every department has its own teacher's common room and class room for conducting classes.

The College has been making efforts for the development of infrastructure of the college as mentioned below-

Spacious and well accommodated Administrative Building, Well furnished computer Laboratory, Laboratories for the subject of education, College Canteen, Girl's Hostel, Pure drinking and running water facilities, Play Ground, Indoor Stadium, Conference Hall cum Virtual Class room, Multi Purpose Hall, Girls common room with health check up chamber, Separate room for students Union, Cultural Museum, Video Conferencing System, Orchid House, Napkin Dispenser Machine. CCTV etc.

The Automation Process of the College Library is going on. The library has a spacious reading room with seat capacity of thirty students. One number of Class room has been digitalized. The College is also Wi-Fi Campus.

Student Support and Progression

The College has convenient and adequate machinery for support and progression of the students, some of the committees as well as cells are directly associated with the progression of the students. Good care has been taken for all round development of the students. Students of the college who are from the schedule Tribe (S.T), schedule castes (S.C) and Other Backward classes (O.B.C) receive scholarships under NSP. Students who are Below Poverty Line are given free admission as per Guideline of the Govt. of Assam in to the institution. There are several committees and cells like career Guidance cell, Anti ragging cell, Grievance Redressal cell, Women cell, Extension and welfare committee, NSS etc. which are formed for students' supports and help. Several sports and other co-curricular activities are organized by the college to promote over-all development of the students for divers socio-economic and cultural background. The College maintains good relation with the alumni through Alumni Association which is under process for Registration under the Society Registration Act. 1860. The institution collects feedback from each batch of outgoing students. The information and shortcomings given by them are used for improvement of teaching-learning practices and infrastructure development. In the field of publication, the college publishes its wall magazine annually for intellectual development of the Students. Besides, all the departments publish their own wall magazines annually.

Governance, Leadership and Management

The Governing Body of the college is the highest decision making authority with the Principal as its Secretary. The Principal plays the leading role in the governance and management of the institution. The College has an efficient internal management system under the leadership of the Principal for designing and implementation of its policies and plans effectively through the various committees constituted by the GB. Different Committees constituted to conduct different activities with view to make effective implementation. All the teaching and non-teaching staff of the college activity co-operate in working and functioning of such committees of the college. The monetary and Budget aspects are looked after by Governing Body. All the stakeholders – students, parents, local persons, govt./non-govt. bodies etc participate actively and cordially in institutional plans abiding by the stipulated norms and conditions. The development of the institution comprises extension of building, providing additional facilities, introduction of new courses, inclusion of new faculty etc. The College has audited academic and administrative audit in every five years. The College has a teacher's welfare fund naming 'Sissiborgaon College Teachers Nidhi' help them in need.

Institutional Values and Best Practices

The institution has implemented several best practices which includes environmental consciousness, socioeconomic understanding, political awareness and human values. The students and teachers participate in the programmes propagating such values both within the campus and outside. Enhancing green cover in the campus, increasing the use of green energy are important priorities of the institution, the in-campus lighting is done by LED bulbs. The street lights of the campus function on solar energy. Rain water harvesting is also being done at some sites of the college. For constant effort to render its best, a few innovative processes and best practices are: Pollution free Campus, adoption of a school where the students are from educationally poor and rural background, Preparation of course plan, Feedback taken from Students, Teacher and Employees. Teachers Departmental Diary, Grievance and Redressal cell, Observation and celebration of important Days and Divas.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SISSI BORGAON COLLEGE
Address	P.O.-SISSIBORGAON, DISTRICT-DHEMAJI.
City	DHEMAJI
State	Assam
Pin	787110
Website	sissiborgaoncollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Bhaskar Chutia	03753-9707572072	9707572072	-	sissiborgaon.college2018@gmail.com
IQAC / CIQA coordinator	Kukheswar Borah	-	7002811353	-	kukheswarb@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

State	University name	Document
Assam	Dibrugarh University	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC	29-02-2012	View Document
12B of UGC	29-02-2012	View Document

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	P.O.-SISSIBORGAON, DISTRICT-DHEMAJI.	Rural	2.48	2075.029

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	36	H.S. PASSED	Assamese	50	17
UG	BA,Political Science	36	H.S. PASSED	English + Assamese	40	25
UG	BA,Economics	36	H.S. PASSED	English + Assamese	40	9
UG	BA,Education	36	H.S. PASSED	English + Assamese	40	24
UG	BA,History	36	H.S. PASSED	English,Assamese	40	1
UG	BA,Philosophy	36	H.S. PASSED	English,Assamese	50	42
UG	BA,English	36	H.S. PASSED	English	40	2
UG	BA,Sociology	36	H.S. PASSED	English + Assamese	40	21
UG	BA,General Arts	36	H.S. PASSED	English + Assamese	480	141

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				28			
Recruited	0	0	0	0	0	0	0	0	19	9	0	28
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				13
Recruited	7	6	0	13
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				1
Recruited	1	0	0	1
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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	1	0	1
M.Phil.	0	0	0	0	0	0	14	5	0	19
PG	0	0	0	0	0	0	19	9	0	28
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
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		Total
	0	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	57	0	0	0	57
	Female	84	0	0	0	84
	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	12	9	9	5	
	Female	13	8	3	4	
	Others	0	0	0	0	
ST	Male	52	24	25	32	
	Female	71	40	27	32	
	Others	0	0	0	0	
OBC	Male	253	142	125	134	
	Female	174	144	123	124	
	Others	0	0	0	0	
General	Male	1	1	0	1	
	Female	2	4	0	0	
	Others	0	0	0	0	
Others	Male	0	0	0	0	
	Female	0	0	0	0	
	Others	0	0	0	0	
Total		578	372	312	332	

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Sissiborgaon College is focusing on overall personality development of students by offering a liberal education which can provide all Human capacities – intellectual, aesthetic, social, physical,
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	<p>emotional and moral values in an integrated manner. The college is preparing to include multidisciplinary subjects as per the National Educational Policy 2020. The institution offers flexible and innovative curricular that includes Credit based courses and projects in the areas of community engagement and service, environmental education and valuebased education, as for example Yoga day celebration, Human Rights day celebration, Women's day celebration, Road awareness program, environment day celebration etc. Our aim is to make the students well equipped, so that they don't need to rely on Government jobs but instead pave a way towards self-employment. As the College is preparing itself to have more of multi-disciplinary subjects, it tries to identify the programme learning outcomes along with courses and unit learning outcomes that define the specific knowledge, skills, attitudes and values that are to be acquired by the learner and would ensure that each programme achieves its goal. The institution plans to find out the problems prevailing among the people in our society and aims to solve these problems by organizing various meetings and awareness campaign.</p>
2. Academic bank of credits (ABC):	Till now Academic Bank of Credits is not done. But we are going to execute it shortly as per norms and regulations of NEP 2020.
3. Skill development:	<p>The vision of the college is promoting Value-Based Quality Education, hence the college takes efforts to inculcate positivity among the learners. The college celebrates National festivals like Independence Day and Republic Day. Observes various programmes like World Aids Day, Environment Day, Death and Birth Anniversary of our National leaders which help in imbibing the good qualities of the students. Mentoring students is also one of the practices of the institution to enable our students to explore future employment pathways after graduation, and help them get the most of their studies.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The Institution provides degree for Linguistic Subjects such as Assamese and English. Regarding the adoption of Indian languages, the college offers Indian language Assamese subject in degree courses. Preservation and promoting of language is one of the target of the College in future

5. Focus on Outcome based education (OBE):	The College makes an effort to understand that a pursuit of knowledge is a life-long activity and to acquire positive attitude and other qualities which will lead students to a successful life. To interpret, analyze, evaluate and develop responsibility and effective citizenship is one of the programme Outcome of the students.
6. Distance education/online education:	The college has introduced B.A. & M.A. programmes under Directorate of Distance Education mode, Dibrugarh University to enable the employed students or students who are unable to pursue regular course. The College is also preparing itself to offer vocational course through ODL (Open Distance Learning) mode in due course of time. Keeping in view the convenience of the student, the faculties used various technological tools especially during the pandemic lockdown like Google Classroom, Zoom, Google meet, as teaching and learning aids. Group collaboration and interaction, assignment and revision as well as the assessments have been conducted are some of the institutional efforts towards blended learning.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
332	312	367	578	645

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

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

Response: 28

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

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

2021-22	2020-21	2019-20	2018-19	2017-18
28	28	28	28	28

3 Institution

3.1

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

2021-22	2020-21	2019-20	2018-19	2017-18
20.54686	18.94428	42.23342	37.73982	3.37224

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:

The Institution provided the curriculum delivery system to the students through a well managed course plan for all courses and department routine following department academic calendar prepared by every department according to the college and university academic calendar for effective teaching -learning process. The procedures are given as bellow-

- * The departments arrange tutorial classes, extra classes, seminars, workshop, and group discussion for quality improvements of the students.
- * Teachers are imparted knowledge of using audio-visual as well as modern teaching aids for effective curriculum delivery.
- * Students are counseled regarding the reference books rules and regulations under semester system. They are also provided with easy access to the computer lab for browsing course and curriculum related information.
- * Making a planned class routine by consulting all the HODs of all Departments.
- * The College Library is enhanced with number of books.
- * The Principal and the IQAC monitor the progress at regular intervals.
- * Result analyses are made.
- * Following the academic calendar of the University.
- * Making good use of the Blackboard and Whiteboard.
- * Making use of ICT in teaching-learning process.
- * Making the class student-friendly.
- * Field study and Educational Trip to different places having curriculum relevance.

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

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 0

File Description	Document
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Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 0

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

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

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

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

Response:

The institution makes effort to integrate the cross-cutting issues such as Professional Ethics, Gender, Environment education and sustainability, Human Rights, Social Values, Socio-political issues into the curriculum by organizing various seminars, awareness programmes, workshop programmes. The women

cell of the college is regularly organizing programmes and extension activities such as International Women's Day, Women Health and Hygiene with the women of the localities as well as the student. At the undergraduate level, environmental studies is a compulsory subject for all students and made aware of environmental problems through classroom teaching. The NSS unit of the college organize world environment day with the students and teachers. The issues relating to Human rights are thoroughly discussed in the department of Political Science and marginally covered by some other department, similarly, the literature departments such as English and Assamese deal with the various aspects of gender issues as feminism and women's writings are significant components in the syllabus of those subjects. The Department of economics, political science, education and philosophy also focus on the question of women empowerment as part of the syllabus.

The course in B.A. (Political Science) 2nd Semester Programme (GE-2 A) "Feminism Theory and Practice" devoted to women Studies, Political Science PSCM-602 "Introduction to Women Studies "the whole paper devoted to women.

Professional Ethics:

The Course in B.A. Philosophy 4th Semester(GE-4): Applied Ethics., Philosophy 6th Semester(DSE-4(1)): Applied Ethics devoted to Professional Ethics

Gender:

The Course in B.A. Sociology 2nd Semester (H, C-3)"Introduction to Sociology -II" Chapter-1.6. Feminism Perspective devoted to cultural, liberal, socialist and radical aspect of women ideology and Sociology 2nd semester (C-4) "Sociology of India-II" Chapter 2.3. Devoted to women movement against patriarchy, Sociology 3rd semester (C-7) "Sociology of Gender" is devoted to Women Studies, Sociology 4th semester (C-10)"Social Stratification" Chapter 3.2. Devoted to "Feminism and Gendered Stratification" .

The Course in B.A. Philosophy 5th Semester DSE-2"Philosophy of Feminism" is devoted to Feminism.

ENVIRONMENT AND SUSTAINABILITY

The Course in B.A. 2nd semester Compulsory "Environmental Studies" is devoted with environment.

The Course in B.A. Sociology 5th Semester DSE-3 "Environmental Sociology" completely devoted to environmental sustainability.

The Course in B.A. Economics 6th semester C-14 "Developmental Economics-II" Unit-4 Environment and Sustainable Development" devoted to environmental sustainability.

The Course in B.A. Economics 6th semester DSE-8 Group-II Environmental Economics, Unit-3 The Design and Implementation of Environmental Policy and Sustainable Development, is devoted to Environment and Sustainable Development.

The Course in B.A. Philosophy 4th Semester GE-4 "Applied Ethics" Unit -III "Environmental Ethics" devoted to environmental ethics.

HUMAN VALUES

The Course in B.A. Political Science 6th semester (Non-CBCS) PSCM-601 "Human Rights' is completely devoted to Human Value, Political Science 6th semester DSE2(A) "Human Rights in Comparative Perspective" is devoted to Human Values.

The Course in B.A. Philosophy 6th semester, DSE-4(i) "Applied Ethics" devoted in Ethical Values in Unit-II, Philosophy 4th semester GE-4 "Applied Ethics" Unit II "Value of Hunan Life" is devoted with Human Values.

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Provide Link for Additional information	View Document

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

Response: 13.86

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

Response: 46

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 47.34

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
179	173	165	290	386

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
480	510	480	480	570

File Description

Document

Upload supporting document

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

Response: 72.37

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
178	173	164	188	232

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

2021-22	2020-21	2019-20	2018-19	2017-18
246	262	246	246	292

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

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

Response: 11.86

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 using ICT tools

Response:

The college practices various student centric methods and incorporates solving methodologies to improve the quality of learning and to facilitate effective teaching of learning.

The faculty members of the college encourage the students to practice various technical and non-technical skills. These activities are planned, conducted and monitored regularly by faculties.

The college makes classes interactive and encourage innovative thought. Audio- visual methodology, Google Classroom, Field works and Projects are some of methods adopted by the college to provide experimental and participative learning.

The Department of Education provides experimental learning by means of laboratory works. The students are given ample scope to perform the experiments individually. The students undertake project works, surveys which help them to obtain first-hand information of the specific topics of the curricula. The reports prepared by the students from the surveys help them to gather knowledge through experimental learning.

The students of the departments of Economics, Political Science and Education conduct socioeconomic surveys in neighbouring areas and prepare reports which act as experimental learning. All departments of the college conducts field work, excursion and publish wall magazine on regular basis.

Internal assessment are planned by each department of the college so that it encourages students to work individually. Written assignments are required to be submitted by students and these need to be done

individually by searching on the given topic so as to enhance confidence and develop writing skill.

Seminar, workshops on relevant topics and group discussion are held regularly by each department of the college as a part of participative learning which help students overcome stage of fear and oratory prowess.

The college conducts various camps on yoga, meditation and martial art etc for cultivating personal life skill such as self-reflection, critical thinking and problem solving skill.

The students of NSS deals with various social issues which indirectly increase their problem and solving techniques.

Student union body of the college organises college week regularly through which students get a platform to perform their potent talents in various aspects.

Innovation and creativity in teaching learning methods improves the learning process and quality of education. For this, the college has designed various measures to enhance the grasping quality of the students and also to increase the involvement of the students in the teaching learning process.

Students are encouraged to present power point presentations in seminars, which help them to be familiar with modern teaching-learning techniques.

Students get an opportunity to explore their courses more extensively through Wall magazines. Some departments invite students studying in renowned colleges of India to interact with the students to gather knowledge on learning techniques and tips on examination preparation.

The weaker students are provided extra care by means of remedial classes. Teachers and mentors from the departments interact with the weaker students to address their academic and other problems.

Workloads of the teachers are scrutinized in the departmental meeting, through which the faculties get an idea about the progress of the course.

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

2.4 Teacher Profile and Quality

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

Response: 100

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
28	28	28	28	28

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 38.57

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
11	11	11	11	10

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

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

Response:

As Sissiborgaon College is affiliated to Dibrugarh University, the college follows evaluation system as recommended by the University. Therefore the college has very little opportunity to make reforms in the evaluation system. The evaluation procedure outlined by the University for CIE is as follows:

*Under semester system the affiliating University has empowered the college to evaluate 20% of the total score.

*The internal evaluation is done under the following heads:

Attendance – 5%

Group Discussion/ Seminars – 5%

Two Sessional Examinations – 10%

The college forms an examination committee every year to conduct internal examination. The date of the internal examination is decided in the Academic Council meeting and finalized as per the tentative dates prescribed by the affiliating university academic calendar in every session. Accordingly, the Examination committee makes its roadmap to conduct the internal examination.

The faculties of the college invigilate over all the examination. The examination committee is suitably altered in the teacher's academic council meeting to keep it functional, time-bound, transparent and effective.

Some important points of internal assessment are given below-

*The sessional examinations are conducted centrally for smooth functioning and transparency.

*Marks of internal evaluation are displayed by the departments within 15 days so that the students can raise any grievances related to the evaluation.

* Answer scripts of sessional examinations are distributed back to the students to rectify anomalies.

* Answer scripts are also given to the students for cross checking.

Besides these the college has introduced the following measures for continuous internal evaluation for the improvement of the performance of the students:

*Class tests are regularly held to assess the learning aptitude of the students.

*After the completion of a unit/chapter the students are given home assignments on the topics.

*In the case of assigning marks on attendance, relaxation is given to the students whose attendance is low due to participation in NSS and other relevant events.

*Reports of various feedbacks analyzed by IQAC also help to reform evaluation procedure of the institution.

*Group discussions are frequently held in the classes in which the students can interact freely and teachers can evaluate their knowledge of the subject.

The college conducts a good mechanism for redressal of grievances related to internal examinations.

The answer scripts of the sessional examinations are given to the students for self-evaluation and in case of any doubt regarding evaluation, the students can freely discuss their problems with the respective teachers.

Answer scripts are also distributed among the students for cross examination. This practice helps to a great extent in reducing the grievances regarding assessment of the answer scripts.

Total attendances of the students are shown to the students as well as to their guardians, so that in case of any grievances related to marks allotted for attendance can be resolved efficiently.

In case of any grievance related to internal examination the students can also approach grievance cell for redressal of their problems. The students can also approach their respective mentors for redressal of grievances related to internal examination.

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

2.6 Student Performance and Learning Outcomes

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

Response:

As the college is affiliated to Dibrugarh University, so the college has to follow the course modules prescribed by the University. However, the college has the mission to create an atmosphere for holistic development of the students and modulate them into good citizens. The college provides free and fair education irrespective of caste, creed, culture, economically backward and socially deprived.

The college emphasises on Out Come Based Education (OBE) that focuses on measuring students through performances. The programme outcomes, programme specific outcome and course outcomes are displayed in the college website. The college has clearly stated learning outcomes. These are enshrined as the vision, mission and objectives of the college. The IQAC of the college also acts as an agent to evaluate the program outcomes. Feedback formats prepared for parents, alumni and employers reflect the course outcomes of the college.

The College offers degree in Bachelor of Arts (B.A) with different combinations. Students have the option to choose between English and Assamese (MIL) as a linguistic course. The other subject areas include Economics, Philosophy, Political Science, Sociology, History, Education, Assamese Elective (Literature), English Elective (Literature) and Environmental. Following are the major outcomes of this programme.

1. Students can go for a career option in various areas following successful accomplishment of their Bachelor of Arts degree. Employment opportunities include Historian, Economist, Educationist, Political Scientist, Social Activist, Personnel Manager, Sociologist, Public Relation Executive, Lawyer, Journalist and so on.

2. This course also offers opportunities to undergraduates in Banking jobs, SSC, Railway and even Civil services. They can appear for almost every exam where science is not the basic eligibility.
3. After completion of this course students can go for M.A, M.Ed, or PhD and choose teaching as career either in college or in university.
4. Study of Humanities makes students socially aware. They know the problems of society. Thus many choose to work in NGOs and some open their own.

Program Outcomes:

All the programs stress on the following objectives

To well grounded knowledge in chosen subject

To provide updated knowledge related to the subject.

To help the students to communicate the knowledge gathered in various subjects through different mediums of communications.

To provides opportunity to the students to develop a critical understanding of various social issues.

Program Specific Outcomes

To conduct various surveys on the basis of the subject matter taught in the classes.

To enhance the decision making capacity on various social issues.

The students get opportunity to gather more information on emerging trends with the help of computer skills imparted to them

It enhances the ability to prepare reports on projects and field study by following proper research methodology.

Course Outcomes

To have fundamental knowledge of the course they pursue.

To help the students comprehend the subjects, various teaching techniques are used.

To develop the skills to appreciate various social issues related to their subjects.

To become familiar with modern learning techniques.

The courses also intend to enhance the employability skills of the students.

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

2.6.2 Pass percentage of Students during last five years

Response: 85.87

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

2021-22	2020-21	2019-20	2018-19	2017-18
35	68	122	119	57

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

2021-22	2020-21	2019-20	2018-19	2017-18
47	68	127	159	66

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 2.5

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

2021-22	2020-21	2019-20	2018-19	2017-18
0	2.5	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

Yes, the institution has taken initiative steps for creation and transfer of knowledge. The institution has created an ecosystem for innovation and other initiatives for creation and transfer of knowledge among the teachers and students. The students are shared especially with ideas and techniques of doing different types of social works by which they may gain their self reliance and maintain minimum sustainability in their life. With the initiative of the Eco-club the college tries to adhere to green initiative by offering sapling to students when day pass out from the college. Water harvesting initiative taken at the college also add meaning to an eco system which transfer knowledge to the students for preserving and conserving water which has become a very burning issue whole over the globe. Eco-club of the college contributes to the healthy and clean environment at the college. Members of the Eco-club use to keep the college campus clean along with the NSS volunteers. Eco-club members always remain vigilant of any untidy campus and whenever any programme is conducted they remain alter to clean the campus in and out. Registered members of the eco-club looks after the vermin -composed tank. Organic decomposed manure of the vermin -composed tanks are used for gardening and surplus is shared stored for further use. The college library management system has also been replaced with the latest development software ‘Soul’ to cater the needs and aspirations of the students’ demands. Along with these facilities, the college also provides Wi-Fi Network facilities with limited time bound. The Solar light system has also installed by the college authority in different places of the college campus to save the power energy and to reduce environmental

degradation.

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: 1

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

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

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

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

Response: 0.18

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

2021-22	2020-21	2019-20	2018-19	2017-18
1	2	1	1	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 0.39

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

2021-22	2020-21	2019-20	2018-19	2017-18
2	2	7	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

The college is taking various initiatives to improve the quality of life of people surrounding the institution. The institution insists all the students to be a part of representing various social issues through parallel activities in various students committee, departments and NSS.

The College carries out its extension activities and outreach programmes through two organs- its departments and the NSS unit. The Students Union helps in carrying out these extension activities. All action taken in the IQAC meeting and handed over various cell/committee/ wings to perform the various events and activities accordingly the feasibility and affordability. All activities performed by the committees, cells, wings are coordinated by the IQAC. The college has various committees/cells etc. such as medical first aid cell, National Service Scheme and Eco-club, women cell, Anti-ragging committee, Grievance and Redressal Cell etc. The main objectives of medical first aid cell is to create awareness among the faculty , students and supporting staff members about primary health conditions and healthy living habits. The Eco -club is creating the awareness among the students of the institute regarding road safety and pollution free celebration of plastic use. The women cell of the college is taking certain specific initiatives to facilities gender equity and their development and empowerment. This is to promote general well being of female students, teaching and non teaching women staff of the college and promote a culture of respect and equality for female gender.

In the last five years , the IQAC, NSS and departments have Carried out numbers of activities like Swachha Bharat Programme, International Women's Day, Voter's Day, Independence Day, Environmental Day, International Yoga Day, Teacher's Day , National Girl Child Day, Health Awareness Programme, Orientation Programme for NSS volunteers , Swachhta Pakhwada Programme, Swachta Hi Seva, Mask distribution programme, Cleanliness program, Awareness program on Corona virus, NSS

foundation day, Felicitating Senior Citizen as a Part of “ Azadi ka Amrit Mahotsav”, cleanliness program on the occasion of Azadi ka Amrit Mahotsav, one day orientation programme, cleanliness program on the occasion of freshman social, and carried out awareness programmes like Cyber Security Awareness Program etc.

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

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

Response:

The institution has always been encouraging the students for the upliftment of sports activities. A few students have performed excellently in sports in Inter-college Competitions under Dibrugarh University. Sumpi Lalung from this College participated in the Inter College Competition in the Event Santa weight category below 52 kg. and secured 1st position, she also secured Best Fighter award in the same event held on 09th and 10th January, 2019. Another pride of this college Deep Biswakarma secured Best Losser award and Second Prize in the event Sanda weight Category below 52 the Inter College Competition held on 09th and 10th January, 2019. Kuldeep Chutia representing this College participated in the Inter College Competition held from 3rd January to 5th January, 2019 at Moridhal College, Dhemaji, secured Sixth Position in the event 10,000 metre Race.

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

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

Response: 16

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

2021-22	2020-21	2019-20	2018-19	2017-18
3	4	5	4	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:

Response: 2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

Sissiborgaon College was established in the year-1992 as general degree college. The total land area of the college is 46 Bigha 03 Katha and 12 lessa and the Campus with the built up area is 2079.0295 sq. meters. This College is permanently affiliated to Dibrugarh University conducting 8(Eight) Undergraduate Honours and non-honours courses. The College has adequate infrastructure, creating an environment for progressive learning and development.

Classrooms:-

There are 21 Departmental classrooms as a whole having Seating Capacity of 40 to 60 students and has a general classroom with seating capacity of 150 to 300 students.

Every classrooms has teaching aids like- White board with Marker Pens, Table and chair for Teachers, sufficient desks and benches for students. classes are done by following a weekly routine for both B.A. Honours / Major and General/ Generic courses. The college has 2 Smart classrooms including one ICT enable for audio-visual presentation. This makes a greater impact on the learning abilities of Students and ensures better participation.

Laboratories: -

There is one laboratory in the Department of Education. Teaching aids and equipments are sufficiently available for conducting practical classes. The students are benefited from the laboratory.

ICT Facilities:

The college has 16 Desktop computer 2 projectors, 8 Laptops to address the day to day requirements of power point presentations and providing lecture hand outs to Students. There are 10 computers in Computer Lab for the use of students which is located near college library. 03 (Three) Laser-jet printers, 01 Xerox machine and 2 Scanners are available for academic and administrative purposes.

Cultural activities:

Different cultural activities are organized by the College as well as College Students Union Body. For new comers Freshmen Social is organized by the Departments and by the college as a whole to well come the newly admitted students where different cultural programmes like- Songs, dances, Poem Recitation etc. are performed by the Students of the college. In the college Annual Sports week, the students perform cultural activities like Acting, Drama, fashion Competition etc. Besides in celebrating other auspicious Days like- Independence day, Republic day, Teachers' day, Voters day, and other significant dates associated with great personalities cultural Programmes are performed with due respect.

Sport activities:

The College has the basic facilities for Sports. It has ample areas where the students engage in outdoor sports activities like football, volleyball, cricket, Kabbadi, etc. There are common rooms for boys and girls separately where the students of the college play caroms and chess and Ludo. There are also dedicated Spaces for indoor Sports including badminton, Table Tennis, Chess, and caroms in the College Indoor Stadium.

Yoga Centre:

There is no permanent yoga centre yet. But Students Practice Yoga at the Indoor Stadium temporarily to keep them fit. Various Yoga training Programmes are arranged in connection with International Yoga Day by inviting Yog Gurus. From these Programmes not only the students of this college but many students from nearby Educational Institutions are also benefitted.

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

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 100

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
20.54686	18.94428	42.23342	37.73982	3.37224

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library**

Response:

The Library is the main heart of any academic institution. It is the powerhouse that has various sources of information through which knowledge is expanded. Keeping in mind this fact, the library of Sissiborgaon College has been improving with increasing number of books. The college purchases books from Time to time as per the fund availability and requirement of books. At present, Sissiborgaon college library has total of 9530 books. There are most textbooks covering the Syllabus of the undergraduate programme. The library is used for both teachers and Students. The college library is being taken care by one librarian, one assistant librarian, one library assistant and one library bearer. There is regular stock verification process carried out by the library. A file is maintained which contains the stock verification reports carried out at different intervals. Physical Verification of the library stock is the process by which the accession register is tallied with the books in the library. It gives the overall picture of the available documents in the library. Stock Verification provides opportunities to wipe out long unused very old editions of the book from the library. It also leads to the cleaning and dusting of books and thus preventing their deterioration. All the torn and old books which could not be used for circulation has been kept separately. The files relevant to library and library Services are well maintained and leveled for easy access to any of the library Staff. There is a library advisory committee which helps in guiding the library for effective Services. The library committee meets at regular intervals for Selection of books and other library materials. They also suggest ways and means to improve the services. There is a Study room adjacent the library where the Students Studying during their class off times. The college is going to transform the manual library to an automated one to help the Students to find out the books that they required. The College Library has also made a previous question bank, which gives benefit to Students from the examination point of view. The hard copies of the question banks are available to the college library.

Area of the library-

Over all : 982 Sq.ft.

Reading Area – 210 sq.ft.

Stock Area - 340 sq.ft.

Reference section: 144 sq.ft.

Office & Computer Section: 288 sq.ft.

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

4.3 IT Infrastructure

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

Response:

The college has IT infrastructure. It has 16 computers in college with configuration of core i3 4GB, 500 GB and dual core 250GB, 2GB Hard disk are available to carryout academic and administrative work. There are 10 computers at browsing centre at computer lab for student uses. The college has 2 LCD projector facilities, Digital & visual conference room, 3 black and white and colour laser printer, 1 Digital photocopier. The college has also the Wi-Fi and 100 mbps internet connection. The power point presentation is to use by college faculties in their classes and others. Extendable Wi-Fi access points are placed in various places like library, labs and outdoor. All access points are routed to a Wi-Fi controller in the data centre where configuration and updates are maintained in a centralized fashion. The college installed two numbers of Solar panel at college campus and installed CCTV camera around the college campus.

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

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

Response: 33.2

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

Response: 10

File Description	Document
Upload supporting document	View Document

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

Response: 100

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

2021-22	2020-21	2019-20	2018-19	2017-18
20.54686	18.94428	42.23342	37.73982	3.37224

File Description	Document
Upload supporting document	View Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 82.45

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
332	312	362	454	382

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Response: D. 1 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 0.54

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

2021-22	2020-21	2019-20	2018-19	2017-18
6	4	2	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely 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. Any 3 of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

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

Response: 5.24

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

2021-22	2020-21	2019-20	2018-19	2017-18
6	6	2	5	2

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

2021-22	2020-21	2019-20	2018-19	2017-18
35	68	122	119	57

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	1	1	1	2

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
4	1	1	1	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

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

Response: 7

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	7	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 98.6

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

2021-22	2020-21	2019-20	2018-19	2017-18
139	0	122	136	96

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:

An Alumni Association has been formed but still to be registered. So far the association has not helped the institution financially. The association helps the college in other ways. They are communicated and kept active relation with college activities through social media and direct contact. The Alumni Association organized meeting on dated 12-03-2022, 27-03-2022 & 28-05-2022 in the college. They have performed cultural programme, cleanliness programme and discussion.

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

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

VISION:

1. To make the institution as an Ideal Centre for preservation and upliftment of rich ethnic culture and other traditions in this region.
2. To impart value based quality education to the younger generation by including qualities of competence, confidence and excellence for the all round development of the society.
3. To provide facilities for holistic development of the students.
4. To work as a platform for transforming the student as human resource.

MISSION:

1. Sissiborgaon College sets its mission to make itself a centre of academic excellence in the field of higher education.
2. To equip the students with the changing trends, priorities and demand of the society.
3. To impart ethical values ensuring the harmonious functioning of the society.
4. To impart need based and value based quality education to the students.

The nature of Governance:

Sissiborgaon College is established in 1992 and is affiliated to Dibrugarh University. It was recognized by UGC under 2(f) and 12 (B) in 2012. The Government of Assam Provincialised this College in 2013. The Governance of the institution is strictly in accordance with the Vision and Mission, and is effectively decentralized for a better governance and performance.

The Governing Body is at the top management and administrative authority of the college and it is the highest decision making body of the college. All important matters are discussed through the principal of the college and all important decisions for all round development of the college are taken by Governing Body in its meeting. The Management gives sufficient freedom to the Principal to function in order to fulfill the vision and mission of the institution. The Institute has a perspective plan for development. It is developed by Principal with the help of HoD's of departments under the guidance of G.B. The perspective plan helps to streamline various processes like evaluating methodologies of the teaching-learning process. Learning and growth scope of the institution is also well explored. The Institution signs MoUs with the

leading institutions for promoting institute academic exchanges, both for teachers and students interaction. The institute consistently promotes a culture of perspective management. The department faculty is involved in implementation of the policies of the department. In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the college has been taking initiatives. The institution defines the decentralization in working through delegation of authority. The management is responsible for controlling and overseeing the entire institution which includes Governing Body, Principal, Teachers representative, teaching and non-teaching representative, Guardian Members nominated by the Higher Education Department, Government of Assam, and members from affiliating University. Governing Body assists the Principal with regard to broad guidelines, policies and framework for the improvement of entire infrastructure and quality education. Principal involves all the activities of the institution for the development of the college. Principal also heads of the academic and administrative activities and he forms various Committees and appoints the teachers. The institute follows committee system for implementation of all the decisions.

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

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

The Governing Body is the supreme decision-making authority empowered under Assam College Provincialization Act, 2005. It involves in the monitoring and continuous improvement of the institute. The governing body is constituted of the university nominee, Teachers' representative, Office staff, and guardian members. The Governing body takes decision all the matters of the college and meets to understand about the current situation and basic needs of the institution.

Duties and Responsibility of the Administrative Bodies:

* The Principal of the college being secretary of the Governing Body (G.B) and also the Drawing and Disbursing Officer (DDO) of the college is entitled to maintain the records of financial dealings.

* The vice principal acts as the deputy to the principal and is mainly responsible for looking after the academic activities of the college.

* The different departments are entrusted with the task of conducting teaching learning and evaluation with reasonable liberty to take necessary and timely decisions.

* The Academic Council is chaired by the Principal and co-ordinator of the committee coordinates in

conducting the academic functions of the college. The Academic Council is entrusted with the preparation of the academic calendar, the class routine, Conduct of internal examinations and reviews of academic matters. It looks after the entire gamut of academic works of the institution.

* There is the Students' Union Body of the college which provides a platform for the development of leadership quality. A good number of students are enrolled in the NSS unit. Moreover, students are encouraged and provided the opportunity to participate in seminar, quiz, extempore speech and debate competition.

* Research Advisory Committee to encourage all research activities.

* Women Cell to take care of the problems of women students, organize awareness programmes on Women Rights.

* The Planning and Infrastructure development committee is chaired by the principal. The committee plans in taking decisions in matters of infrastructural needs keeping in view the future prospects.

* The College has constituted sexual harassment committee comprising of senior faculty members and students for preventing any act of sexual harassment.

Head of the Departments (HoDs):

All the Heads of the Departments supervise the attendance of students, departmental Diary, Internal Marks (I/A), Seminar and Group Discussions, Preparing Course Plan etc. as per the needs of changing priorities and studying results and feedback to evolve improved teaching learning process.

Librarian:

The librarian of the institution performs the following points very actively.

- Ensuring proper maintenance of books, journals, newspaper etc.
- Classification and cataloguing of books.
- Co-ordination of book selection, purchase and accessioning the same after purchase.
- Trained students in proper handling of books.
- Ensuring proper lending and return of books.
- Overall administration of library staff.

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

6.2.2 Implementation of e-governance in areas of operation

1. Administration

- 2. Finance and Accounts
- 3. Student Admission and Support
- 4. Examination

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The welfare measures for the teaching and non-teaching staff are decided by the State Government by its regulations and policies. It is modified from time to time when recommendations of the pay commissions are accepted. Some of the welfare measures for teaching and non-teaching staff are mentioned below.

- Faculty appoints from 2005 are covered under the New Pension Scheme (NPS), GPF, gratuity and leave encashment are availed by retiring faculty.
- Salary is revised from time to time as per UGC guidelines. An annual increment is given every year and DA is given from time to time.
- Faculty members are Encouraged to participate in Orientation Programmes, Refresher Course, Faculty Development Programmes, Seminars, and Workshops for up-gradation of their academic knowledge.
- Leave of teaching and non-teaching staff is given as per rules of state government and UGC.
- The faculty members of the college get three percent Annual Increment in their salary every year.
- The College shall deduct 10% of the pay from the salary of the individual teaching and non-teaching staff every month towards his/her contribution to the NPS.
- House building loans facility also available as per state government guidelines.
- The faculty members are eligible for availing Casual Leave of 12 days per year.
- Faculty Improvement Programme of UGC.
- Research Facility.
- Promotional Facility.

The college follows a systematic Performance Appraisal System for teaching and non-teaching staff. The institution evaluates teachers based on teaching, research and participation in development activities. On the other hand non-teaching staff based on performance in sincere carried on administration related activities, co-curricular, professional, academic contributions, and general qualities. A self-performance Appraisal form is to be filled in the teaching staff and submitted in the college office for initiating the process of promotion by the 7th pay structure.

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

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

Response: 35.71

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

2021-22	2020-21	2019-20	2018-19	2017-18
9	11	10	14	6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

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

Response: 7.18

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

2021-22	2020-21	2019-20	2018-19	2017-18
5	3	7	0	0

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

2021-22	2020-21	2019-20	2018-19	2017-18
13	14	14	14	14

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

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

Response:

The college conducts internal and external financial audits regularly. Audit has been conducted at the end of each financial year. Auditor examines on a test basis evidences, supporting for the amounts and disclosure in financial statements. All accounts like General Development Fund, Final Examination, UGC etc. funds have been audited by registered Chartered Firm. Some of the short term deposits is used for the campus maintenance, Electricity bill, library books purchases, Games and sports for students, expense for conducting of odd & Even semester and Sessional Examinations, admission process and college promotional expenses etc. Partial amount is used for the infrastructure development at the campus.

Audit procedures:

Auditor cross verifies the fees collections with approved list of students like:

- List of students admitted in first semester and list sent to Dibrugarh University.
- Other incomes are cross verified with the receipts issued to the students.
- Fee amount receivable and amount received is reconciled.
- Checking Grants received if any

Expenses Vouching:

- Grants from UGC/Government of Assam
- Collections from the students have been kept in the college bank accounts.
- Salary payments with the salary statements.
- One all financial transactions are accounted and based on that financial statement like balance sheet and Income and Expenditure for the financial year end.
- Such financial statements are signed and approved by Auditor and authority. Based on the audited financial statements, audit will issue “ Financial Audit Report”

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

6.5 Internal Quality Assurance System

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

Response:

The college formed an Internal Quality Assurance Cell (IQAC) on 21-06-2014. IQAC conducts regular meetings and reviews learning outcomes at periodic intervals in the Teachers unit meeting. A comprehensive and Continuous Evaluation process has been adopted for all programmes of study in the college. The Goals of IQAC are-

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the college.
- Documentation of various activities leading to quality improvement.
- Obtaining, analyzing and action taken on feedback response from students and parents on the quality related institutional process.
- Development of quality benchmark for various academic and administrative of the institution.

Various key areas for regular monitoring and documentation by IQAC are-

- Curriculum development.
- Participation in innovation and research funded project.
- Receiving Feedback from stakeholders.
- Maintenance of teachers' diary and students' attendance.
- Collaboration with other organization.
- Observance of special days is organized.
- Organized a study trip to Historical place by all departments.
- Organization of remedial classes.
- Extension activities on community development.
- Keeping of question bank in the college library.
- Organization of seminars and workshop.

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

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: B. Any 3 of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

Sissiborgaon College is committed towards the promotion and practice of dignity, equality and rights of Individuals. Committees like Women Cell, Sexual Harassment Committee, Anti-Ragging Cell, Grievances and Redressal Cell are there to monitor and to prevent and prohibit any discrimination or harassment. The institution provides co-education and female representation in concerned area is high. Our gender promotion initiative are-

a. Safety and Security: Safety and security is the prime concern of the institution. To ensure a safe and secure environment for the students and the facilities as well as number of measures have been initiated.

- Safe and secure Boundary wall.
- CCTV Cameras are installed at proper places.
- RO Water facility.
- Emergency phone numbers are displayed.
- Identity card is issued with valid date, containing name, photograph, blood group, address to ensure safe entry and passage into other organizations and also to identify whenever necessary.
- The College has an internal compliance committee as well as sexual harassment committee to stay alert all the time to prevent any sexual abuse to students and female employees.
- The college has a Grievance and Redressal cell to look into issues like gender sensitivity.

b. Counseling Cell: The Counseling is conducted to provide quality counseling services to students who may be or are victims of institutions relating to gender based violence. Teachers always consult with the students and advice and try to solve their problems which are related to gender sensitivity. The Women cell and NSS of the college organize counseling on women health and hygiene, women rights, domestic violence, Social evils, dowry, safety and precautions to be maintained while traveling in public transport etc.

c. Common Room: There is spacious and comfortable Girls and Boys common room separately for the students. The room is well equipped with clean washrooms and comfortable sitting arrangements. This Room is properly ventilated to provide a friendly environment for students. The indoor games like Chess, Carom, Ludo etc. are available in the common room. There is also looking glass and safe drinking water.

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

7.1.2 The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

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

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

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

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

The College focuses on bringing an inclusive environment to promote tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities in the Institution. Many students who belong to a different religion, linguistic community and socio-economic background take admission in the college. In such scenario the College takes initiatives as stated below-.

1. The college has to bring forward steps for national integrity. “Preamble and the Fundamental Duties” of the Indian constitution has been displayed in the Administrative Block of the College.
2. The College gives equal importance to all communities. While giving holidays including Restricted holidays for observing their respective important festivals.
3. The College Celebrate Republic Day and Independence Day with pomp and joy, which Promotes national unity in the college.
4. During College Annual Sports Week and in other events, occasions participation, demonstration and representation is encouraged to show assimilation and harmony of different traditions.

5. It was further strengthened by the NSS Unit of the college by organizing different activities in the college, at adopted village and outside of the college in collaboration with various Institutions etc from time to time.

The Department of Political Science of the College observes “National Voters Day” on 25 January to encourage youth to participate in the electoral process and also to spread awareness among the youths so that they can cast their votes to a responsible person and participate in the development process of the country.

Further the college observed or organized several other important events, Days like, National Girl Child day on 24th January, World Environment Day on 5th June, International Women Day on 8th March etc. to make the students aware about the importance and to enhance their responsibility. Moreover Corona virus awareness programmes, clean India Campaign, cleanliness programme, Swacha Pakhwada, ‘Swacha Hi seva’ Programmes etc has been organized by the situation.

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

7.2 Best Practices

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

Response:

Practice – 1

1. Title of the Practice: Pollution Free Campus – “Swachh campus”:

2. Objectives of the Practice: I.

- I. To make the College campus free from the pollution.
- II. To inform and aware the people about the importance of Pollution.
- III. To plant tree around the college campus area.
- IV. To keep the campus neat and clean.
- V. To maintain the healthy environment in the campus.

3. The Context:

In today's world air pollution is harming the health of humans, animals and plants. So the college has taken initiatives to free the college campus from the pollution. The College Started "**No Vehicle inside the campus**" to reduce the pollution and also the college has given information about the pollution to the nearby people.

4. The Practice:

The College has been taking initiative to make pollution free campus from the year 2019. The college started "No Vehicle inside the campus" to reduce the air pollution & noise pollution. The college initiative some pollution free activities through the College NSS Unit, like – Clean India Campaign, Plantation programme on the occasion of "World environment day", Cleanliness programme", "Swachh Pakhwada programme" etc. The separate dustbins are used for waste materials. The wastages are not burns and it is composed in the Earth.

5. Evidence of Success:

I. Because of "No Vehicle inside the campus" the pollution is reduced in the campus and adjacent area.

II. Because of the plantation of the different types of trees around the campus, the students get free fresh air.

III. The college premise has been kept solid waste free through various programmes like Clean India Campaign, Cleanliness Programme, Swachh Pakhwada programme organized by NSS Unit Sissiborgaon College.

IV. The Grade-IV employees also try their best to keep the college campus garbage free by collecting garbages lying here and there.

V. The campus area is clean & healthy.

VI. The slogans are pasted on the walls of the college.

6. Problems Encountered:

Initially, there was a problem to start "No Vehicle inside the campus" but after its regular activities all the students and employees are following it. Also they are conscious about the environment so that no such activities are done which may increase the pollution inside college campus and its surrounding area.

Practice – 2

1. Title – Maintaining Teachers' Diary:

2. Goal/Objectives:

I. To enhance teachers' accountability towards institution & self.

II. To develop a tool for documentation at the micro level for individual teachers.

III. The diary provides the head of the Departments as well as the Principal a detail picture of the teacher's classroom activity.

IV. To encourage the teaching faculty to plan, implement record and maintain reports on academic and other institutional social responsibility, activities for their self appraisal & professional benefit.

V. To develop cooperation between teachers, students & guardians.

3. The Context:

Reflection helps practitioners to feel confident and competent about the matters, which involve both personal & professional growth. College maintains various records such as daily attendance of students, musters for teachers, individual timetable at departmental & college level. Since these are separate records, there was no mechanism to get all the details of an individual teacher's contribution at a glance. There was no mechanism, which could help teachers to record their daily work. The additional duties, which they undertook, such as working in various college committees, conducting extra lectures, counseling students, helping weak students and other such activities were not properly documented. Their contribution would go unrecorded & the teachers felt that such involvement should be noticed & recognized. Hence, teacher's Diary was devised and is in use for the past nine years.

4. The Practice:

At the beginning of every year, the individual teacher gets a diary from college office. The diary has space for recording all the activities like classes, research, examination, duties, seminars/conference/workshop, extracurricular activities, extension activities & other external duties. The teachers are to record all the activities & place the same to the head of the departments. The departmental meeting review & analyze the achievements & performance of the faculty members on the basis of the maintenance of diary & prepare future course of action. In the academic committee meetings their reports are submitted & necessary steps are taken for better academic performance. The IQAC in association with the Academic committee makes a proper scrutiny of the same. Moreover, the heads of the departments are suggested to do the needful for completion of the syllabus & conduct the periodical tests. In consultation with the academic committee the IQAC makes necessary recommendation to the college authority.

5. Evidence of Success:

The diary helps staff members to maintain a true record of the actual work. It helps in communicating problems to the principal and establishing a dialogue. It helps to maintain a record of students counseling, syllabus completed, class engaged, internal departmental activities, field visits, co-curricular & extracurricular activities, record of leaves taken along with purpose etc.

Authority can keep track of the work done by the Departments, it helps to monitor planning of work, teaching assignments, solving problems of all kinds faced during the actual working in the lecture halls.

The diary helps the principal to maintain a healthy communication between the staff, head and take an overview of the work accomplished. The diary attendance provides a picture of teacher. Students academic involvement, problems are sorted out before they escalate and get out of control.

6. Problems Encountered & Resources Required:

A few problems were arising initially in proper implementation of this practice. First they were a little reluctant to adopt the diary because maintaining the diary meant adopting a transparent attitude towards recording their work. They were also a little apprehensive about filling the diary which meant spending time of their day regularly to write down details about the work done.

The teacher had to be ensured that the details in the diary would be used strictly for enhancing teacher credibility & accountability. The resources required for this best practice maintaining a teacher's Diary is a printed diary and the data of teacher's activities.

File Description	Document
Best practices as hosted on the Institutional website	View Document

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:

Sissiborgaon College has played a pivotal role in providing educational opportunities to the rural areas surrounding it. The college has completed 30 years of its existence by promoting excellence in the field of education. The College opened its doors in April, 1992 for imparting knowledge to the first generation learners of rural areas-Garhmara, Satulachuk, Takowbari, Nilakh, Betanipam, Amguri, Lalung, Sripani, Mechu Kacharigaon, Chumoni, Kerekoi, Geluwa, Bhebeli & around Sissiborgaon Taluka to bring about a radical change in the society.

The roadside area of this college is endowed with natural beauty, serenity & tranquility. The high ratio of female students (60%) enrolled and a large number of female staff recruited is a manifestation that women empowerment which is the need of the hour is prevalent. More number of scholarships, endowment prizes and cash prizes are instituted to encourage meritorious students. Poor students are provided free admission facilities.

The College gives admission and impart knowledge to all sections of the Students without any discrimination. The College is affiliated to Dibrugarh University and have been conducting B.A. Course with Major/ Honours and General/Generic electives in 8 subjects.

Infrastructure: Sissiborgaon College has a satisfactory well equipped infrastructure to create an environment for progressive learning. We have sufficient classrooms labs to cater for the academic needs of the students. We have digital Classrooms. Under constant vigilance of a team of qualified, dedicated and motivated faculty, the students of the college have been consistently able to bring out a good academic result and make the institution a premier one.

Our website: www.sissiborgaoncollege.ac.in

Sports in Sissiborgaon College:

Sissiborgaon College has a play ground for practicing outdoor games like football, cricket, Volleyball ect. are available within the College campus. There is an Indoor stadium where badminton, chess, carroms ect. are played. In this Indoor Stadium Yoga practices are held regularly. Local, Inter-College and Zonal Competition in sports like football, Volleyball and badminton are organized at regular intervals where sissiborgaon College has actively participated.

College Central Library:

Sissiborgaon College library is spread over 864 sq.ft. and houses over 9,525 books and other documents. The library also subscribes daily news papers and Magazines. The library has a circulation section, a reference section and a spacious reading room with sitting capacity of 30 students. Every department offers Departmental Libraries for the support of the students.

Library automation: Library automation process is going on.

IT Facilities: The IT facilities which are in our college as follows –

LAN facility: All the computers are interconnected with local area network (LAN Facility) having 100 mbps internet connectivity with unlimited data uses.

Wi-Fi: Sissiborgaon College is a Wi-Fi enable campus; especially Conference/Seminar hall and Library rooms are given access to the **Wi-Fi network.**

Auditorium: Sissiborgaon college has a temporary auditorium with a sitting capacity of 150 audience.

Conference/Seminar hall: Sissiborgaon College also has a Conference hall with LCD Projectors, digital white board enabling multimedia presentation with a sitting capacity of more than two hundred people. The hall provides a special ambience for every event; it makes possible an ideal setting for carrying out various conferences and lecture programmes.

Canteen: A healthy and hygienic multi cuisine temporary canteen is available at the campus with a reasonable price for both students and faculty members.

Safety and security: Safety and security is the prime concern of an institution. All employees, students and users of services at Sissiborgaon College have a right to a safe working and learning environment. The campus is under CCTV surveillance at vital points and is surrounded with concrete walls. Besides these, there are different committees like Grievance and Redressal Cell, Anti-Ragging Cell, Women Cell are functioning and maintaining vigilance constantly on every related issues. Along with these different awareness programmes like cyber security, Mental Health, Domestic Violence Act, Health Awareness Programmes are organized from time to time. Rails and ramps are available for differently abled students at the campus.

Environment friendly Campus:

We, the Sissiborgaon College have executed various environment promotion activities through the NSS Unit. Different types of activities like Swachtha Abhijan, Cleanliness Programme, Plantation etc are initiated by the college.

First Aid Centre: First aid kits, Wheelchairs etc. are available for students and staff at Health care centre.

The performance of our students in examination is exceptional inspite of the fact that majority of them have a rural background & below poverty line. The secret of success is due to the remedial teaching which is undertaken to cater to the needs of slow learners. Mentoring has also helped the students to get rid of academic & stress related problems. Besides academics, our students have brought laurels to the institution by excelling in various sports both at- State & National level, community service through NSS and various Cells.

The College has emerged strong in its pursuit for quality assurance to make this institution a centre for Excellence in line with the college vision. Our faculty members are committed to the mission of our college to make itself a centre of academic excellence in the field of higher education. This institution is unique and occupies a place of honour to find our alumni well placed in all walks of life.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

Sissiborgaon college is well poised to take on future challenges of higher education In a fast changing academic environment. The college strives to maintain and sustain standards of teaching learning, research and innovation which continue to guide curricular and co-curricular thrusts of the college. The college also has an Adopted Village, No.2 Sumoni Village, P.O: Sissiborgaon, District-Dhemaji. The vision and mission of the institution are communicated to the students and teachers of the college at various stages. The newly admitted students are informed about these through prospectus, college website and orientation programmes. Teachers are made aware of these through staff meetings. The governance of the college is directed towards attainment of its vision and mission. The present leadership of the college encourages decentralization and participation of all stakeholders which has contributed to a smooth teaching learning process. The college can boast of a very proactive construction committee with their active participation in many infrastructural projects. The administration has been sensitized to the needs of the students and other stakeholders.

Concluding Remarks :

In the process of preparing this self-study report, we are able to critically look at our strengths, weakness and the challenges we face and we are grateful to NAAC for providing this opportunity for self-assessment. The thrust in academic excellence and holistic growth of the students remain the prime focus of the institution. Further the exercise of mobilizing our faculty members and staff in the data collection process including the documentary evidences wherever required has resulted in utmost cooperation. This will help us to improve further to benefit all our stakeholders, namely students, alumni, faculty, staff, academia, society and the nation as a whole. We will make effort work towards creating a system of higher education which will inculcate in the students the values of discipline, cooperation, equality, patriotism professionalism, social responsibility and respect for the people. We are looking towards the visit of team of experts from NAAC not only to showcase our excellence ideas but also to seek suggestion and advice for making further improvements. In pursuit of excellence, Sissiborgaon College looks forward to achieve more heights in the times ahead.