



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution		Sadiya College
• Name of the Head of the institution		Dr. Bhupen Chutia
• Designation		Principal
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		7002353772
• Mobile No:		9435189532
• Registered e-mail		principalsadiyacollege@gmail.com
• Alternate e-mail		iqacsadiyacollege@gmail.com
• Address		Chapakhowa-786157, Sadiya, Tinsukia
• City/Town		Chapakhowa
• State/UT		Assam
• Pin Code		786157
2.Institutional status		
• Affiliated / Constitution Colleges		
• Type of Institution		Co-education
• Location		Semi - Urban

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Dibrugarh University				
• Name of the IQAC Coordinator	Mr. Buddhi Kanta Misra				
• Phone No.	9864266885				
• Alternate phone No.	9864266885				
• Mobile	9864266885				
• IQAC e-mail address	iqacsadiyacollege@gmail.com				
• Alternate e-mail address	principalsadiyacollege@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://sadiyacollege.ac.in/aqar.php				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sadiyacollege.ac.in/upload/download/1680171785.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C+	61.5	2006	02/02/2006	01/02/2011
6.Date of Establishment of IQAC			19/03/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	Students Fee Waiver Scheme	Government of Assam	2021-22	28,07,107	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	2	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
1. Celebration of World Intellectual Property Day 2. Organising workshop on Importance of ICT & Basic of Cyber Security at Work Place 3. Organising Two-Day National Workshop on Preparative Process for NAAC Assessment and Accreditation 4. Conducting Academic and Administrative Audit 5. Organising workshop on Building Students' Capacity Towards Digitization		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
1. Organizing interaction among teaching and non-teaching staffs of the college	Achieved
2. Celebration/Observation of National & International Days of importance	Achieved
3. Celebration of World IPR Day	Achieved
4. Organizing Workshop on ICT	Achieved
5. Organizing National Workshop on NAAC Assessment Preparative Process	Achieved
6. Celebration of World Environment Day	Achieved
7. Organizing workshop/career counselling program/seminar by the academic departments	Achieved
8. Conducting Academic & Administrative Audit (AAA)	Achieved
9. Organizing workshop on Building Students' Capacity Towards Digitization	Achieved
10. Preparation of AQAR 2021-22	Achieved
11. Compilation of College Handbook	In progress
12. Construction of new department Rooms, laboratories and Classrooms	In progress
13. Whether the AQAR was placed before statutory body?	Yes
Name of the statutory body	
Name	Date of meeting(s)
College Governing Body	18/03/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	19/01/2023

15. Multidisciplinary / interdisciplinary

As the college is affiliated to Dibrugarh University, the course curriculum is designed by the parent university. However, the college is offering courses in all three streams of Arts, Science and Commerce that provides freedom to the student to choose their preferred stream. Moreover to provide holistic academic growth the institution is introducing some Add-on/Certificate courses from the coming academic session, for which the requisite official process is in progress. Institute welcomes NEP-2020 and expect that it will be carving out the way for the fruitful implementation of multidisciplinary/interdisciplinary education system. Students are offered to select any subjects from Science, Arts and Commerce stream abiding the rules and regulations of Dibrugarh University. College organizes workshops, lecture programmes, webinars/seminars and training programmes on multidisciplinary themes. Students are also motivated and encouraged to get engaged in community extension services.

16. Academic bank of credits (ABC):

As the college is affiliated to Dibrugarh University, the institution does not have the autonomy to transfer the credits achieved by the students. However, the university maintains the academic bank of credits and used to transfer it to other institutions or affiliated colleges periodically. Moreover, the college keeps record about the admission, registration and examination record of the students in each semester and is maintained.

17. Skill development:

Sadiya College has been running various Skill Enhancement Course (SEC) as per CBCS syllabus designed by its affiliating university. To mention a few the courses include travel and tourism, vermicompost, medical diagnosis, etc. In addition to it respective department organizes activities for the development of language and ICT skills for its students. The institution has also organized workshop on cyber security at work place for its teaching and nonteaching staff to boost their digital knowledge. Also, the official process for the introduction of various skill based add-on/certificate courses is in progress and expected to start the courses from next academic session.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
Following the CBCS curriculum designed by the affiliated university the institution ensures about the appropriate integration of Indian knowledge system. Eventhough the primary mode of official communication is English, the state language Assamese language is also adopted in imparting communictaions. In addition, other regional languages such as Missing, Nepali, Deori, Hindi and Ahom is entertained too while solving doubt of the students, if necessary. Subjects like Sociology, Political Science, Assamese, Environment inculcates the sense of national integration and culture among the student fraternity.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
The OBE is aligned to the Course Outcomes(COs), Program Outcome / Program Specific Outcome designed for specific programme. The faculty members puts there effort to meet the objectives as per the structural curriculum of the university for undergraduate programmes. Approaches such as lectures, seminars, workshop/practical, project work and field trips, assignments, etc,. has been adopted. The IQAC of college conducts Academic Audit in order to assess the outcome.
20.Distance education/online education:
The institutuion is running the study centre of Krishna Kanta Handique State Open University (KKHSOU) offering dipoma and degree courses as- 1. Diploma in Library Science 2. B. A in History, Sociology, Political Science, English, Economics and Assamese 3. M. A in Sociology, Political Science & Assamese 3. M.Com In addition, the institutuion is also running smoothly the centre for Higher Secondary examination of Assam State Open Schooling board. The faulty members takes the normal degree classes on digital medium such as Google meet, Zoom etc.as of when necessary.
Extended Profile
1.Programme

1.1	3
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	770
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	373
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	184
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	32
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	34
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	24
4.2 Total expenditure excluding salary during the year (INR in lakhs)	Rs. 80,50,471/-
4.3 Total number of computers on campus for academic purposes	54
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
As the college is affiliated to Dibrugarh University, all the academic works are planned according to the guidelines provided by the university. The institution ensures a well-planned and documented effective curriculum every year. An academic calendar and class routine for all the courses is prepared. At the beginning, the academic plans are discussed with all the HoDs for smooth running of the departmental programmes. The teachers maintain the teachers' diary and daily class report. In regular interval of time a report of the total number of classes taken by each department is published from the office of the principal. The departments conduct examinations, group discussions, seminars etc. in time for effectiveness of the programmes offered. ICT tools like computer, projector etc. are used for delivery of clear concepts about any topic. Extra classes are taken for effective outcome of the courses, if required. The teachers also conduct classes in online mode if needed. The college has a suitable feedback system for proper outcome of the programmes. Practicals are conducted for well understanding of theory classes. College also has a centre of K. K. Handique State Open University. At the end of the academic session IQAC of the college conducts academic audit.	

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://sadiyacollege.ac.in/upload/download/1680171785.pdf

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

As the college is affiliated to Dibrugarh University, it follows the academic calendar provided by the university. It adheres to the instructions provided by the university for conduction of continuous internal evaluation. At the starting of the Academic year, members of the Academic council along with the Head of the departments, prepare a suitable Academic calendar for the college in accordance with the academic calendar provided by Dibrugarh university. All the academic activities like admission to the courses, registration for examinations, commencement of internal examinations, commencement of student's election etc. are done in time according to the Academic calendar. All kinds of events like college week, National Science Day, Rabha Divas etc are also organised in the college as prescribed in the Academic Calendar.

As a part of the Continuous Internal Evaluation (CIE), for every semester, the college conducts two sessional examinations for all the degree courses. Besides sessional examinations, the course teachers assign individual assignments to each student, conduct group discussions, micro teaching or seminar presentation before commencement of end semester examinations. The course teacher also monitors the attendance of students as well as their progress regularly and does the needful in any case. Homework provided at the end of classes is checked in the next class. In the final internal assessment, equal weightage is given to all the aspects like sessional examination, attendance, group discussion etc.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sadiyacollege.ac.in/upload/download/1680171785.pdf

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above

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

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

1.2 - Academic Flexibility

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

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

3

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

1.2.2 - Number of Add on /Certificate programs offered during the year

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

NIL

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

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

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

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

03

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

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

100

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution

A. All of the above

from the following stakeholders Students
Teachers Employers Alumni

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

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

B. Feedback collected, analyzed and action has been taken

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

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

580

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

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

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

650

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

2.2 - Catering to Student Diversity

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

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

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

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

Number of Students	Number of Teachers
771	32

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The departments organizes outreach programmes, seminars/webinars and workshops, extension activities and field trips with active participation of the students in order boost their self-confidence, acquire variety of experiences, and gets motivated to be an able citizen with leadership quality. Alike the science departments, apart from the text book knowledge the arts departments are striving

to provide hands-on training where students can gain knowledge by performing some experiences.

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

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

College encourages the faculty members to use the ICT enabled tools and techniques for better learning and understanding of the students. Accordingly, the authority is gradually updating the classrooms with necessary required facilities. The concerned faculty members adopted the means of power point presentation, video clippings and browse the e-resources available. Also different platforms like Google meet/Google classrooms/Zoom etc. were used by the teachers to deal with online teaching learning process.

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

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

2.3.3.1 - Number of mentors

32

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

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year****33**

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year****12**

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

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers****380**

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

2.5 - Evaluation Process and Reforms

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

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

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

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

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

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

2.6 - Student Performance and Learning Outcomes

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

Since the institution is affiliated to Dibrugarh University, the institution follows the details syllabi prescribed by the University for the Degree Colleges. The specific programme and course outcomes

of each semester are detailed in the college website too. Before the commencement of class of each semester the students are made aware of the course by concerned course experts and the lecture is delivered accordingly.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://sadiyacollege.org.in/article/NTY/page_details/iqac.html
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

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

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

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

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

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

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

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

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

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

Abs = Absent / Incomplete = 0

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

2.6.3 - Pass percentage of Students during the year

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

84

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

2.7 - Student Satisfaction Survey

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

<https://sadiyacollege.ac.in/ssss.php>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

7

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

3.2 - Research Publications and Awards

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

the year

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

3

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

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

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

8

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

3.3 - Extension Activities

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

Sadiya College, Chapakhowa organized various extension activities during the year in various fields like, Biodiversity conservation, Rural Education and Awareness, Science Education popularization, Road Safety. Anti - Drugs Sensitization, Human Rights, Swach Bharat Abhiyan, etc. Sadiya, being the landlocked easternmost region of the state has various issues pertaining to social and economic reforms. The college and its constituent bodies thrive to deal with such issues by various kinds of extension activities in and around the college premises, involving the local administrative bodies and general public. A total of 26 such programmes has been adopted by the institution adding depth towards the holistic development.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

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

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

0

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

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

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

29

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/

NCC/ Red Cross/ YRC etc., during the year**2357**

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

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****2**

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year****1**

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

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

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

The institution has the following infrastructure and physical facilities for teaching and learning.

1. **Total 42 Bigha of land area.**
2. **Class room: College has a total of 21 class rooms and among them 5 are ICT enabled.**
3. **Laboratories: College has a practical laboratory each in Botany, Chemistry, Physics and Zoology Department. Apart from these one computer Lab for Mathematics Department is available too.**
4. **Central library: Sadiya college library has 15000 (fifteen thousand) books, 13 (thirteen) magazines, 4 (four) journals and 7 (Seven) news papers for both teachers and students. It is the member of NLIST consortium from the year 2022 and provides the facility of accessing e-resources among the faculty members of the college.**
5. **Administrative room: College has four rooms for administrative purpose.**
6. **Departmental room: There exist 12 departmental rooms and a common staff room for the faculty members.**
7. **Boys and Girls common room: College has separate common rooms for boys and girls.**
8. **Canteen**
9. **Parking facility: A parking lot each for faculty and students are available in the college premises.**
10. **WIFI facilities: Entire College has high speed BSNL Optic Fiber internet facilities with 150 mbps bandwidth.**
11. **CCTV camera: Entire class rooms, library as well as campus is monitored by CCTV cameras.**

Fire and safety: Well displayed and maintained fire and safety systems ensure and make the campus secured one.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<u>NIL</u>

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

For cultural activities, sports, games, gymnasium etc. the college has the facilities as mentioned below:

1. A hall for cultural activities with light and sound facilities.
2. Every year college conducts college week for sports, literary and cultural events. Respective teacher advisers guide the students for their promotion in every activity.
3. One play ground for football, cricket and athletics.
4. A court each for volleyball and badminton.
5. A gymnasium room with the minimum facilities.

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

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

6

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

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

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

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

70.26

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

4.2 - Library as a Learning Resource**4.2.1 - Library is automated using Integrated Library Management System (ILMS)**

The college library is automated and the details of the it is furnished below:

- 1. Library Management System (LMS):** The Library has soul 3.0 library management software systems, which is user friendly and designed to take care of all the administrative and management functions of the library. It organizes and manages the information of books and circulation in most effective manner. Data entries of books are going on. The library is partially automated.
- 2. Online Public Access Catalogue (OPAC):** The Library provides Online Public Access Catalogue for the users to know the status of availability of books and documents in the library.
- 3. Bar-Coding:** Most of the books in the library have been bar-coded. The computerised circulation with bar coding technology is right now available for faculty and students.
- 4. National Library and Information Service for Scholarly Content (N-LIST):** The Library is an active member of INFLBNET centre and N-LIST consortia. It provides the facility of accessing e-resources among the faculty members of the college. Separate user id has been made for students to access e-resources inside the library building.
- 5. Separate teachers reading room and students reading room facility is available.**
- 6. The entire library is WI-FI enabled.**

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

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

C. Any 2 of the above

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

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

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

10.23

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

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

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

210

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

4.3 - IT Infrastructure

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

Yes the institution regularly updates the IT facilities as of when such upgradation requires. The recent upgradation details during the current year is mentioned below:-

- 1. BSNL Broadband service has been updated to high speed BSNL Optical Fiber system.**
- 2. Internet Bandwidth has been upgraded to 150 mbps.**
- 3. All the students are provided free WIFI in the library as well as entire college campus.**

In addition to those mentioned the IT and the WiFi facilities are made available in-

- 1. Principal Cabin.**
- 2. Library**
- 3. IQAC Office.**
- 4. General Administrative Office of the College.**
- 5. Examination Cell.**
- 6. Computer/ language Lab.**
- 7. Departmental Common Room.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<u>NIL</u>

4.3.2 - Number of Computers

70

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

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

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****70.26**

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

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

Sadiya College follows an established coordination and manners as cited below for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

- 1. Purchase committee: Purchases of laboratories equipments, computers, library equipments etc., are done through this**

committee.

2. Estate management committee: Looks after entire campus of the college.
3. Academic committee: Prepare academic calendar, arrange class rooms etc., for teaching learning process.
4. ICT Cell: Look after all the ICT facilities.

Also to mention, College has Sports Committee, Library Committee, ICT Cell, Gardening Committee, Hostel Committee, Canteen Committee etc., committees for the proper maintenance and utilizing of the facilities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

628

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

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

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

528

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

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

A. All of the above

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

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

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

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

5.2.2.1 - Number of outgoing student progression to higher education

4

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

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

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

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

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

61

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

5.4 - Alumni Engagement

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

The college has an Alumni Association and is reformed in 2022 but is not registered yet. The process for its registration is in progress. Moreover, an online portal in the college website is available for the alumni to get registered as member of the association. The members of the association indulge in every developmental activities of the college physically, morally and financially. Organizing cleanliness campaign, involvement in the celebration of college foundation day, etc. is a few to mention about the alumni involvement.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Being the only institute of higher education in the entire Sadiya Sub-division of Tinsukia district the prime objective of Sadiya College is to develop awareness towards learning emphasizing the all-round socio economic development of the region via generating scientific temperament among the common mass. Accordingly, the college focuses its activities considering Dibrugarh University guidelines and laid its vision and mission as reflected in the college prospectus.

There is a governing body (GB) for the college to act as the Apex Body for the planning, decision making, administration, appointment,

construction and financial matter. The principal is the executive authority who supervises the works of the academic departments, the students' organisation as well as other institution related works and ensures team spirit among all section of the college. Service books of the employees, students records, cash books, stock register, receipts and other documentation are kept systematically and updated. Institution has a practice of governmental audit mechanism. The GB has been taking care of the progress and welfare issues of all employees and students.

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

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

- To accomplish various mission objectives 26 subcommittees have been constituted where the Principal is the chairperson of the individual committees.
- The Principal is the secretary of the governing body of the college which is responsible for many vital decision making processes.
- The principal leads the management of various events organised in the college.
- To conduct various examinations the principal acts as the Officer in Charge of the centre and additional officers in charge (AOC) are appointed for assistance.

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- A meticulously designed academic calendar based on the academic calendar of Dibrugarh University is followed to execute various academic activities throughout the year.
- Accordingly, the master timetable is prepared.

- The Planning committee is responsible for assessment and proposals of short and long term goals and accordingly the perspective plan is designed and executed.
- The subcommittees are assigned to execute the plan and hence to fulfill the respective objectives.
- To effectively manage the fund in various expenditure heads suggestions from the Planning Committee are acknowledged.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	NIL
Upload any additional information	View File

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

- Major decisions are made in the Governing Body of the college which is an Apex Body constituted by following the guidelines of Assam Government and approved by the Director of Higher Education, Government of Assam.
- Internal Quality Assurance Cell (IQAC) thoroughly assesses various academic activities and keep records.
- IQAC consistently engages in improving academic environment, student progression and career enhancement.
- The college has a well defined hierarchical organogram.
- Appointments are given following the guidelines of Assam Government. In case of teachers and librarian guidelines set by UGC are followed.
- After selection of a candidate it requires the approval from the Governing Body for further consideration of appointment.
- In absence of the Principal/HoDs, Principal-in-Charge/HoDs are appointed temporarily.
- Regular biometric attendance as well as hard registers are maintained to record attendance.
- Service book is maintained for individual employees.
- For leave and release from duty guidelines of Assam Government are followed.
- Promotions are based on interviews after fulfilment of certain criteria set the Government of Assam, Department of Higher Education.

File Description	Documents
Paste link for additional information	NIL
Link to Organogram of the Institution webpage	https://sadiyacollege.ac.in/organogram.php
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

- **For progression and career enhancement the employees are motivated to participate in induction/refresher programs as well as short term training sessions.**
- **Faculties/employees who are pursuing PhD are granted special leaves.**
- **Academic leave is provided to attend conferences/seminars/symposiums etc.**
- **Maternal/parental leaves are provided to eligible employees.**
- **Special leaves are granted for marriage.**

File Description	Documents
Paste link for additional information	NIL
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year****0**

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year****2**

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

13

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

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

Sadiya College entertains its teaching and non-teaching staff for active participation in involvement in various academic and cocurricular activities. Staff submits their participation or involvement report to the IQAC in the prescribed format with proper documentary evidences, wherever necessary. Informations furnished by the concerned regarding professional development programmes, research activities, publications, etc. is verified and authenticated by IQAC and provides its remarks. The submitted appraisal form would serve as a base for the promotion of the faculty members.

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

6.4 - Financial Management and Resource Mobilization

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

Sadiya College conducts its financial audit regularly at each financial year to improve its financial management system. The head clerk prepares the related documentation and gets cross-verified by the principal cum D.D.O. Subsequently, the internal audit is done by the chartered accountant, whereas the external audit is done the Office of the Assistant Director of Audit (Local Fund),

Government of Assam. Any further queries if raised by the auditor is further resolved by the college authority.

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

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

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

2.0

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

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

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

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

6.5 - Internal Quality Assurance System

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

Internal Quality Assurance Cell (IQAC) plays a pivotal role in meeting the institution's vision and mission. Identifying the parameters and the strategies, IQAC chalks out certain plan of actions to be accomplished during the academic year that includes academic, physical and co-curricular activities. IQAC gets involved with the various sub committees constituted by the authority, discusses about the work plan and urges them to function as such for the overall growth of the institution. Through IQAC, the institution participates in National Assessment and Accreditation Council (NAAC), All India Survey of Higher Education (AISHE) and NIRF ranking. The teaching and non-teaching staffs, academic departments is encouraged to get involved, organize and participate in development programmes to bring qualitative changes in the college. The academic environment is boosted by encouraging the departments in organizing webinars and seminars, workshops, awareness camps, career counselling programs periodically besides as usual scholastic and non-scholastic programs.

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

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

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

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

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In order to minimize the discrimination of women in the institute and the society, college has constituted women cell to make aware about women empowerment and equal rights. The cell observes Women's Day every year discussing the various issues of women and the possible measures that could be adopted for prevention, organizes health workshops, etc. Moreover, the institution adheres to the constitutional norms for reservation and follows the gender neutral norms in appointment processes. Participation of all students irrespective of gender is entertained in co-curricular activities such as NSS, College Week, Observation/celebration of commemorative days, etc. Installment of sanitary napkin dispenser in girls' common

room to be used by paying minimal fee is an addition along with a new toilet constructed exclusively for girls.

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

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

D. Any 1 of the above

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

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

- **Solid waste management - Biodegradable and non- biodegradable waste are collected separately in specified dustbins and dumped in different selected sites. Non- biodegradable are collected by agents of the municipality, whereas biodegradable solid waste is dumped at large pits which are later on used as fertilizer in the college garden. Scrap dealers carry away some amount of reusable and recyclable solid waste.**
- **Liquid waste management - Laboratory liquid waste is collected in a closed container and handed over to the municipality. On the otherhand, sewage is drained into small drainage system of the college.Wastewater from canteen and RO plant is collected in a tank for use in gardening, watering trees etc.**
- **Biomedical waste management -Nil**
- **E-waste management- Scrap dealers take away the e-wastes**
- **Waste recycling system -NIL**

- Hazardous chemicals and radioactive waste management- Laboratory waste is collected in specific container and handed over to municipality for proper disposal of it.**

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

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	C. Any 2 of the above										
<table border="1"> <thead> <tr> <th data-bbox="86 439 552 506">File Description</th><th data-bbox="552 439 1477 506">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 506 552 645">Reports on environment and energy audits submitted by the auditing agency</td><td data-bbox="552 506 1477 645">No File Uploaded</td></tr> <tr> <td data-bbox="86 645 552 748">Certification by the auditing agency</td><td data-bbox="552 645 1477 748">No File Uploaded</td></tr> <tr> <td data-bbox="86 748 552 851">Certificates of the awards received</td><td data-bbox="552 748 1477 851">No File Uploaded</td></tr> <tr> <td data-bbox="86 851 552 909">Any other relevant information</td><td data-bbox="552 851 1477 909">No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Reports on environment and energy audits submitted by the auditing agency	No File Uploaded	Certification by the auditing agency	No File Uploaded	Certificates of the awards received	No File Uploaded	Any other relevant information	No File Uploaded	D. Any 1 of the above
File Description	Documents										
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded										
Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading											
<table border="1"> <thead> <tr> <th data-bbox="86 1469 552 1536">File Description</th><th data-bbox="552 1469 1477 1536">Documents</th></tr> </thead> <tbody> <tr> <td data-bbox="86 1536 552 1639">Geo tagged photographs / videos of the facilities</td><td data-bbox="552 1536 1477 1639">No File Uploaded</td></tr> <tr> <td data-bbox="86 1639 552 1778">Policy documents and information brochures on the support to be provided</td><td data-bbox="552 1639 1477 1778">No File Uploaded</td></tr> <tr> <td data-bbox="86 1778 552 1881">Details of the Software procured for providing the assistance</td><td data-bbox="552 1778 1477 1881">No File Uploaded</td></tr> <tr> <td data-bbox="86 1881 552 1939">Any other relevant information</td><td data-bbox="552 1881 1477 1939">No File Uploaded</td></tr> </tbody> </table>	File Description	Documents	Geo tagged photographs / videos of the facilities	No File Uploaded	Policy documents and information brochures on the support to be provided	No File Uploaded	Details of the Software procured for providing the assistance	No File Uploaded	Any other relevant information	No File Uploaded	
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Any other relevant information	No File Uploaded										
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other											

diversities (within 200 words).

Sadiya College provides a diverse and inclusive environment for everyone. Students from different cultures, religions & communities studies in the college and the institute provides an environment which teaches the students tolerance and harmony irrespective of social and cultural differences. The cultural rallies and programs held in the college showcases attires, folk songs & dances of all the communities which promotes communal harmony. Even from the current academic year decision has been taken to publish articles in the college magazinelocal languages (Nepali, Bodo, Ahom, Deuri, Missing) apart from English, Hindi & Assamese to promote linguistic harmony. The college has always been at the forefront of sensitizing students to the cultural, regional, linguistic, communal and socio-economic diversities of the state and the nation.

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

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

Sensitization of students and employees of the Institution to the constitutional obligations is done through curriculum as well as through extra-curricular activities. Many of the subjects offered in humanities stream have topics which sensitize the students about the constitutional obligations. Every year republic day and Independence day is celebrated in the college highlighting the importance of Indian Constitution. Apart from it Voter's Day, Constitution Day, awareness on electoral rules, organizing programmes to commemorating our National Heros, etc. are observed periodically.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

C. Any 2 of the above

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

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

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

The College celebrates all the significant festivals and events of national and international importance like Republic Day, World Environment Day, Yoga Day, Independence Day, National Science Day, National Mathematics Day, Saraswati Puja, Gandhi Jayanti & Teacher's Day, Birth anniversary of Lachit Borphukan, etc.

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

7.2 - Best Practices

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

Best Practice-1

Students Capacity Building towards Digitization

1. Objective: To provide technical support to the students in order to develop their e-skills and to foster the academic growth of the students through digitization.

2. Context addressed: Emergence and Impact of Digitization

3. About the practice: IQAC urges all the departments and central library of the college to organize workshop on 'Capacity Building Towards Digitalization' to make the students technically sound about the application and importance of digital tools. In this context various academic departments and the college library organizes the workshop and provided hands on training on-

1. Internet browsing
2. E-mail
3. MS Office
4. Online teaching/meeting platform
5. Digital library
6. Various softwares
7. Google form

4. Resources: Academic departments and central library of Sadiya College.

Best practice-2

Plantation drive for environment consciousness

1. Objective: Transformation of the college campus into a green and environment friendly campus.

2. Context addressed: Green and healthy campus

3. About the practices: The honorable forest man of India "Sri Jadav Payeng" inaugurated the plantation drive in the college campus on 28th February 2022 by inaugurating the Botanical garden. The department of Botany and garden committee primarily looks into the plantation drive. Apart from this a small floral garden is being maintained in front of the College to make the campus looks attractive and beautiful.

4. Resources: Garden Committee and Department of Botany, Sadiya College

5. About the institution:**Name:** Sadiya College**Address:** Chapakhowa-786157, Tinsukia, Assam, India**Website:** <https://www.sadiyacollege.org.in>**Contact person:** Dr. Bhupen Chutia, The Principal**E-mail:** principalsadiyacollege@gmail.com

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

7.3 - Institutional Distinctiveness

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

Sadiya is a historic place located in the north-east border of Assam and is a home to the different tribes and communities of Assam such as Ahom, Gorkha, Deori, Missing, Kochari, etc. Since Sadiya is located along the border area of Arunachal Pradesh, the college also provides its services to the students coming from the state. Thus, the distinctiveness of the institute lies in that it houses a number of students from various tribes and communities of both the states. The students are made familiar with the history and rich cultural heritage of both Assam and Arunachal Pradesh through various co-curricular activities. Sadiya college is working constantly on the development of educational environment of the college and in the nearby areas to achieve its mission and vision. Various extension programs to nearby villages and nearby schools are carried out by the college in order to extend educational awareness. In addition, the institution motivates the students to make them culturally rich via their active participation in various cultural and co-curricular activities organized by different tribes and communities to show cause the cultural heritage of Sadiya. Also, the Assamese Department of the college actively involves in exchanging our rich culture with the tribal culture of adjacent state (Arunachal Pradesh) through organizing a cultural programme entitled 'Anajori'. Apart from that, the college occasionally conducts cleanliness drive, health awareness and career concerned programmes to make the students aware of it.

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

7.3.2 - Plan of action for the next academic year

1.Completion of the on going tasks.

2. Introduction of honours in English Department

2. Submission of IIQA and completion of NAAC assessment process.

3. Augmentation of academic and physical infrastructure

4. Implementation of add-on/certificate courses

5. Filling up the vacant sanctioned post.

6.To conduct workshops, seminars and FDP on Gender Equity, Human values and Professional ethics, Life skills, Stress management, Research methodology, Communication skill development, IPR, etc.