



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SAPEKHATI COLLEGE

VILL-NO.1 KOTHIYA KHUNDA, P.O. SAPEKHATI, DIST-CHARAIDEO,

ASSAM-785692

785692

www.sapekhaticollege.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sapekhati College a co-educational institute is located at Sapekhati at a distance of 18 KM from the district headquarter of Charaideo with a sprawling green campus area of over three Acres. The college has been imparting higher education to rural masses of its surrounding areas since its day of establishment in 1988. The college is recognised under 2(f) and 12 (B) of the UGC Act. The college offers under graduate courses(B.A) under Dibrugarh University. In addition to these courses, the college is running a B.A. undergraduate course of Krishna Kanta Handique State Open University through distance mode.

The management and faculties of the college always try to maintain a close relationship with the students. The college also maintains a well-structured mentoring system for proper guidance to the students with a good student-teacher ratio. All the stakeholders work together to satisfy the mission and vision of the college which guide the stakeholders about the principle of integrity, accountability, inclusiveness, commitment and sustainability.

Vision

Now in the modern era, every educational institution has given importance to the concept of science and technology. At present, students must know Information and Communication Technology (ICT). Sapekhati College has the vision of providing knowledge of modern technology to the students like other higher educational institutions, other wise, they will not be able to cope with this modern competitive world. Moreover, sapekhati College has always kept in view the fact that the knowledge of ICT can never transform their students into machines. So, the college is determined to develop their students in such a way that the students can become well human beings and the ideal future citizen of our country who will have the feeling of responsibility towards society and be able to contribute their best.

Mission

- * To prepare the students in such a manner that they can adjust to today's highly competitive world.
- * To enrich society through quality education of the students.
- *To develop the intellectual development of the students by teaching them problem-solving, creativity, quality of leadership and developing their necessary skills in every sphere of life.
- *To encourage for developing the moral and spritual values among the students.
- *To provide opportunities for developing environmental awareness by participating in various activities

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Sapekhati College a co-educational institution is located at Sapekhati at a distance of 18 KM from the district headquarters of Charaideo with a sprawling campus area of over 3 Acres.
2. The college is blessed with experienced and highly qualified teaching faculties who continuously strive for excellence in academic and other co-curricular activities. Out of which 25% are highly qualified to have a Ph.D. degree and the college has an excellent teacher-student ratio (13:1).
3. The college is equipped with two smart classrooms and two with ICT facilities.
4. The institution has a central library with a good number of books and every department is equipped with a library of its own.
5. Sapekhati College imparts quality education with all basic facilities i.e., playground, purified drinking water, separate toilet for boys and girls, ICT-enabled classroom, Girls' hostel, Computer Lab with internet connectivity, Hi-speed Free Wi-Fi.
6. Faculty members are well-oriented and constantly engaged in research activities with a good number of publications and attend seminars and FDPs regularly. Students are also encouraged to participate in different seminars, workshops, talks, and lectures organized by concerned departments and other colleges/institutions.
7. To encourage creative thoughts and writing among the students a college magazine (Annekhon) is published every year. Moreover, all departments have their wall magazines.
8. IQAC of the college constantly monitors all student-centric co-curricular activities undertaken by various cells of the college.
9. The college has an active NSS Unit and various extension activities have been successfully executed by the Unit.
10. Ghana Kanta Phukon Refreshment Centre serves good quality food to students cooked in a hygienic condition.
11. The college maintains a good teacher-guardian relationship and organizes teacher-guardian meetings every year. Feedback from different stakeholders is taken and analyzed and the problems of students are discussed in detail. Remedial measures are being taken for the greater benefit of students.
12. Sapekhati College has active mentor-mentee groups for the all-round development of students.
13. The institution also runs B.A. courses under Dibrugarh University and Krishna Kanta Handique State Open University under distance mode.

Institutional Weakness

1. The infrastructure facilities of the institution are not sufficient to date and require upgradation.
2. Insufficient funds hinder the smooth functioning of the college.
3. The college does not have sufficient classrooms and ICT-based classrooms are also inadequate to meet the requirements.
4. Internal resource mobilization of the college is not satisfactory.
5. The financial resources of the institution come from tuition fees received from Government which is insufficient to develop infrastructure and run the college smoothly.
6. The high dropout rate is another weakness of the college.
7. The placement record of the college is not satisfactory.
8. The college has yet to start the vocational courses.

Institutional Opportunity

1. The college has decided to introduce a few add-on courses on entrepreneurship development and communication skills that will make students eligible for new jobs.
2. In addition to that, decision to open honours courses in English and Sociology will provide opportunities for nearby students who want to pursue higher education in those subjects.
3. Faculty members with the highest professional degree have the opportunity to carry out further research activities by taking financial aid from agencies i.e., ICAR, UGC, ICSSR, etc.
4. The college imparts value-based education in rural areas. Apart from that, the institution has the opportunity to develop the area by extending all possible help through extension activities.
5. The institution has a wider scope for expansion of its infrastructural facilities for the greater benefit of its students.
6. The institution has also ample scope to collaborate with other institutions, industries, and organizations to create employability for its students.

Institutional Challenge

1. The biggest challenge for the institution is to get itself prepared for New Education Policy (NEP, 2020) with poor infrastructure and limited financial resources.
2. The college runs with a single stream (Arts) and may find difficulty in implementing NEP, 2020.
3. Another challenge for the institution is to prepare its students for a new competitive world and to make students ready to face challenges in the new technological era.
4. Faculties and students are confronting problems in pursuing research activities due to the non-availability of sufficient reference books and journals in the library.
5. The institution also needs to explore new areas and introduce new courses to cater to the growing job market. So, the college needs to introduce more Innovative/Interdisciplinary /Add-on courses.
6. Developing soft skills among students is another big challenge.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sapekhati College is affiliated to Dibrugarh University and follows the curriculum pattern designed by the University. For effective curriculum delivery, the college has an effective mechanism. The College arranges audio visual as well as modern teaching aids for effective curriculum delivery. The Semester Monitoring Committee monitors various academic programmes in each semester of the College. The Prospectus and Routine Committee prepares prospectus and class routine before beginning of every academic session. The teachers are instructed to maintain the record of their daily classes in teacher's diary. The students are evaluated through internal assessment. The internal assessments of the students are done through sessional examinations, class room attendance, seminars, group discussions and assignments. The departments of the college teach the students issues connected with gender, human values, and environment and sustainable development etc. as a part of syllabus. The college arranges field study for relevant topics of the curriculum.

Teaching-learning and Evaluation

The institution follows a transparent admission and reservation policy for students as per government and UGC rules. There is Grievance Redressal Committee and an Admission Committee to look after the problems relating to admission and reservation. Students are supported with a mentor-mentee group for academic, social and financial support. Special attention is given to economically weaker section of students. Students' performance is assessed through continuous evaluation with the help of reformed techniques such as, class test, sessional examinations, home assignments, seminar presentations, practicals and project works and field study. Remedial and tutorial classes are being taken for individual support to students. Apart from a good student-teacher ratio students are provided with modern tools of teaching and learning with ICT facility class rooms. Students are always encouraged to participate in seminars, workshop, NSS, sports activities, inter college competitions, creative writings, extension activities and other co-curricular activities. They are also encouraged to keep the college campus and surrounding areas of their neighbourhood clean.

Research, Innovations and Extension

The institution makes an effort to foster an environment that is conducive to extension, innovation, and research activities. The institution always encourages teachers to host seminars and workshops, and they are given time to take part in those activities in other College. Additionally, Teachers are also given time for library trips, and other related activities in order to conduct research projects efficiently. Research articles from college professors have been published in a number of national and international journals, conference proceedings. A few educators are also proficient writers. They have contributed a few chapters and articles to books that have been edited. The institution promotes and creates an environment that fosters knowledge transfer, critical thinking, creativity and awareness towards different social issues. The college also promotes a good link with its neighboring areas by planning numerous extension programmes ensuring students' active engagement. World Environment Day, International Yoga Day, International Women's Day, orientation programmes on the Swachh Bharat etc. is some of the events which have been organized in College. Teachers provide specialized lessons in subjects including English, Education, Economics, Assamese, History, and Social Science in the schools of different localities. Additionally, the college and its departments arrange field trips and educational tours to various locations, which enable students to engage with local residents and gain knowledge of the area's history, way of life, and culture as well as its economic opportunities and difficulties. Moreover, the college and its departments host a number of presentations on various subjects relevant to societal concerns and difficulties. Swachata Pakhwada, Gandhi Jayanti, Rashtriya Ekta Divas etc. are just a few of the events that the

NSS Unit and other cell observe in College.

Infrastructure and Learning Resources

Since the time of its establishment the college has been making constant effort to develop infrastructure facilities. The College spreads over an area of 3 Acres and it is fenced with concrete wall. The college has a sufficient number of classrooms concerning the intake capacity. There are smart classrooms and a computer lab in the college with adequate teaching learning aids. For extra-curricular activities the institution provides adequate sports facility. Ghana Kanta Phukon Refreshment Centre provides good quality food to students and teachers. The College library has 5507 Nos. of text and reference books covering a wide range of subjects. The Library subscribes daily newspapers and magazines. The College provides free Wi-Fi facility inside the campus. The bandwidth of internet connection in the institution is 50MBPS-150 MBPS. The college tries to ensure a healthy environment for the holistic development of students.

Student Support and Progression

The College has a comprehensive care system that is designed to provide an environment for the all round development of the students. The institution has developed a good platform for students' support and progression in the academic and co-curricular activities. The institution has a Students' Union through which the college channelizes the students to participate in various activities. Besides, a student feedback system is also maintained in every year. The college provides free admission to the economically backward students as per State Government guidelines.

The college organizes remedial classes for slow learners through its academic departments. The college celebrates World Environment Day, Yoga Day, Republic Day, Independence Day, Women's Day, Silpi Divas, Rabha Divas etc. for the holistic development of the stakeholders in general and students in particular. Committees on Grievances and Redressal for students, Anti-Ragging Committee, Internal Complaint Committee have been constituted to ensure internal and external discipline to achieve a congenial academic atmosphere. The NSS Unit organizes various programmes for environmental sustainability and community linkage in neighbouring areas.

The Students' Union and Sports Committee create platform for the students to identify their talent and explore themselves in various aspects of life. They undertake various activities pertaining to inter-college sport and cultural activities. The institution has an active Alumni Association that works as a bridge between the students of past and present.

Governance, Leadership and Management

Sapekhati College is a well governed institution. 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 ensures involvement of all stakeholders for effective improvement of the quality of the institution. The authority has formed various Cells for the smooth conduct of academic, administrative and other activities in the college. The institution offers many facilities for the welfare of teaching and non-teaching staff. All teaching and non-teaching staff of the college can avail all leave benefits as per government rules. The student's feedback plays a significant role in ensuring the performance of the teaching staff. The IQAC of the college reviews teaching-learning process at periodic intervals. The college conducts external audit in every year. The college prepares a tentative budget for allocating funds to different heads like library, sports, infrastructure development, maintenance etc. in every year.

Institutional Values and Best Practices

Since its establishment, the college has been serving society by imparting quality higher education. The institution has adopted various plans and programs to create an environment of healthy learning. Various committees and cells have been formed to look into the overall development of the college as well as to raise awareness of gender equality. The committees and cells like the Women Cell, Anti-Ragging Committee, and Grievances and Redressal Cell have been working on raising awareness of gender equality and are trying to prevent discrimination. It tries to empower and safeguard the girl students by organizing seminars, awareness programmes, and other welfare activities. The institution also celebrates International Women's Day to empower the girl students as well as to create self-confidence among them. To create a sense of patriotism in the minds of students, various national days of importance such as Republic Day and Independence Day are observed every year. To create a sense of responsibility in the minds of students towards society and the country the college has organized a flood relief camp and a blood donation camp. Annual sports and cultural activities are organized (except during the Covid-19 period) as a part of co-curricular activities. The college organized several plantation and cleanliness programmes to keep the environment clean and green. During the pandemic Covid-19, an awareness and sanitization programme was organized to create awareness among the people.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SAPEKHATI COLLEGE
Address	Vill-No.1 Kothiya Khunda, P.O. Sapekhati, Dist-Charaideo, Assam-785692
City	Sapekhati
State	Assam
Pin	785692
Website	www.sapekhaticollege.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Hemanta Kr. Baruah	091-9678316844	9678316844	-	sapekhaticollege@gmail.com
IQAC / CIQA coordinator	Dipankar Malakar	091-8822167788	8822167788	-	dikpankar.malakar75@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

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	12-06-2012	View Document
12B of UGC	12-06-2022	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	Vill-No.1 Kothiya Khunda, P.O. Sapekhati, Dist-Charaideo, Assam-785692	Rural	3.0059	12000.6

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,Economics	36	HS	English + Assamese	30	3
UG	BA,Education	36	HS	English + Assamese	40	23
UG	BA,English	36	HS	English	150	98
UG	BA,Political Science	36	HS	English + Assamese	40	30
UG	BA,Assamese	36	HS	Assamese	40	49
UG	BA,Sociology	36	HS	Assamese	75	26
UG	BA,History	36	HS	Assamese	40	11
UG	BA,Advanced Assamese	36	HS	Assamese	30	0

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				17			
Recruited	0	0	0	0	0	0	0	0	10	7	0	17
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				1			
Recruited	0	0	0	0	0	0	0	0	1	0	0	1
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				8
Recruited	5	2	0	7
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				2
Recruited	2	0	0	2
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			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	3	1	0	4
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	0	0	0	7	5	0	12
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	1	0	0	1
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	4	0	4
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

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	43	0	0	0	43
	Female	72	0	0	0	72
	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	8	9	13	10
	Female	13	6	11	7
	Others	0	0	0	0
ST	Male	7	7	6	3
	Female	3	3	4	4
	Others	0	0	0	0
OBC	Male	129	132	113	84
	Female	165	166	149	148
	Others	0	0	0	0
General	Male	18	12	20	13
	Female	26	24	15	30
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		369	359	331	299

Institutional preparedness for NEP

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>New Education, 2020 Policy has given due importance to collaborative approaches in the higher educational system. The New Education Policy emphasizes a new holistic and multidisciplinary approach. This approach will help the learners to overcome learning difficulties and attain development. Multidisciplinary approaches in higher education broaden the thought process of scholars and bring clarity to all issues and problems. Despite many bottlenecks in the implementation of NEP 2020, Sapekhati College and its faculties are ready to adopt the new curriculum with credit based courses and projects in the domain of community engagement and service. The college has already introduced</p>
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	<p>several add-on courses and decided to introduced a science stream at the under graduate level for an advanced understanding of problems whose solutions are beyond the scope of a discipline.</p>
2. Academic bank of credits (ABC):	<p>Sapekhati College has yet to register with the Academic bank of Credits. However, the college has decided to register with ABC for the greater benefit of students who have passed out from this institution. This will enable the students to get access to their awards and certificates on the go.</p>
3. Skill development:	<p>It is important to have an edge over the competition in this new era. Skill plays an important role in developing professionalism. In many cases having a clear understanding and proper knowledge of a particular subject may not be enough. Skill development or learning a new skill may help in developing a professional career. As a part of skill development, the college has introduced several add-on courses at undergraduate level. It is expected that these new add-on courses will enhance the communication skill as well as employability of outgoing students of the college. It might help the students understanding that might not have studied during class room education.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>Our present education system is reeling under westernization. Just achieving a target of literacy is insufficient for intellectual enlightenment of the masses. Thus, the incorporation of Indian knowledge and tradition in education has become important in the 21st Century. The NEP 2020 aims to reconfigure the education system of India on the framework of the Indian Knowledge System. Therefore, all curricula and pedagogy need to be redesigned which is strongly rooted in the Indian and local context and ethos. Thus, it is felt important that the promotion of Indian art and culture is important not only for the nation but also for an individual. Cultural awareness and expression are considered important to develop a sense of identity, belongingness, and appreciation of other cultures and identities. Sapekhati College encourages vernacular mediums of teaching and tries to provide knowledge of Indian culture and tradition to the students. The college also encourages students to register themselves in online courses offered by SWAYAM and MOOCs.</p>

5. Focus on Outcome based education (OBE):	In the traditional system of education both teachers and students spend a lot of time reading and scoring good marks. The system was designed to score better marks in the examination. The outcome of the courses was not satisfactory as the students were not skilled or knowledgeable enough to grab employment opportunity. This system has also created an unemployment problem. The NEP emphasizes an outcome-based system that may bring clarity to teachers and students. The OBE will offer flexibility as well as the freedom to every student to learning new thing in their way. Sapekhati College always encourages its students to set their goals and helps to achieve those goals. The OBE maps and measures the performances of students at every stage. The college is ready to adopt NEP 2020 which aims at maximizing student learning outcomes by developing their knowledge.
6. Distance education/online education:	The NEP 2020 has paid special attention to online education. Online education tools SWAYM and DIKSHA will provide theoretical knowledge and make course content available in different languages. The establishment of dedicated unit for the promotion of learning is important. Online tools for learning and assessment have become indispensable for students and teachers. Sapekhati College also emphasizes online classes and assessment for students. During the lockdown period college switched to a virtual/online mode of teaching and learning. This New Normal will play a vital role in students' life. Almost all faculties and students of Sapekhati College are aware of the virtual mode of teaching and learning and are competent enough to adopt the mode. Sapekhati College adopts an online/ virtual mode of education

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, the Electoral Literacy Club is formed in the college on 15th March, 2019
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes, the Electoral Literacy Club has been constituted with eight members. Among them, two representatives are from student community and rest from the teaching faculty. The Election Literacy Club

	has been actively well functioning in organizing various activities from time to time.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The Electoral Literacy Club has organized various awareness programme to strengthen the culture of electoral participation among young and future voters who have not enrolled their name in electoral roll as voters. The prime motive of the ELC Club is to understand value, significance of sanctity and secrecy of their vote and conviction of making mature, competent and ethical ballot decision to build up strong democracy
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	National Voters Day was celebrated among the students through interesting activities and hands-on experience to sensitize them on their Electoral rights. Moreover debates, essay writing competition and other programmes were conducted to create awareness regarding electoral process among the students.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	10%, Awareness programmes have been organized from time to time to sensitize about the importance of right to vote and the role of voters in democracy.

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
305	299	331	359	369

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: 18

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
17	17	17	17	17

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
2.87	6.03	7.22	2.1	4.43

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:

Sapekhati College is affiliated to Dibrugarh university and follows the curriculum pattern designed by the University. The College has an effective mechanism for curriculum planning, delivery, and documentation. The Semester Monitoring Committee of the college comprises the Principal, Vice-Principal, and Head of the Departments. The coordinator of IQAC monitors various academic programmes in each semester of the college and analysis results. The Prospectus and Routine Committee prepares the prospectus and class routine before the beginning of every academic session. The committee allocates tutorial classes in the routine. Every department of the college arranges seminars, workshops, and group discussions for the quality improvement of students. The college arranges audio-visual as well as modern teaching aids for effective curriculum delivery. Every department maintains a teachers' diary in which the courses taught are recorded every day. The faculty members maintain a lesson plan, which is used for the delivery of the topics. The college, as well as the departments, hold guardian meetings at regular intervals for sharing the academic progress of the students. The college arranges field study for relevant topics of the curriculum. The Annual sports and other co-curricular activities are held among the students for promoting psycho-physical development.

The academic calendar of affiliating university and institution's own academic calendar are implemented by the college through a well-planned mechanism. The performance of the students are evaluated through internal assessment and end-semester examination. The internal assessments of the students are done through sessional examinations, classroom attendance, seminars, group discussions, and assignments. The schedule of such evaluation programmes is notified in the notice board. The affiliating university sets questions for 80% in each paper and the rest 20% internal marks are evaluated by the college through sessional examinations, seminar/ group discussion/ assignment and students' attendance.

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
Upload supporting document	View Document
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 follows the syllabus of affiliating university. The college integrates cross cutting issues relevant to Gender, Human Values and Professional Ethics, Environment and Sustainability into the Curriculum through the Syllabus of affiliating University (Dibrugarh University).

B.A. Course	Description
	Gender
B.A. Political Science (Generic Elective) 2nd Semester Paper code –GE – 2A	Feminism , Theory and Practice
B.A. Education (Generic Elective) 2nd Semester, Paper code -202	Gender and Education

B.A. Assamese (Honours) 3rd Semester, Paper Code - C-6	Selection from Assamese Poetry	
B.A. Course	Human Values	
B.A. Political Science, (DSE) 5th Semester, Paper Code- DSE 2A	Human Rights in a Comparative Prospective	
B.A. Skill Enhancement Course, 5th Semester, Paper Code – SEC-1	Human Rights and Enforcement Mechanisms	
B.A. Education (Honours) 1st Semester Paper Code – C1	Philosophical Foundation of Education	
B.A. Course	Environment	
B.A. Economics (Honours) 6th Semester, Paper Code – ECNHDSE602	Environmental Economics	
B.A. Environmental Studies, 2nd Semester, Paper Code – EVSCBCS	Environmental Studies	

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

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

Response: 5.57

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

Response: 17

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: 92.93

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
130	133	124	147	163

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
150	150	150	150	150

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: 71.78

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
42	49	59	53	59

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
73	73	73	73	73

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: 17.94

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 as well as faculties have been making continuous efforts to make teaching and learning more students centric. Emphasis has always been laid on creating a student-friendly environment within and outside the classroom. The vernacular method of the lecture is also supplemented by modern tools of teaching and learning in the classroom. ICT tools are used to increase the students' motivation. The college is equipped with two smart classroom and are used extensively for facilitating ICT among students. During the Covid-19 Pandemic, classes were taken online mode. In addition to that, faculties conduct several internal examinations from time to time to assess the performance of students. Students are also encouraged to participate/involved in various NSS programmes, departmental wall magazines, assignments, and other extracurricular activities. Departmental field trips to biodiversity parks, and heritage sites are organized to provide grass root understanding of concepts. Students are also encouraged to undertake projects on field observations for practical experience of data collection. The college organizes seminars and interactive sessions, debates, and oral discussions to encourage greater participation and interactive learning. To encourage the students, the Department of Education runs an award “Pranob Chetia Memorial Award” for the student who obtains the highest marks in B.A. final semester examination in Education. Department of Assamese also runs an award for the student securing the highest mark in Assamese in B. A. final Semester Examination. Resource persons from various fields are invited in many cultural and other social programmes to enlighten students on various fields.

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
17	17	17	17	17
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: 47.06				
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
9	8	8	8	7
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:**

The process of conducting examinations is transparent and time-bound. The college also ensures total transparency in all examination results. Internal evaluations of students are done through assignments, seminars, oral tests, and class tests. Marks obtained by the students are analyzed by the concerned department/faculty and displayed on the departmental notice board. Students can submit their grievances if any regarding the secured marks within one week after the date of notification of marks on the departmental notice board. If any correction is needed reassessment is done by the faculty and due justice is done to the student. If any anomalies is found in the declaration of the result the grievance is placed before the Moderation Committee and the decision of the Moderation Committee becomes final. A complaint/grievance redressal box has been installed in front of the office room. Odd and end-semester examinations are conducted and results are declared by Dibrugarh University. If any student is not satisfied with the obtained marks in the semester examinations he/she can raise a grievance through the RTI act with proper procedure. Students can improve his/her performance through betterment examinations.

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:**

Sapekhati College has been offering three year B. A. Programme (Honours and Non-honours) at the undergraduate level in Arts which is recognized by Dibrugarh University. As an affiliated college of Dibrugarh University, the college follows the syllabus prescribed by the university. Under the Choice Based Credit System (CBCS) students can choose honours from a cluster of subjects such as, Assamese, Economics, Education, and Political Science. Students can choose Sociology, History, and Advanced Assamese as generic subjects. Each department of the college follows a departmental routine and performs its duties as per university guidelines to implement the course curriculum designed and prescribed by Dibrugarh University. The marks obtained by each sessional examination are displayed on the departmental notice boards while the final results of every semester are displayed on the college website. One can find and check the Final year (6th Semester) result of B. A. on the Dibrugarh University website. The principal of the college always remains in close touch with faculty members and before the start of each academic session, he holds meetings with teaching staff, and a detailed discussion is made regarding programme and course outcomes. After detailed discussion follow-up measures are taken between teachers and students.

As an affiliating college of Dibrugarh University, Sapekhati College follows a broad curriculum for B.A. (Honours & Non-honours) courses. To assess the performance of students and attainment of programme outcomes internal assessment are made through sessional examinations, seminars, group discussions, and home assignments. Sessional Examinations are held before each odd and end semester examination to assess their subject-specific knowledge. The college ensures total transparency in all examinations. Seminars are organized among the students to enhance their expression ability and public speaking on a specific topic/issue. In some subjects, home assignments are given to students to assess/enhance their writing skills for end-semester examinations. Finally, the affiliating university conducts end-semester examinations to measure students' performance and level of attainment.

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: 78.59

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
53	75	123	83	55

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
72	76	128	117	102

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: 3.68

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: 0

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	0	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:

An Eco system for innovations, creation and transfer of knowledge

Institution has created an eco system for innovations, creation and transfer of knowledge. It is supported by **IQAC, NSS Unit, Women Cell, Research Cell, Internal Complaint/Anti-Sexual Harassment Committee, Anti-Ragging Committee, Eco club, Career Counseling and Placement Cell** and the **various departments** of the College.

*A Three days drama workshop on *Acting and Creativity* was organized by IQAC in collaboration with ICA and Higher Education, Government of Tripura, the T.I.E wings of National School of Drama(NSD)on 9th,10th and 11th March,2019.

*Student Induction Programme *Deeksharambh* was organized by Department of Assamese on 9th September 2019.

* A programme entitled *Kitap parhu Ahak* was organized by the College on 26th October.2019 to encourage the students to read books to know the world.

*A Programme to create awareness and opportunities in research –oriented activities was organized by the Research Cell on 28th September 2019.

*A programme on *Digital Transction* was organized by the Dept.of Economics in collaboration with UBI Bank, Sapekhati Branch on 5th Nov, 2019.

*A *debate competition* was organized by Eco-club on 7th March, 2020 to promote the skill of logical argumentation and sensitizing students regarding integral social issues.

*An awareness programme on *Witch hunting: superstition and society* was organized by Women Cell on 7th March, 2020

*Awareness programme on *Women's health* on the occasion of International Women's Day was organized by women cell on 8th March, 2020.

*To create health awareness among the College girls a *Women's health awareness programme* was organized on 8th March, 2021 on the occasion of International women's' Day.

*IQAC of the College organizes three days workshop on *Paper carry bag making* from 9 th February to 11th February, 2021. The objective behind this programme was to create employment opportunities and empowering them by developing their skills. At the same time to use the waste materials was an objective of the programme.

*A Communication skill development programme was organized by Department of English on 9th December, 2021.

*Anti-Sexual Harassment Committee/Internal Complaint Committee organized a Guidance Talk on 'Prevention of Sexual Harassment in Educational Institution on 23rd December 2021. The programme was meant for all students of the College. A Career Orientation Programme was organized by Sapekhati College, Teachers Unit in collaboration with ACTA, Sivasagar Zone & Career and Counseling Cell and Placement Cell of Sapekhati College on 31 May, 2022. Two honorable resource persons were Mr.Rantu Baruah, BDO of Sapekhati Block and Dr. Barindra Das, Assistant Professor, Dept. of Economics of B.P.B.M. College. A large number of students of B.A. 6TH semester from Sapekati and Borhat College were benefitted by the programme.

* A Career Opportunity Programme in SBI life was organized by Career Counseling Cell of Sapekhati College with SBI life insurance, Sonari Branch, Alumni Association and Placement Cell of Sapekhati College on 20th June,2022. In addition to these these programmes several programmes such as Voter awareness programmme, Blood Donation Camp, and few plantation and cleanliness programmes were organized in College to create an eco system for innovations, creation and transfer of knowledge.

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

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

Response: 8

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
2	2	1	2	1

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 notified on UGC care list during the last five years

Response: 0.11

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

2021-22	2020-21	2019-20	2018-19	2017-18
1	0	0	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:** 1.72**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
03	01	17	05	05

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 believes in the holistic development of the students and sensitizing them to the prevalent social issues. The College has an active **NSS** unit and several committees to address such social issues. The College staff and students are engaged in various extension activities including academic service. The college has adopted one nearby village **Ouguri Shyam Gaon** where the teachers have been rendering the service of periodic teaching in the high school and M.V.School and have been working towards the development and welfare of the community. Moreover, the teaching faculty were engaged to teach various subjects in different schools under the scheme of Maitry Eik Gyan Jatra, Charaideo district Administration, Assam. **IQAC, NSS, women Cell, Eco Club, Anti-Harresment Cell and Anti-Ragging Committee, Grievances Redressal Committee, Career Counselling and Placement Cell, Research and Development Cell, Village Adoption Committee** of the College are involved in several awareness program on different issues of present day relevance such as **Digital awareness program**, different health awareness program, awareness programme on sexual harassment in educational institutions, voter awareness programme, Blood Donation Camp etc. In addition to that, the teachers and the students have been taking part in various activities such as, cleaning, plantation, crop rearing programme etc.in nearby places of Sapekhati.

Students are encouraged to participate in various community development programmes to develop personality.

*Self-discipline, loyalty, respect and patriotism are nurtured among the NSS students.

*All the significant dates such as Environment Day, Yoga Day, Teachers Day, Voters Day, Women's Day, Independence Day, Republic Day, various festivals etc. are celebrated to familiarize students with the value of our culture and tradition.

*The college promotes social consciousness through street plays which develop acting skills of the students.

*The college is working on making a disease free and green campus. The students are involved in cleaning the campus under *Swachhta Abhiyan*. All the endeavors of the college target to make the students as good human beings with the feelings of compassion and nationalism.

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 teachers and students of Sapekhati College are very energetic and all have good command over social and cultural fields. Students have achieved several awards in various sports activities. The teachers have got recognition from many non-government organizations for their good relationship with the community and for their immense contributions in various fields of social and cultural life. Teachers have done a lot in the field of research and several teachers have already been awarded Ph.D. for their research works.

Mr.Hemanta Kr.Baruah, the principal of Sapekhati College always keeps a good communication with the nearby community, so he is honoured many times by the local students union and other organizations. Mr. Barun Saikia, Assistant Professor, Dept. of Political Science was honoured by the Baregaon Bihu Sanmilan in April, 2022 for his image as a social activist. Mr. Atul Chandra Gogoi, Assistant Professor, Dept. of Political Science is a well-known person in his locality for his helping hand to others. He was honored in the Sapekhati Chariali Bihu Committee for his contributions to the society. Likewise Mr.Tridip Kr. Phukan from Dept. of History is honoured by the AJYCP for his cultural contributions. Dr. Chandra Borah from Dept. of Economics, Dr. Dipankar Malakar from Dept.of Education, Mrs. Ritamoni Chutia, Mr.Abhjit Dutta from Dept.of English, Dr. Bijumoni Dutta from Dept. of Assamese, Mrs.Tulika Changmai from Dept. of Assamese, Mrs.Tulumoni Chetia from Dept. of Education also honoured for their academic contributions, research and other activities. Students like Bipul Satnami, Koilyan Kr. Changmai, have been honored for their achievement in the field of sports.

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: 8

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
02	00	02	03	01

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

3.5 Collaboration

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

Response: 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:

The Institution has a good number of classrooms to cater to the need of students. The college is running with two smart classrooms and a computer lab. The College also provides ICT facilities to the students with adequate teaching-learning aids. The classrooms have sufficient lighting, ventilation, and sitting arrangements for the students. The College has an adequate number of closed-circuit cameras for monitoring the classrooms and campus. The Institution provides safe drinking water to the students with good purifiers. The College has a Solar Stand light and a 20 KV power generator with one phase electricity connection. For extra-curricular activities, the Institution has adequate sports facilities, an NSS unit, and facilities for cultural activities. The college has an outdoor stadium adjacent to the institution. The Institution provides outdoor game facilities including a Football Field, Volleyball Court, Kabaddi Court, Badminton Court, and Cricket Pitch. The college provides the facilities for performing cultural activities.

Ghana Kanta Phukon Refreshment Centre provides good quality foods to the students cooked in a hygienic condition. The college has separate common rooms and toilets for boys and girls. The college also provides a general common room for faculty members.

The college is fenced with concrete walls and fencing. The College also provides free Wi-Fi facilities within the campus for the use of teachers and students. It has a beautiful garden filled with flowers, fruits, and medicinal plants. It has also one girls' hostel with 30 bedded capacities.

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: 17.22

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
2.57	0.84	0.49	.00	.00

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 of Sapekhati College has a good collection/stock of books for students and teachers. The library has more than 5507 Nos. of textbooks and reference books covering a wide range of subjects. It has a rich collection of references books such as handbooks, encyclopaedias, dictionaries, yearbooks, etc. The Library subscribes to 3 Daily newspapers and 1 magazine. It has open access system reducing the barriers between the books and readers. It uses the latest SOUL 3.0 software which is integrated to Library Management System (ILMS).

The three daily Newspapers that Sapekhati College Library subscribes are The Assam Tribune, Niyomiya Barta, and Dainik Janambhumi. The only Assamese Magazine that the college library subscribes to is Prantik. It has a collection of 4 Research Thesis belonging to Dr. Chandra Borah, Dept. of Economics, Dr. Dipankar Malakar, Dept. of Education, and Dr. Atul Ch. Gogoi, Dept. of Pol. Science and Dr. Bijumoni Dutta, Dept. of Assamese. The library has 9% of daily usage of the students of the latest completed 2021 Academic year.

File Description	Document
Upload 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 two updated smart classrooms with audio visual and projector facilities. The college provides free Wi-Fi facility inside the campus. The Institution updates its IT facilities regularly in order to enhance quality education through these technological tools. The bandwidth of internet connection in the Institution is 50MBPS-150 MBPS. The students use the computers basically to check the information in the computer laboratory. It has total of 20 computers-15 Nos. are for students, 2 Nos. are for IQAC, 2 Nos.

are for office use and one for library. Moreover, there are three printers-two for office use and another for IQAC room. The entire college campus including class rooms is under the surveillance of CCTV.

File Description	Document
Provide Link for Additional information	View Document

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

Response: 43.57

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

Response: 07

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: 61.06

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
.00	3.56	5.64	1.60	3.03

File Description	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: 87.91

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
320	311	233	342	256

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: B. 3 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

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

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

File Description	Document
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: A. All 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: 2.83

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
3	2	2	2	5

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
72	76	128	117	102

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: 0

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
0	0	0	0	0

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
6	2	3	1	3

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: 0

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

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

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

File Description	Document
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: 2.6

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
02	0	0	09	02

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:

Alumni Association is a part and parcel of a college. It reflects and represents the past, present and future of an institution. Since its establishment, Sapekhati College has produced a large number of alumni. Many of them have got placement and secured position in various fields in the society. They have been contributing a lot to the society in various fields. The association was established in 2019, and the association plays a very important role in building relationship among the alumni and reconnecting them with the institution. It organizes timely meeting where many topics concerning development of the college are discussed. The Alumni Association is closely involved in various events organized by the college. The association organized an alumni meet on 20/10/2019 where they shared their experiences and took part in

various programmes.

The alumni association has actively participating in various activities for the welfare of the college and for the people of the nearby places. A *Cleanliness & Plantation Programmes* was organized by Alumni Association in the college campus on 20/01/2020. A *Free Cloth Distribution programme* was initiated by the alumni association in Khagarijan Tea Estate on 12/12/2021. Alumni association collaborated in *Career Opportunity Programme of SBI Life* organized by the Career Counseling Cell of Sapekhati College on 20th June, 2022.

File Description	Document
Upload 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:

Mission:

- * To prepare the students in such a manner that they can adjust to today's highly competitive world.
- * To enrich society through quality education of the students.
- * To develop the intellectual development of the students by teaching them problem-solving, creativity, quality of leadership, and developing their necessary skills in every sphere of life.
- * To encourage for developing the moral and spiritual values among the students.
- * To provide opportunities for developing environmental awareness by participating in various activities.

Vision:

Now in the modern era, every educational institution has given importance to the concept of Science and Technology. At present, students must know Information and Communication Technology (ICT). Sapekhati College also has the vision of providing knowledge of modern technology to the students like other higher educational institutions, otherwise, they will not be able to cope with this modern competitive world. Moreover, Sapekhati College has always kept in view the fact that the knowledge of ICT can never transform their students into machines. So, the college is determined to develop their students in such a way that the students can become well human beings and the ideal future citizen of our country who will have the feeling of responsibility towards society and be able to contribute their best.

Sapekhati College, a premier institution of Assam, has been providing higher education since 1988. The principal, governing body, teaching and non-teaching staff, and students work together for materializing the vision and mission of the college. The college follows the curriculum pattern designed by the affiliating university.

The activities relating to academic, administrative, and other allied areas are planned and approved by the Governing Body based on the current needs, government policies, feedback, and representation from the different stakeholders. The Governing Body consists of members from all the stakeholders and it acts as the nodal administrative body of the college with the principal as the secretary.

The college ensures the involvement of all stakeholders for the effective improvement of the quality of the institution. The institution promotes different extension activities. The institution undertakes various extension activities through the NSS Unit of the college.

The principal is the executive head of the institution and executes the academic and administrative policies. The vice principal assists the principal in academic and administrative activities.

The college has taken up various measures for the decentralization of power. For the smooth conduct of academic, administrative, and other activities the college authority has constituted different committees and cells.

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 frames policies for the development of the college. The administrative body of the college is the Governing Body, it is formed as per the guidelines of the Govt. of Assam. The Governing Body looks after administrative and academic matters and takes the decision and makes implementations as per requirements.

Administrative Setup:

1. Governing Body :

The Governing Body of the college is the administrative body, it consists of president, principal, university nominees, guardian members, donor members, teacher representative and representatives from non-teaching staff.

2. Principal:

Functions: The principal is the academic and administrative head of the college and executes financial functions as per guidelines of UGC and Directorate of Higher Education, Assam.

3. Vice Principal:

Appointment: The senior most faculty of the college is appointed as vice principal of the college .

Functions: Academic and Administrative.

4. Head of the Departments:

Appointment: On the basis of seniority, the head of the departments are appointed.

Functions: Academic.

5. Teachers :

Appointment and Promotion:-The teachers are appointed as per UGC guidelines. Promotion is made as per UGC guidelines and State Government norms.

Non-Teaching Staff:

Appointment and Promotion: The non teaching staff of the college are appointed as per Assam Govt. Rules and Promotion is made as per Assam Govt. Guidelines.

Service Rules: The service rules of the govt. employees of the college are appointed as per service rules of UGC and Govt. of Assam.

The Governing Body of the college is involved with institutional strategy making and planning process, as per need of the institution. The Governing Body of the college also takes necessary measures for deployment of the development activities.

*The college authority forms several committees and cells for academic, administrative and other activities development of the institution.

*The institution promotes extension activities in adopted village and schools.

* The college arranges field study for relevant topics of the syllabus.

* The institution provides advance technology for excellence in academic works.

* The institution purchases books for the central library and departmental libraries.

* The institution encourages in organizing of workshops, seminars for professional development.

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: A. All 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 Institution offers many facilities for the welfare of the teaching and non-teaching staff.

- * Leaves are granted to teaching and non-teaching staff for participating in professional development programmes.
- * Faculties can avail promotional benefits under CAS and some of them have already availed this benefit.
- * All teaching and non-teaching staff can avail all leave benefits as per government rules.
- * They can also avail retirement benefits as per government rules.
- * Both the teaching and non-teaching staff can avail loan benefits as per government rules.
- * Permission is readily granted to participate in Refresher Courses, Orientation Programmes, short term Courses etc. to the teaching staff.
- * The teachers unit provides financial support to its staff members and students if need arises.
- * Fees waive/concession to the needy and deserving students.
- * All members are delegated to participate in the programmes organized by the government and other social organizations.
- * Permissions are granted for recreational activities.
- * All staff members can avail medical re-imbursment as per rules.
- * Health checkup camps are regularly organized by the college.

- * ICT facilities are available in the college. The college provides free Wi-Fi facility.
- * Laptop/ Desktop facilities are provided in the library and staff room.
- * Computer trainings are provided to enhance e-skills for teaching and non-teaching staff.
- * Other supported facilities are available to teaching and non-teaching staff like Canteen facilities, Grievances Redressal Committee, Internal Complaint Committee, Clean drinking water facilities, facilities such as ramps, wheelchair etc.
- * Fire safety measures are available in the college.

The institution has performance appraisal system to assess the quality of the faculty. The teachers submit their self appraisal report along with supporting documents to IQAC. Departments collect the data for appraisal of teaching-learning activities of teachers in the form of departmental reports which are forwarded to the principal. The IQAC of the college assesses the reports submitted by the faculty/departments and does an academic audit. At the beginning of each academic session, the teachers are allotted with their courses to be taught and number of classes by the HoDs. The teachers submit their teaching plan to the HoDs as well as the IQAC. The HoDs, Vice-Principal and IQAC ensures that classes and courses are completed by the teachers along with submission of course completion certificate at the end of every semester. The annual feedback reports are collected by the IQAC in a given format. As a part of performance appraisal, the IQAC prepares a questionnaire and collects feedback from from the students of final semester. Each question is of point 1 to point 6 rating scale and find out the strength and weakness of teaching learning process. Feedback sheets are analyzed by Feedback Committee and suggests for further improvement.

File Description	Document
Upload Additional information	View Document

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

Response: 0

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

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

File Description	Document
Institutional data in the prescribed format	View Document

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

Response: 68.54

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
13	13	13	12	10

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
1	0	0	3	0

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 external audit of all the funds received from government and non-government sources regularly. Audit for the FY 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 has been done by Chartered Accountant. The college has conducted audit for all accounts i.e., Governing Body, Development Fund, Library/ Magazine Fund, Game Fund, Examination Fund, Principal, Sapekhati College. The audited report of Chartered Accountant is submitted before Governing Body and accordingly get approved. All funds received from UGC under GDA and State Government have been audited by Chartered Accountant.

The college maintains Accounts Ledgers, Cash Book, Ledger Books, Vouchers and utilisation

certificates for audit and other purposes.

File Description	Document
Upload 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 IQAC of Sapekhati College aims to enhance the quality of academic as well as the overall environment of the institution. Various quality practices have come to be formally institutionalized through active involvement of IQAC. Out of these the following are initiated by IQAC-

- The IQAC organizes workshops on academic themes for the benefit of the students as well as teachers.
- The IQAC has initiated the mentor-mentee system in each department of the college.
- The IQAC makes arrangement to obtain feedback from the last semester students for identifying the strength as well as weakness of teaching-learning process.
- The IQAC promotes various extension activities like adoption of village and adoption of school. The college has adopted one nearby high school and the teaching faculty of Sapekhati College has been rendering service of periodic teaching at the institution on different subjects. The college has also adopted one nearby village and is working there in the development of the community.
- The IQAC of the college initiates various awareness programme on different issues of present day relevance such as Blood donation programme, Female awareness programme, Self-Defence programme, Mental health programme etc.
- The IQAC organizes three days workshop on making “Paper Carrybag”

The IQAC of Sapekhati College reviews teaching and learning process at periodic intervals. The IQAC looks after the development plans of the college through discussion with the teaching staff. The IQAC annually provides and takes feedback from its stakeholders. The students give the feedback on teaching learning process. The Feedback Analysis Committee analyses the feedback response sheets. The IQAC submits the feedback report to the head of the institution and he/she places it before the Governing Body for discussion and to take necessary action.

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: C. Any 2 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:

As a rural based higher educational institution, the aim of the college is to provide educational opportunities to poor and backward communities of the area. The institution gives emphasis on the importance on its role in giving a shape to the hopes and aspirations of the people around it. Most of the students of the institution are from poor economic background and they don't have an exposure in education, sports and cultural fields in spite of having talents and potentialities.

The college wishes to provide opportunities to students for rearing the subjects to earn the desired degree and also help them to gain knowledge and skills in subjects beyond the course to make the students ready for the present global job market. The College provides co-education and the female representation is high in concerned area.

Various Committees and Cells of the institution like Women Cell, Anti-Ragging Committee, Anti-Sexual Harassment Committee and Grievances and Redressal Cell has always showed their commitment to the gender equity and to prevent any discrimination or harassment. The institution also celebrates/organizes various national and international commemorative days, events and festivals. The initiatives for the promotion of gender equity and the celebrated or observed commemorative days, events and festivals of the institution are-

1. Boundary wall is already constructed around the campus.
2. Proper places of the college come under the surveillance of CCTV cameras.
3. No one is allowed without ID cards.
4. The college constitutes the Grievances of Redressal Cell to resolve the grievances of the students.
5. As per guidelines of the University, Anti-Ragging and Anti-Sexual Harassment committees are constituted.
6. The college has a Girls' Common room equipped with water purifier toilets and dustbin.
7. At the beginning of the every academic year, the Principal i/c addresses the newcomers regarding their responsibility, rules and regulations of the institution.
8. The Women Cell celebrates the International Women's Day and various activities to sensitize the students and masses of nearby areas.
9. A well maintained hygienic Canteen within the campus meets the need of the students.
10. Adequate toilet facilities with running water and a sanitary pad disposing machine have been provided.
11. World Environment Day is observed in every year.
12. International Yoga Day is observed in every year.
13. Teachers' Day is celebrated by the students in every year.
14. Medical Health Check up Camp was organized by IQAC, Sapekhati College on 27th Oct, 2017.

15. ICSSR Sponsored two days National Seminar on “Relevance of Thoughts and Ideas of Dr. Sarvepalli Radhakrishnan to 21st century” held during 25th & 26th Oct, 2018
16. Cleanliness programme under Swachata Pakkkwada was observed.
17. Swachata Hi Sewa Campaign was organized during 11th Sept, to 2nd Oct, 2019
18. Blood Donation Camp was organized by IQAC on 7th Nov. 2019
19. Awareness programme on CORONA Virus was organized by NSS Unit, Teaching and non-teaching staff on 17th to 31st March, 2020
20. Organize a programme on ‘Let us read book’ to create an environment of reading books.
21. Observation of National Voters Day was celebrated on 25/01/2022.
22. Observation of National Girl Child Day on 24/01/2022

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: C. 2 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: D. Any 1 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 diversity and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

The institution is located in rural area and it is hub of different communities. From the beginning of the institution, the college has taken various initiatives for the promotion of inter-cultural harmony, respect, unity and diversity by imparting knowledge and responsibility. The college follows the principles which are framed on the basis of the values of the constitution of India. The College celebrates Republic Day and Independence Day every year which create patriotism among the students. The celebration of these days makes us conscious of our duties towards our nation and helps to promote patriotism and national unity. Alumni and Teachers of the college provided flood reliefs at Demow Hamukjan and Milonkur village to arouse the feelings of brotherhood and to expose the students to the reality. ‘National Voters Day’ was observed on 25th January, 2022 by the Electoral Literacy Club to create a sense of consciousness about the right and duties of voters and to take part in political process of the nation. A blood donation camp was organized by the IQAC in collaboration with various social organizations and 52 volunteers donated blood in the camp The College has adopted Oguri Shyam Gaon as a part of extension programme. Various extension activities have been carrying out by the college fraternity. The institution celebrates/organizes various programmes such as Republic Day, Independence Day, International Women`s Day, International Yoga Day, Human Rights Day, Lachit Divas, Saraswati Puja every year. Freshman Social and College Week are organized by student`s Union & College Authority to promote sports, culture and literary activities. The institution has successfully completed the event of tree plantation under the “Azadi Ka Amrit Mahotsav” and “Chief Minister`s Institutional Plantation Programme” at college campus. Global warming has become a global issue and to overcome such problem, the college has given emphasis on plantation and cleanliness of the environment of its surrounding areas.

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:

1.Empowering Girl Students through Coaching of Self-defence

Objective of the Practice:

1. To empower the girls students
2. To increase self- confidence among them
3. To build physical and mental fitness
4. To save the girls students from violence and make them confident

The Context:

Violence against women and girls has become a serious matter now-a-days. The rate of crime against women and girls is increasing day after day. According to the report of the NCRB, 27,687 cases in 2018 and 30,025 cases of crime against women and girls were registered. The crime rate was 62.3 in 2019 and 58.8 in 2018 respectively. But in 2021, the crime rate was reached to 64.5 which were much higher as compared to 56.5 in 2020. In this context, the girls and women safety and security has received to most importance. It is expected that the girls and women will be able to protect themselves from any kind of violence and physical assault if they are properly trained with techniques of self-defence and will enhance their self-confidence.

The Practice:

A seven day coaching camp on techniques of self-defence for girl students was organized in Sapekhati College. The camp was organized by IQAC of the college from 20th October to 27th October, 2018. The girl students of the college were trained with some defence techniques and skills to counter any kind of physical assault. Mr. Phanidhar Gogoi (Karate Black Belt) of Sapekhati imparted training to the students. As much as 55 girl students were trained during seven day camp. Efforts were made to aware the girls of their safety with the helps of presence of mind. They were taught how presence of mind is important to counter the impending danger. The college authority also assured the girls students to take necessary action for safety within the college campus.

Success:

The evidence of success of the best practice can be seen in participation of girl students in the campus. 55 Nos. of girl students successfully completed the camp. They were distributed certificates for their participation in the camp.

1. All the girls expressed their satisfaction regarding the conduct of camp after its completion.
2. The girls participated in the camp, viewed that they have developed self- confidence to fight against any kind of violence.
3. The camp has built up physical strength of the girl trainees.
4. A positive trend, among the girls to aware other girls of their nearby areas about the necessities of learning self-defence skills, has been witnessed by the college.

Problems Encountered:

The problems encountered while organizing the workshop are as follows:

1. The girls' trainees hesitated to learn from a male trainer. The problem of shortage of female trainer has been faced while organizing such coaching camp.
2. Financial resource is needed at times for the funding of the camp, but there are some financial constrains faced by the organizers to sustain such week-long programme.
3. The traditional outlook of some parents also created obstacle in obtaining consent form girl students in participation of such self-defence programme.

2. Institutional Social Responsibility:

The institution strongly believes that apart from imparting knowledge and education to the students, an institution should create social awareness and cultivate humanity, kindness in the minds of students. The college also believes that the institution should teach the students about their duty and responsibility towards the society. Sapekhati College always encourages the students to be empathetic, kind and responsible towards all sections of the society. With such strong belief the institution undertakes various plans and awareness programmes from time to time.

Context:

The college is located in the heart of Sapekhati of Charaideo district which is inhabited by 40% of tea tribes along with different tribes and tribal groups. Most of the people are economically backward. They are not conscious about their health and education. The College always provides helping hands to their needs and tries to help them by providing cloths as far as possible. This indirectly helpsthe students of the College in learning moral values.

Practice:

The college implements various plans and programmes to perform the responsibilities towards the society. The college has initiated a cloth donated programme with the help of the "Cloth Club" of College to distribute clothes among the poor people of Khagorijan Tea Estate, Bortimon Tea Estate, Majidpur Tea Estate and Bishnupur Tea Estate. The cloths have been collected from the members of teaching and non-teaching staff. It is observed that students have lost their interest of reading good books. To create an environment/habit of reading among the students a programme "Let's Read Book" was organized by the college. The college also extends financial helps to those students who belong to economically weaker section. Besides these, the college has been taking utmost care in keeping the environment clean and green. The NSS unit of the college plays a significant role in this regard. The unit often organizes cleanliness programmes in the surrounding with a motto "Create a Clean India". The college organizes various plantation programmes to keep the environment shady and green. Such types of programmes have also been organized in the Adopted Village of the College. During the Covid-19 period an awareness campaign was initiated by the NSS unit of the college to create awareness among the people of surrounding areas.

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:

As a rural based higher educational institution, Sapekhati College always tries to offer significant contribution in the academic and social sphere of entire Sapekhati and adjacent areas including parts of Arunachal Pradesh and Nagaland. Majority of the students of this institution come from the remote, rural area and tea gardens of the neighborhood. The objective of the institution is to offer the quality higher education to the masses and is to inspire the students to involve in social activities for making themselves good citizens of the society.

The National Service Scheme (NSS) Unit of the institution has the credit to create a distinctive recognition in various community services. Community service and Education are the two main components of NSS. The community service component involves the students working on community development projects and the Education component provides the students with training in leadership, communication and teamwork skills. The NSS Unit has helped the students to develop their personality and has given them an opportunity to serve for the society.

The NSS Unit of Sapekhati College functions under the guidance of a Faculty Programme Officer. The NSS Unit provides a right platform through which the students have got the opportunity to involve in social activities and learnt their responsibilities towards the society and the country. A variety of activities are organized in and off campus in every year. Special camps are held annually and the volunteers provide their services in college premises along with adjoining areas. The Institution makes a humble beginning of NSS Unit way back in the year 1995 with a unit of 100 volunteers and it has been continuously providing its service to the society.

Regular Programmes of the NSS Unit:

1. Swacch Bharat Internship Training Programme on 26th June, 2018.
2. Awareness Programme against *Superstitions and Irrational Custom* on 30th June, 2018.
3. Cleanliness Programme at Sapekhati PHE, 2018.
4. Cleanliness Programme at Sapekhati town area, 2018.
5. Earth work at Sapekhati Amrit Nagar Rajohua Namghar, 2018.
6. White washes at Sapekhati College Building, 2018.
7. Observation of World Environment Day on 5th June, 2019.
8. Awareness Programme against CORONA Virus on 31st March, 2020.
9. Organized Special Camp from 1st January to 7th January, 2022.
10. Observation of World Environment Day on 5th June, 2022.
11. Organized a Programme on *Self-defense of Girl Child* on 16th September, 2022.
12. Observation of NSS Day on 24th September, 2022.

13. *Cleanliness Programme* at Sapekhati Market place on 8th October, 2022.
14. Organized *Orientation Programme* of NSS Unit on 14th October, 2022.
15. Celebration of *Rastriya Ekta Divas* on 31st October, 2022.
16. Organized Special Camp from 6th November to 11th November, 2022.
17. Observation of *Constitution Day* on 26th November, 2022.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

The college has been initiating various seminars and webinars under the active participation of various departments for academic upliftment. The faculties of the college have the credit of publishing a good number of research papers in national and international journals and edited books. The college has also the credit of organizing inter-college Kabbadi Competition in the year 2020.

The institution maintains a good student-teacher ratio. The teachers have been doing a lot in the field of research and many teachers have been awarded Ph.D. degree in their respective fields. The faculty members have been actively participating in various social activities. They have been maintaining a good relationship with the neighbouring community through their extension activities.

Construction works within the campus are in progress. A new administrative building and an auditorium is under construction. The college always maintains transparency in financial, academic and administrative functions.

Concluding Remarks :

Sapekhati College, established in 1988, is one of the higher educational institutions in Charaideo District. The institution was provincialised by the Government of Assam in 1st January, 2013.

From the inception, the institution has been imparting value education to the students. The college lefts no stone unturned in achieving the goal of excellence in teaching and delivering the best to the students. The college aims at producing good human resources for a new world.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																																								
2.1.2	<p>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)</p> <p>2.1.2.1. <i>Number of actual students admitted from the reserved categories year - wise during the last five years</i></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>73</td> <td>73</td> <td>73</td> <td>73</td> <td>73</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>42</td> <td>49</td> <td>59</td> <td>53</td> <td>59</td> </tr> </tbody> </table> <p>2.1.2.2. Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>73</td> <td>73</td> <td>73</td> <td>73</td> <td>73</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>73</td> <td>73</td> <td>73</td> <td>73</td> <td>73</td> </tr> </tbody> </table> <p>Remark : As per the revised data and clarification received from HEI, based on that DVV input is recommended.</p>	2021-22	2020-21	2019-20	2018-19	2017-18	73	73	73	73	73	2021-22	2020-21	2019-20	2018-19	2017-18	42	49	59	53	59	2021-22	2020-21	2019-20	2018-19	2017-18	73	73	73	73	73	2021-22	2020-21	2019-20	2018-19	2017-18	73	73	73	73	73
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2021-22	2020-21	2019-20	2018-19	2017-18																																					
73	73	73	73	73																																					
2.4.2	<p>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)</p> <p>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</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>10</td> <td>10</td> <td>10</td> <td>10</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2021-22	2020-21	2019-20	2018-19	2017-18	10	10	10	10	10																														
2021-22	2020-21	2019-20	2018-19	2017-18																																					
10	10	10	10	10																																					

2021-22	2020-21	2019-20	2018-19	2017-18
9	8	8	8	7

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : As only UGC care listed publications only to be considered and as per the clarification received from HEI, DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4	3	1	15	11

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
03	01	17	05	05

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
7	1	8	12	5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	00	02	03	01

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification : 15

Answer after DVV Verification: 07

Remark : As per clarification received from HEI , there are only 7 computers. Thus DVV input is recommended accordingly

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
249	318	260	355	268

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
320	311	233	342	256

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
3	3	4	2	5

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
3	2	2	2	5

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
71	112	84	97	77

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
72	76	128	117	102

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
16	0	0	24	19

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
02	0	0	09	02

Remark : AS all activities conducted under an event will be counted as one event and as per the clarification received from HEI, DVV input is recommended.

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

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

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
15	14	13	13	11

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
13	13	13	12	10

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

Answer before DVV Verification:

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

Answer After DVV Verification :

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

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

7.1.2

The Institution has facilities and initiatives for

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

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

Answer After DVV Verification: C. 2 of the above

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

7.1.3

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

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. Any 1 of the above

Remark : AS per the clarification received from HEI, based on that DVV input is recommended.

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 17 Answer after DVV Verification : 18</p>																				
2.1	<p>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>19.32</td> <td>54.91</td> <td>126.39</td> <td>41.22</td> <td>82.12</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> </tr> </thead> <tbody> <tr> <td>2.87</td> <td>6.03</td> <td>7.22</td> <td>2.1</td> <td>4.43</td> </tr> </tbody> </table>	2021-22	2020-21	2019-20	2018-19	2017-18	19.32	54.91	126.39	41.22	82.12	2021-22	2020-21	2019-20	2018-19	2017-18	2.87	6.03	7.22	2.1	4.43
2021-22	2020-21	2019-20	2018-19	2017-18																	
19.32	54.91	126.39	41.22	82.12																	
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