



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

SILAPATHAR TOWN COLLEGE

**JUNAKI NAGAR, P.O./P.S.- SILAPATHAR, WARD NO. 08, DIST.- DHEMAJI,
ASSAM, PIN- 787059**

787059

www.silapathartc.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established in 1993 as Silapathar Women's College with untiring and enduring efforts and deliberations of many visionary and far sighted people of Dhemaji District of Assam to emphasize on women's education and empowerment. The college has been able to make a mark of its own during its march towards quality and meaningful higher education. But due to consistent demand from public, the college transformed itself to a co-education institution with due gazetted permission from the affiliating University and Government of Assam in 2008. Initially, the College was permanently affiliated to Dibrugarh University in 2007. It got its Recognition under section 2(f) & 12(B) of UGC Act, 1956 in 2009 and 2010 consecutively.

Vision

SILAPATHAR TOWN COLLEGE STRIVES TO TRANSCEND ITSELF INTO A LEADING AND PIONEERING INSTITUTION IN THE SOCIETY FOR IMPARTING QUALITY AND VALUE BASED EDUCATION WHICH WOULD ENABLE ITS STUDENTS TO FACE EVERY CHALLENGES OF TIME WITH COURAGE, CONFIDENCE AND SUCCESS. ITS FOCUS IS

“ENLIGHTEND SOCIETY THROUGH HOLISTIC EDUCATION”

Mission

Pursuit of excellence in Higher Education through realisation of an academically balanced and well organized society in the area.

OBJECTIVES

- a. To encourage students to identify their latent potential and talent.
- B. To mould students into ideal citizen and thereby fulfil social obligations.
- C. To contribute towards societal development intellectually.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Strength

1. STC is proud to claim to be a safe, ragging free and beautiful green campus with ultra-modern facilities to learn and live.

2. Experienced, dedicated and highly qualified faculty members.
3. Supportive non-teaching staff.
4. Good teaching, learning environment supported by prolific library.
5. Impressive and excellent result at University Examination.
6. Simple and Transparent admission procedure.
7. Increasing student demand ratio, high enrolment ratio of ST community.
8. Excellent student –Teacher rapport with emphasis on mentoring and counselling.
9. Functional IQAC and Alumni.
10. All mechanisms are in place for comprehensive planning and delivery of curriculum, feedback and evaluation.
11. There is a strong focus on extra-curricular activities and community work.

Institutional Weakness

WEAKNESS:-

1. No research activities and no research project for student community.
2. No teacher and students from other states and country.
3. Students get married before course completion.
4. Limited role in the curriculum design. Communication gap of the students
5. Most of the students comes from the remote area, especially from flood affected area with low per capita income. Owing to it, they are unable to attend in regular classes in the College.
6. The rate of drop-out ratio is increasing day by day.

Institutional Opportunity

OPPORTUNITY:-

a.Silapathar Town College imparts quality education in B.A (Major/Honours) as well as General/Generic courses since the inception of the Institution under the affiliation of Dibrugarh University. Besides these courses, the College has been providing UG & PG courses under ODL, Dibrugarh University in Various Subjects and Departments. In addition to it the college also provides PG & Diploma courses under the ODL,

Tezpur University.

b. The Silapathar Town College has been providing equal opportunities in Education to all sections of the Students without keeping discrimination.

c. The college has been functioning by highly qualified, dedicated and dutiful teachers.

d. The College has got conventional as well as digital library where e-learning facility is available along with departmental libraries operational in each department..

e. Multi- Gym, Indoor Sports as well as Outdoors sport facilities are available at the college campus.

f. To increase the number of books in the library.

Institutional Challenge

CHALLENGES-

1. To encourage research aptitude among students and faculty.
2. Sustain student's strength in competitive environment to minimize students' drop-out ratio.
3. To improve students result in CBCS Semester system.
4. Encourage economically and socially backward students for competitive job placement.
5. Due to tight schedule of CBCS semester system very little time is found for research and extension activities.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The College is affiliated to Dibrugarh University, Dibrugarh, Assam and the College follows the curriculum designed and developed by the affiliating University. The College imparts teaching to students as per the curriculum designed by the affiliating university, which is based on UGC guideline. The time-table and the Academic Calendar are two mechanisms prepared by the college that enable timely completion of the syllabus. Various measures are taken to accommodate the different needs of different learners. These include tutorials, remedial and counselling sessions. At the end of the session an Academic audit is conducted to assess whether all provisions made in the curriculum delivery have been realized. At present the College offers B.A. programme and offers major/Honors in Assamese, English, Economics, Education, Political Science, History, Philosophy, Mathematics, and Sociology. As a part of its future curricular programmes, the College has plans to introduce regular PG Course in various departments. Horizontal mobility is allowed to students through the option of choosing different courses within the time period before final registration with University. Students

are allowed some vertical flexibility to complete their programme as per the guidelines framed by the University. The institution also undertakes supplementary measures to enrich curriculum and teaching practices through lectures/seminars/workshops by academician and experts, and conducts study Tours. The College also organizes various co-curricular and extra-curricular activities to provide students for exposure to skill-development opportunities. Student progress is monitored and evaluated through Continuous Internal Assessment mechanism and Sessional Examination conducted by the college. The Feedback Mechanism Committee of the College maintains the practice of issuing and collecting feedback form from the final year students and the entire process of collecting the same is done by the IQAC systematically. The self designed feedback forms are printed & shared among the UG students just before the end of a program. After receiving feedback, the Principal; discusses the same with the HoD(s) IQAC in a joint meeting convened by the Convenor of Feedback Mechanism Committee. The Principal recommends the IQAC & feedback committee to make a detail analysis of the feedback received from the students for the development of the Institution.

Teaching-learning and Evaluation

The College pays serious attention to improve the quality of the teaching-learning process. The College has taken many steps to improve the quality of teaching-learning by adopting effective teaching strategies, which are student centric. The College has smart classrooms, where teachers impart their teaching by using Power point presentation and audio-visual presentations to create interest and curiosity among the students and make learning interesting.

The faculty member of the college regularly attends their classes as per the schedule of the class routine made by the Academic council. Along with their regular classes, teachers conduct tutorial and remedial classes as per need of the students. In terms of evaluation of the performance of students, the college has adopted many evaluation methods like internal examinations, assignments group discussion, and seminars etc, as per the guidelines of the affiliating university. However, the evaluation of the final examination is conducted by the affiliating University and the entire college faculty members engages for evaluation of answer scripts of the students in the examination zone and centre as examiners, scrutinizers, Head examiners as well.

. At present there are 31 permanent teachers. To enhance faculty competence and professional development, the college encourages members of faculty to engage in academic development programmes such as Orientation, Refresher courses, Summer/Winter Schools/ faculty development programme, encourage them to involved in research activities and participate/present papers in seminars and attend conferences etc. The college is committed to provide quality education to students by qualified, competent and experienced teachers and it engages invited faculties from different colleges for academic and extra-curriculum activities.

Research, Innovations and Extension

The Silapathar Town College always encourages its faculty members to undertake research activities whenever possible in spite of the limited opportunity in the college. The college authority extends all possible help to the faculty members for pursuing M.Phil & PhD and publishes research articles. As a result, seven faculties have already received PhD Degree. Recently, one of the faculty have submitted his Thesis for PhD Degree at Assam University; in the Department of Philosophy and one of the faculty from English department is admitted to pursue PhD programme at Mahapurush Sri Mahanta Sangkar Deva University. Many faculties have published research articles in various peer-reviewed and other ISSN and ISBN journals. . The college has organized few numbers of workshops in different disciplines. The college faculty members also presents their research papers

at different seminars and conferences organized by different colleges and universities across the nation.

The NSS Unit of the college has been arranging a number of outreach programs and extension activities like Swachh Bharat, environment awareness and other women related awareness programs. All the staff and students actively participate in these programs and help in fulfilling the objectives of the programs. The College has adopted a village, Joriguri. The college has been conducting many extension and outreach programs at the adopted village. The main objectives of adopting the village is for encouraging the students to learn social responsibility services and collaborate with the village for raising awareness among the villagers on health, education and environment related issues. The paucity of funds and constrain of time provide less opportunities for staff to focus extensively on the extension activities of the students.

Infrastructure and Learning Resources

The college has adequate infrastructures facilities with number of classrooms and separate spacious Administrative room, separate offices for Distance education study/contact centre, IQAC and NSS, well furnished computer Lab, Math Lab and a smart class room, separate common rooms for boys and girls, drinking water facilities for students and staff, semi large play ground and library with an adequate number of books and study materials, references books and journals.

There are five numbers installed solar panels within the campus of the college. Ramps have also been installed in the class room(s) to support differently-able students. Adequate first aid facilities are also ensured for the staff and students.. The College plans for up-gradation of IT infrastructure through implementation of INFLIBNET and Wi-Fi facility. At present, there are 32 Nos. of computers facilities in the departments and the office. Procurement of computers is made through grants received from the UGC and the Department of Higher Education.

The college pays attention to redress the grievances of the students promptly. The college has a number of committee like anti-ragging cell and grievance cell etc. to address the problems of students. College has an elected student Union Body, having President, Vice President, Secretary and a number of other port folios to address the needs of students. The college takes a numbers of activities for students through the NSS of the College.

The College tries to ensure optimal allocation and utilization of available financial resources for the maintenance and upkeep of different facilities of the institution. A budget allocation is made at the beginning of the academic session for maintenance of Building, Equipment including computers, and for electricity, Furniture, Travel and other expenses. The Construction Committee and the purchase committee supervise construction and maintenance of infrastructure and facilities.

Student Support and Progression

Students are at the centre of an educational institution, and the College ensures that all provisions are in place for their mentoring and support. The College Prospectus provides detailed information regarding enrolment and programme of study at the institution. Right from the time of enrolment; students are provided support for academic and other social needs. Students are encouraged to participate in co-curricular and extra-curricular activities such as sports, debates, performing arts etc. Sports and Cultural Program is conducted frequently as a part of the curriculum of the College. Other co-curricular and extra-curricular activities such as preparing the

departmental Wall Magazines, departmental pamphlets, and participation in competitions and outreach activities of the College are promoted. Students have also won accolades in various competitions. The career counselling Cell of the College organizes skill-development programmes. Slow learners are helped with tutorial class and academic counselling, while advanced learners are provided with opportunities as exposure for participating in seminars and lectures by inviting academicians to the institution. Students gain from exposure to practical skills in field trips, and are given responsibility to organize exhibitions and functions, so that they develop team-work mentality and decision-making skills. The students' Grievance Redressal Cell, the Sexual Harassment Redressal Cell and the Anti-Ragging Committee address students' grievances and complaints whenever any such consequence arises very fruitfully. The College is committed to students' progression and strives for excellence through employability. The college faces the risk of failure of students or dropout and this are identified as weaknesses of the college and remedial measures are taken so that they do not discontinue their studies. The College also identifies the aspirations of advanced learners, and provides them a perspective for future opportunities. The students gain exposure through interaction with teachers, experts and faculty from other institutions who are invited to the College. The Annual Function and Prize Distribution and the Annual College Re-union are regular annual events of the College. The Students' Union and the Alumni Association play an active role in these events.

Governance, Leadership and Management

The Management of the college is highly decentralized and democratic in its approach. It has a well-defined quality policy and action plan. The Principal-in-charge of the college plays a pro-active role in designing and implementation of plan and policies of the college. He sets internal policies and programs of the college with the association of planning board, Heads of various departments, Co-ordinator, IQAC, conveners of different committees/ librarian, and senior members of non-teaching staff.

The salary budget allocation to the college is made by the Government of Assam. The financial management is assisted by DDO and the Accountant of the College. The departmental expenditure is disbursed by the Principal In-Charge in cognizance with the departmental heads, decided in the meeting with regard to purchasing books, equipment and other necessary expenditure.

Internal Quality Assurance Cell (IQAC) is responsible for the overall monitoring of the system, setting/ revising guidelines for improved performance, carrying out the Academic Audit of faculty, and facilitating interactions with Students and other stakeholders.

Institutional Values and Best Practices

The college has unique association with common minimal objectives to devolve values to the society of the area in day-to-day functioning through long-term planning. This has enabled the college to incorporate innovative functioning ways such as employability enhancement program for students. The college takes efforts to bring in innovations in teaching-learning process such as use of social platforms, use of modern teaching tools.

By adopting environment-friendly practices the College demonstrates a proactive Environment Consciousness. The College conducts a Green Audit of its campus and facilities to promote awareness to environmental issues. The faculty of the college concerns the affluent environment along with the students now and then. The College also focuses on activities such as conservation of water and energy, plantation of trees, and preparation of waste

composite, general waste management and management of hazardous waste and e-waste to make the campus eco-friendly. Innovations introduced in the last few years have made a positive impact on the functioning of the institution. The College motivates students through awards and prizes for performance in academic and extra-curricular activities, and provide assistance to needy students. The Extra-Curricular Scheme of the College is an initiative to encourage the all-round development of the students by nurturing their creative skills. In the academic front, Sessional Examination is being conducted twice in each semester to ensure a continuous assessment and monitoring of students' progress. The Women's cell of the College regularly discuss for promoting sensitization on women-centric issues. The Best Practices adopted by the College contributes to the holistic development of its students and lead to the quality improvement of the institution.

NAAC

2. PROFILE

2.1 BASIC INFORMATION

| Name and Address of the College | |
|---------------------------------|---|
| Name | SILAPATHAR TOWN COLLEGE |
| Address | JUNAKI NAGAR, P.O./P.S.- SILAPATHAR, WARD NO. 08, DIST.- DHEMAJI, ASSAM, PIN-787059 |
| City | SILAPATHAR DHEMAJI |
| State | Assam |
| Pin | 787059 |
| Website | www.silapathartc.in |

| Contacts for Communication | | | | | |
|----------------------------|---------------|-------------------------|------------|-----|--------------------------|
| Designation | Name | Telephone with STD Code | Mobile | Fax | Email |
| Principal(in-charge) | Dibya Doley | 3753-9678969297 | 9678969297 | - | dibyadoley2011@gmail.com |
| IQAC / CIQA coordinator | Dandiram Pegu | 3753-9954368634 | 9954368634 | - | dandiram.pegu@gmail.com |

| Status of the Institution | |
|---------------------------|--------------|
| Institution Status | Grant-in-aid |

| Type of Institution | |
|---------------------|--------------|
| By Gender | Co-education |
| By Shift | Regular |

| Recognized Minority institution | |
|--|----|
| If it is a recognized 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 | 20-08-2009 | View Document |
| 12B of UGC | 25-11-2010 | 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 | JUNAKI NAGAR, P.O./P.S.- SILAPATHAR, WARD NO. 08, DIST.- DHEMAJI, ASSAM, PIN- 787059 | Semi-urban | 2.27 | 14720.98 |

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,English | 36 | H.S Passed | English | 40 | 15 |
| UG | BA,Assamese | 36 | H.S Passed | Assamese | 70 | 68 |
| UG | BA,Economics | 36 | H.S Passed | English + Assamese | 40 | 32 |
| UG | BA,Political Science | 36 | H.S Passed | English + Assamese | 60 | 51 |
| UG | BA,History | 36 | H.S Passed | English + Assamese | 40 | 40 |
| UG | BA,Education | 36 | H.S Passed | English + Assamese | 40 | 40 |
| UG | BA,Sociology | 36 | H.S Passed | English + Assamese | 50 | 41 |
| UG | BA,Mathematics | 36 | H.S Passed | English + Assamese | 30 | 17 |
| UG | BA,Philosophy | 36 | H.S Passed | English + Assamese | 40 | 28 |

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 | | | | 22 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15 | 7 | 0 | 22 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |
| Sanctioned by the Management/Society or Other Authorized Bodies | 0 | | | | 0 | | | | 9 | | | |
| Recruited | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 5 | 4 | 0 | 9 |
| Yet to Recruit | 0 | | | | 0 | | | | 0 | | | |

| Non-Teaching Staff | | | | |
|---|-------------|---------------|---------------|--------------|
| | Male | Female | Others | Total |
| Sanctioned by the UGC /University State Government | | | | 13 |
| Recruited | 5 | 8 | 0 | 13 |
| Yet to Recruit | | | | 0 |
| Sanctioned by the Management/Society or Other Authorized Bodies | | | | 1 |
| Recruited | 1 | 0 | 0 | 1 |
| 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 | 6 | 1 | 0 | 7 |
| M.Phil. | 0 | 0 | 0 | 0 | 0 | 0 | 14 | 8 | 0 | 22 |
| PG | 0 | 0 | 0 | 0 | 0 | 0 | 20 | 11 | 0 | 31 |
| UG | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

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

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

| Details of Visting/Guest Faculties | | | | |
|---|-------------|---------------|---------------|--------------|
| Number of Visiting/Guest Faculty engaged with the college? | Male | Female | Others | Total |
| | | 34 | 18 | 10 |

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 | 327 | 0 | 0 | 0 | 327 |
| | Female | 305 | 0 | 0 | 0 | 305 |
| | Others | 0 | 0 | 0 | 0 | 0 |

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

| Programme | | Year 1 | Year 2 | Year 3 | Year 4 |
|-----------|--------|--------|--------|--------|--------|
| SC | Male | 12 | 15 | 8 | 7 |
| | Female | 5 | 11 | 13 | 8 |
| | Others | 0 | 0 | 0 | 0 |
| ST | Male | 214 | 248 | 225 | 312 |
| | Female | 278 | 268 | 261 | 256 |
| | Others | 0 | 0 | 0 | 0 |
| OBC | Male | 5 | 1 | 13 | 14 |
| | Female | 14 | 13 | 18 | 12 |
| | Others | 0 | 15 | 0 | 0 |
| General | Male | 0 | 1 | 2 | 4 |
| | Female | 0 | 1 | 1 | 2 |
| | Others | 0 | 0 | 0 | 0 |
| Others | Male | 0 | 0 | 0 | 0 |
| | Female | 0 | 0 | 0 | 0 |
| | Others | 0 | 0 | 0 | 0 |
| Total | | 528 | 573 | 541 | 615 |

Institutional preparedness for NEP

| | |
|---|---|
| 1. Multidisciplinary/interdisciplinary: | As an affiliating college, the college does not have much choice to choose multiple subjects without the permission of the affiliating university. But the college had always tried to the adhere to the NEP by |
|---|---|

| | |
|--|---|
| | <p>providing opportunity to select the subjects of preference by the students under CBCS system. It has focused on offered at the college by maintaining interdisciplinary ideas related to one another.</p> |
| 2. Academic bank of credits (ABC): | <p>As per the NEP-2020 adopting by HEIs the college is mandated to follow the guidelines provided by the affiliating university which provides recommendation to its affiliating colleges. So the college has also started to follow the recommendation of the NEP and prepared to allow and exit a student as per its necessity to acquire only subject of choice and get desired diploma or degree after completion of the four years. It also readily arranges students for easy movement to and fro to colleges of their choice</p> |
| 3. Skill development: | <p>As a part of preparation for adopting NEP-2020 at the college, the college has resorted introduce add-on course in 14 subjects and have received due permission from the affiliating university. It has started to enroll students and started the class within a stipulated time from session 2021-22.</p> |
| 4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course): | <p>In order to stimulate Indian Knowledge System the affiliating University has prescribed different Indian Knowledge System in many syllabi of the subjects offered at the college. Sanskrit literature in translation has been recommended I English Honors. Indian Ethical Knowledge has been prescribed in Philosophy. Indian Social system gas been incorporated in Political Science, Sociology and Indians can be sensed in History.</p> |
| 5. Focus on Outcome based education (OBE): | <p>After completion of the course the students are expected to gain a value based degree where they would be able to think critically, judge critically and analyze critically about their attained knowledge and transfer the idea to next generation for gain. As a single stream arts college the college has always tried to infuse a value based education which will benefit students in building a strong character amongst the students which will create harmony in the society</p> |
| 6. Distance education/online education: | <p>In order to reach the unreached the college has established two distance education centres one from the affiliating university, Dibrugarh University another from Tezpur University, through which the college has helped numbers of students acquire both UG and PG degrees in many subjects. Online guidance and classes are conducted to ease the</p> |

students learning in these course along with the study materials provided by the universities

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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 |
|---|---------|-------------------------------|---------|---------|
| 632 | 615 | 541 | 572 | 530 |
| 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: 31

| 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 |
|---------|---------|---------|---------|---------|
| 31 | 31 | 31 | 31 | 31 |

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 |
|----------|----------|----------|-----------|-----------|
| 50.46888 | 79.77869 | 61.22929 | 1.0469241 | 1.6395869 |

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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:

Response:

The Silapathar Town College is affiliated to Dibrugarh University; and follow the curriculum recommended by the university. The Dibrugarh University provides the academic calendar and based on the Dibrugarh University academic calendar, the college prepares the academic calendar for the college. The academic calendar notify the date of commencement of the academic session, duration of semester, period of internal assessment tests, final semester examinations and various national & international events etc. Each department allocates course contents to teachers and prepare time table accordingly. The teacher prepares the teaching materials and delivery mechanism. The lesson/ course plan is prepared by the individual department under the guidance of concerned staffs.

Various Course Delivery Methods included-

- Lectures are delivered to convey information of the course contents, historical background of the related subjects, theories and equations of subject matter of the concepts. Lectures are used to relate social science with ethical issues. Lectures are also used to expedite the students to contemporary issues and the need for life-long learning in the appropriate societal context.

- Class presentations are given to illustrate ideas and concepts in intricate graphical and animated form effectively to communicate actual subject solutions and their impact.

- The tutorials are provided to the students for developing better understanding of the subjects and clarify their doubts that could not be taken up during lectures and problem solving abilities are encourage.

The quality of class room teaching is enhanced by giving faculty awareness about pedagogical teaching learning methods. During the course delivery, two Sessional examinations are conducted as per the academic calendar. Besides each departments of the college assign Home assignment, group discussion, seminars etc departmentally in every academic calendar. The quality of the internal test is maintained through following processes:

- . The college conducts two internal examinations as per the university guidelines.
- . Questions are framed in such a way that they adhere to Dibrugarh University standard/norms.
- . Department Sessional exams question are set under the guidance of HOD of the concern department.
- . Faculties check their respective answer scripts properly and keep records in their own record register.

.The Examination Committee of the college conducts the examinations by employing all the teachers of the college as invigilators.

| 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: 14

| File Description | Document |
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| 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: 7.2

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 |
|---------|---------|---------|---------|---------|
| 208 | 0 | 0 | 0 | 0 |

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| 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:

Response:-

As an affiliated college, the college has to follow the general curriculum designed by the affiliating University to be offered in the B.A. programme at the college. But the College takes special attention of the burning issues like, professional ethics, gender issues, human values, environmental issues as well as sustainable issues. Therefore, these issues which have been prescribed by the University is executed through the syllabi in different subjects offered in the college. To enrich these concerns amongst the learner's awareness programmes field trips/ project/ assignment, seminars are promoted in classes and group discussion is also conducted with meaningful debates. Awareness programmes are executed through NSS Unit, departments and various committees of the college. Gender and Education issues have been prescribed in B.A 2nd semester as generic where, the contents of the subject focuses on gender biases and gender inequality in family, institutions and societies. Guidance and counselling which prescribed in the B.A 2nd semester in the Department of Education as generic under CBCS programme focuses on the ways and means of guidance and counselling which essential for choosing and meaningful career. Optional courses like Human rights and Fundamental Rights are being recommended in B.A 2nd semester in the department of Political Science focuses on individual rights as citizen. The prescribed syllabus highlights on the violation of human rights, constitutional safeguards of human rights, rights of women and children. In order to customized learners about Indian Ethics and Western ethics and build a good professional ethics "*Indian Ethics & Western Ethics*" has been prescribed in 6th semester as honours in the department of Philosophy which focuses on comparative values of both of them.

Environmental education has been incorporated in the UG level in 3rd semester as compulsory subject, which is also literally leveraged by different wings of the college, like environmental self, eco-club, NSS wing and departments of the college by organizing awareness programmes in the neighbouring locality as well as at the adopted village by planting saplings, organizing cleanliness drives, and observing world environmental day in out the college.

However, all the faculties consistently focus on Human Values while teaching different topics in their respective curricula. The topics like Human Rights, Civil Society and Good Governance, Secularism, Welfare Policies, etc. are included in the curricula of Political Science. Social Extension activities are also promoted by the college. The NSS unit of the college is engaged in different social activities like Swachhabharat Abhiyan, cleanliness programs and different awareness programs, etc, which helps in spreading human values in the society. The college organizes seminars and lectures, which cover issues like gender equality, sexuality, etc. to spread scientific understanding regarding gender politics.

Along with general education, the college has incorporated Add-on courses in 14 subjects which is been approved by the affiliating University and enrolment procedure has been endorsed in all the 14 subjects from the academic year ,2021-22.

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

Response: 23.42

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

Response: 148

| File Description | Document |
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| 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

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Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 81.19

2.1.1.1 Number of students admitted year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 380 | 382 | 261 | 275 | 265 |

2.1.1.2 Number of sanctioned seats year wise during last five years

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 450 | 390 | 375 | 360 | 350 |

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| 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: 100

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 |
|---------|---------|---------|---------|---------|
| 138 | 130 | 123 | 99 | 109 |

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 |
| 138 | 130 | 123 | 99 | 109 |

| File Description | Document |
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| 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: 20.39

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:

Response:

Acknowledging student's voices as central to the learning experience, the college makes sincere efforts to grade learning methods across all the subjects. The faculty members of the college use the various Student centric methods for Learning.

Course Delivery Methods:-

- Lectures.
- Class presentations.
- Tutorials.
- Lab experimental work.
- Written Assignments.
- E-Learning: identifying online resources for self-learning.
- Webinars.

- Virtual lab.

Student learning is enhanced by adopting approaches / methods such as seminars, conferences and special lectures. Students are encouraged to participate in State / National level seminars for which beneficial assistance is given by the college.

Study material and periodic assignments are also made available to the students. This enables students to complete their assignments on time. This practice has led to better interaction in the classrooms.

Invited talks by experts from the academia; and add-on courses are introduced by the departments, to cover the latest developments and recent trends. MOUs are signed with leading Institutions to bridge the gaps in the curriculum.

Interactive Learning Environment:

The Silapathar Town college providing learning experience to students is arranging guest lectures, invited talks and Department Associations.

Collaborative Learning.

- In activity based learning students are encouraged to participate in Outdoor Sports and various issues.
- Arranging field visits for special environmental study and area surveys.

Independent Learning

- E-learning platforms are provided to facilitate independent learning wherein students can access course content. These platforms bridge the gap from classroom learning, and also supplement advanced learning.

Student-centric learning is provided in the practical sessions. Experiential learning is ensured through group discussions. Competitive and Team Spirits are developed through group discussions, debates and panel discussions.

The college also organizes many programs for students for their joyful learning. They are shows slides, videos, PPTs, relating to the topics in their syllabus to create interest in them for learning. Representatives of the students are given autonomy in organizing programs like Sarswati Puja, Fresher's Welcome, etc. Feedbacks are received from the students to improve the teaching- learning situation.

The college acknowledges the need for innovation & creativity in teaching so that the learning experience of students is comprehensive, sustainable, and contributory to the society at large. Keeping this in view the college has incorporated innovative methods in its teaching-learning methodology.

1. Classes are arranged in the smart classroom for presenting audio-visual materials to increase the interest and comprehension of students.
2. Special lectures by experts from various fields are arranged by the teachers according to the need of the students.

3. The teachers employ experiential learning processes such as taking students to field trips, campus tours and v learning.
4. Some faculty members use Power point presentations for their lectures and Google forms for taking feedbacks.

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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 |
|---------|---------|---------|---------|---------|
| 31 | 31 | 31 | 31 | 31 |

| File Description | Document |
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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: 50.97

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 |
|---------|---------|---------|---------|---------|
| 16 | 16 | 16 | 16 | 15 |

| File Description | Document |
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| 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:

Response:

The Mechanism of Internal Assessment is transparent, time-bound and efficient. The mechanism developed for Internal Examination is as under:.

- The college forms an Examination Committee every year to conduct internal examination. The date of the internal examination is decided in the Academic council meeting and finalize as per the tentative dates prescribed by the affiliating university academic calendar in every session.

- Accordingly, the Examination committee makes its roadmap to conduct the internal examination.

- Question papers of Sessional Examination/ Internal Assessment are set based on Course outcomes and purely concern by heads of the department. All departmental Programmes are decided by consent with department faculty.

- Further any changes in the evaluation process will be communicated to students and faculty through circulars.

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

- Syllabus for internal assessment will be communicated to students well in advance..

- All the Sessional Examinations marks are keep in Internal assignment record register properly under year wise as well as semester wise.

Theory subjects are assessed through:

- Two Sessional Examinations for each Semester.

- University external. Examination
- Assignments.
- Seminar.

Practical subjects are assessed through-

- Two internal tests.
- University external lab exam.
- Field survey on Literary and other issues, i.e related to psychological measures.(by Department of Education).
- The 5th semester Major/Honours students of Education are geared up for teaching practice in nearby Lower primary school/ Middle school as well as High school to their enhancement of further teaching skill.

The college fraternity feels that the primary objective of the Internal Evaluation will falter if we fail to keep the mechanism to deal with examination related grievances transparent, time-bound and efficient. Hence we have a Grievances Redressal Cell which looks after grievance related to the examination. Any kinds of grievance raises are immediately take necessary actions by this Cell.

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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:

Response:

Yes, the College has clearly stated learning outcomes stated in its vision and mission statement. By grooming student into well equipped, confident, competent, socially and morally responsible persons, the College seeks to translate the desired learning outcome into reality. Students and staff are made aware of the Learning Outcomes through the Prospectus. Therefore, program outcomes, program-specific outcomes, and course outcomes for all programs offered by the college are stated and displayed on the website and communicated to teachers and students, Some of the programs are listed below-

Program Outcomes:

The college communicates the information of all the programs and courses to the students by arranging an induction program/ counselling program. Program outcomes for General Higher education programmes. Students of all undergraduate general degree programs shall acquire the following abilities/ values at the time of graduation.

Morality and Ethics: Recognize different value systems including our own, understand the moral dimensions of our decisions and accept responsibility for them.

Self- directed and lifelong learning: It makes students self-directed human being and continues it as a lifelong learning process.

Social Interaction: A social interaction is an exchange between two or more individuals and is a building block of society.

Effective communications: To Speak, read, write and listen clearly and make meaning of the world by connecting people, ideas, blocks, media and technology.

Effective Citizenship: Demonstrate empathetic social concern and equity centred national development and the ability to act with an informed awareness of issues and participate in civic life through volunteering.

Critical Thinking: It is the objective analysis and evaluation of an issue to form a judgment.

Problem solving: Capacity to extrapolate from what one has learned and apply their competencies to solve different kinds of non-familiar problems rather than replicate curriculum content knowledge and apply one's learning to real life situations.

Co-operation/ Team work: Ability to work effectively and respectfully with diverse Teams, facilities co-operative or co-ordinated effort on the part of a group and act together as a group or a team in the interests of a common cause and work efficiently as a member.

Information/Digital Literacy : Capability to the ICT in a variety of learning situations, demonstrate ability to access, evaluate and use a variety of relevant information sources and appropriate software for analysis of data.

Course Outcome: The faculties of all departments are communicating with the students about the course outcome and programme outcomes at the beginning of the session. Course outcome are mentioned in the printed syllabus and also available on the college website.

In Addition to, the college has skilfully adopted various methods of measuring program specific outcome of students.

Internal Examination: All departments of the college conduct two internal examinations in a semester, which are designed to enhance the aptitude of reading the courses of the concerned syllabus. It also enhances the skill of students in building argumentative confident before the examination.

Seminars: The College organizes departments' level seminars, workshop, and special talks for students which make them exposed beyond their syllabus.

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2.6.2 Pass percentage of Students during last five years

Response: 89.12

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 |
|---------|---------|---------|---------|---------|
| 86 | 132 | 96 | 78 | 75 |

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 |
|---------|---------|---------|---------|---------|
| 87 | 140 | 125 | 86 | 86 |

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| 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: 100

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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: 1.5

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 0 | 0 | 0 | 0 | 1.50000 |

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Document

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Institutional data in the prescribed format

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3.2 Innovation Ecosystem

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

Response:

Response:

Yes, the institution has incubation centre and the faculties are take initiatives steps for creation and transfer of knowledge. The institution has created an ecosystem for innovation including incubation centre and other initiatives for creation and transfer of knowledge among the teachers and Students. The Students are shared especially with ideas and techniques of doing different types social works by which they may gain their self reliance and maintain minimum sustainability in their life. Incubation centre co-operate with the mentoring cell in regard to providing guidance on different skills and provide them with small scale entrepreneurial ability that are conducted through the add-on courses. With the initiative of the environment cell the college try's to adhere to green initiative by offering sapling to students when day pass out from the college. Water harvesting initiative taken at the college also add meaning to a eco system which transfer knowledge to the students for preserving and conserving water which has become a very burning issue whole over the globe. Eco- club of the college contributes to the healthy and clean environment at the college. Members of the Eco-club use to clean the college campus along with the NSS volunteers, Eco club members always remains vigilant of any untidy campus and whenever any programs are conducted they remain alert to clean the campus in and out. Registered member of the college Environment cell and Eco-club members looks after the vermi-composed tank, Organic decomposed

manure of the vermin-composed tanks are used for gardening and surplus is shared stored for further use. The college library management system has also been replaced with the latest development software viz. soul, browsing system etc to cater the needs and aspirations of the student demands. Along with these facilities, the college also provides Wi-Fi network facilities with limited time bound. The solar light system has also installed by the college authority in different places of the college campus to save the power energy and to reduce environmental degradation. The college has also been constructing the eco environment friendly drainage system in the entire college campus to maintain the college campus as hygiene one.

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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: 6

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 |
|---------|---------|---------|---------|---------|
| 6 | 0 | 0 | 0 | 0 |

| | |
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3.3 Research Publications and Awards

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

Response: 3.23

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

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

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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: 93.55

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 |
|---------|---------|---------|---------|---------|
| 13 | 7 | 0 | 5 | 4 |

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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:

Response:

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

The college carries out its extension activities and outreach programmes through two organs-its departments and the NSS unit. The Students Union helps in carrying out these extension activities.

All action taken in the IQAC meeting and handed over to various cell/ committee/ wings to perform the various events and activities accordingly the feasibility and affordability. All activities performed by the committees, cells, wings are coordinated by the IQAC. The college has various committees/ cells etc. Such as, Medical First Aid Cell, National Service Scheme, and Eco- club, Women forum, Internal compliance committee, Anti-ragging committee, Grievance Redressal committee etc. The main objective of Medical First Aid Cell is to create awareness among the faculty, students and supporting staff members about the primary health conditions and healthy living habits. The Eco- club is creating the awareness among the students of the institute regarding road safety, pollution free celebration of Plastic Use. The Women Forum of the college is taking certain specific initiatives to facilitate gender equity and their development and empowerment. This are- to promote general well being of female students, teaching and non-teaching women staff of the college and promote a culture of respect and equality for female gender.

Institution is taking at most care on neighbourhood development without much scarcity in terms of basic needs and other relevant needs of the society. The students, thus, have gradually become aware of the social reality around them and by taking an active part in these activities learned the value of co-operation, solidarity and responsibility. These activities have also allowed the students to develop leadership ability and communicative competence.

In the last five years, the IQAC, NSS and the departments have carried out numbers of activities like Swachha Bharat Programme, International Women's Day, World Heritage Day, Voters Day, Independence Day, Anti-Tobacco day, Consumer rights day, National Youths Day , Silpi Diwas, Environmental day, International Yoga Day, International Human Right Day, National girls child day, World forestry day etc and carried out Awareness programmes like Cyber Security awareness program, Awareness program on fire and Emergency services with collaboration by Emergency Service Station, Silapathar etc.

In addition to it, the IQAC has adopted a village " Joriguri" from the date of 05/02/2017 to ensure its all-round development and pledge to take the activities like Awareness programme, cleanliness and hygiene programme, socio-economic programme, development related program, empowerment , environmental , rights-based , educational based related programme etc. Majority of the programmes are performed by the NSS and departments of the College. Recently, NSS unit of the Institution carried out a seven day special programmes at adopted village on various extension and outreach programmes funded by, Ministry of sports and youth affair department at adopted village (through the Dibrugarh University, NSS Cell)

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

Response:

.The Two main organs of the College i.e, departments and NSS Unit organized and observed lots of extensions activities and Outcomes activities, but still now, not received any awarded neither from government nor from NGO(s).

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: 32

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 |
|---------|---------|---------|---------|---------|
| 17 | 4 | 3 | 6 | 2 |

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| Institutional data in the prescribed format | View Document |

3.5 Collaboration

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

Response: 9

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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:

RESPONSE: -

Silapathar Town College established in the year 1993 as General degree College. The college is situated in 13 Bigha 3 katta and 2 Lessa campuses with the built up area in 14,720.98 Sq.mts, and are permanently affiliated to Dibrugarh University. The college is conducting 9 undergraduate and 14 number of Diploma and certificate course as add-on course. STC has state of the art infrastructure, creating an environment for progressive learning and development.

Classrooms:

In total, there are 15 classrooms (each with a seating capacity of 40 students and 300) furnished with teaching aids like board, teachers table, students desks etc. for classes of all subjects. This is done following a weekly routine for both BA Honours/ Major and General/Generic courses to diffuse the present load of 632 students for the most effective and balanced utilization of resources. The college has four smart classroom and three ICT enable for audio-visual presentation, which is often more appealing. This makes a far greater impact on the learning abilities of students and ensures better participation. Thus, it offers a variety of opportunities for students to enhance their performance.

ICT Facilities:

In terms of computing equipment, there are 34 desktop computers, 04 projectors, 02 Laptops to address the day to day requirement of PowerPoint presentation and providing lecture handouts to students. There are 12 Nos. of computer in Browsing Centre for students use located at library. 10 Laser jet printers, 10 Xerox work centres and 4 scanners are provided across the campus for academic and administrative purposes.

Cultural activities:

In fresher's Welcome, the College is organized with cultural programs like songs, dances, quiz competition etc. by the students of the college at the beginning of each academic session. In the College Sport Week, the College also performing with songs and dances every year. Besides, other auspicious days like Independence Day, Republic Day, Teachers Day, and other significant dates associated with great personalities are also celebrated with due respect and veneration.

Sports Activities:

The college has the basic facilities for sports. It has ample areas where the students engage in outdoor sporting activities like football, volleyball, cricket, etc. There are common rooms for boys and girls, where the students of the college regularly play caroms, chess, etc. The college is striving hard to arrange for a

better ground where students can be entertained more. There are also dedicated spaces for Indoor sport, including Table Tennis, Badminton, Weight Lifting, Power Lifting, Chess, and Caroms. Our Outdoor facilities include for, Volleyball, Football etc.

Gymnasium: The College have a Gym Hall, where there are several instruments for practices regularly. But, there is no gym instructor permanently.

Yoga centre:-

There is no permanent Yoga centre yet too. But, there is a Multi-Gym Cum Auditorium with the 8708 Sq.Ft , where students do exercises to make them fit and they too practice Yoga in the college from time to time.

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

Response: 100

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|----------|----------|----------|-----------|-----------|
| 50.46888 | 79.77869 | 61.22929 | 1.0469241 | 1.6395869 |

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| 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:

RESPONSE:

The library is known as the heart of any academic institution. It is the powerhouse that has various sources of information through which knowledge is expanded. Keeping in mind this fact, the library of the college has been improving with increasing numbers of books. The college purchases books from time to time as per the funds availability and books requires. At present, it has a total of 9,332 books. These are most textbooks covering the syllabus of the Under graduate Programme. The library is used for both teachers and students. The College Library is being taken care by one librarian, one Library Assistant, Assistant Librarian and Library bearer. There is regular stock verification process carried out by the library. A file is maintained which contains the stock verification reports carried out at different intervals. Physical verification of the library stock is the process by which the accession register is tallied with the books in the library. It gives the overall picture of the available documents in the library. Stock verification provides opportunities to wipe out long unused, very old editions of the books from the library. It also leads to the cleaning and dusting of books and thus preventing their deterioration. All the torn and old books which could not be used for circulation has been kept separately. The files relevant to Library and Library services are well maintained and labelled for easy access to any of the Library staff. There is a Library advisory committee which helps in guiding the library for effective services. The library committee meets at regular intervals for selection of books and other Library material. They also suggest ways and means to improve the services. There is a study room adjacent the library where the students are studying during their class off times.

The college has already transformed the manual library to an automated one to help the students to find books that they require. The college library has also made a previous question Bank, which gives immense benefit to students from the examination point of view. The hard copies of the question Banks are available in the college library. There are numbers of computers in the library, which can be use by the students whenever, they needs.

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4.3 IT Infrastructure

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

Response:

Response:

The college has IT infrastructure. It has 32 computers in College, with configurations of core i3 4GB, 500GB and dual core 250 GB, 2GB hard disk are available to carry out academic and administrative work. There are twelve computers at Browsing centre at Library for students' uses. The College has three LCD projector facilities, Digital-Visual conference room 10 black, white and colour laser printer and 10 digital photocopiers. The college has also the Wi-Fi and 100 mbps internet connection. The PowerPoint presentation is too used by college faculties in their classes and others. Besides, there is a smart board,

where teachers impart PowerPoint Presentations (PPT) as per the need of students.

Extendable Wi-Fi access points are placed in various places like Library, Labs, and outdoor. All access points are routed to a Wi-Fi controller in the Data Centre where configuration and updates are maintained in a centralized fashion. The college installed five numbers of Solar panel at college Campus and installed CCTV camera around the College campus.

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

Response: 52.67

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

Response: 12

4.4 Maintenance of Campus Infrastructure

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

Response: 100

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|----------|----------|----------|-----------|-----------|
| 50.46888 | 79.77869 | 61.22929 | 1.0469241 | 1.6395869 |

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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: 95.02

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 |
|---------|---------|---------|---------|---------|
| 629 | 615 | 447 | 558 | 497 |

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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: C. 2 of the above

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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: 2.42

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 |
|---------|---------|---------|---------|---------|
| 70 | 0 | 0 | 0 | 0 |

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5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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

Response: B. Any 3 of the above

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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: 12.21

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 |
|---------|---------|---------|---------|---------|
| 15 | 7 | 2 | 13 | 20 |

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 |
|---------|---------|---------|---------|---------|
| 86 | 132 | 96 | 78 | 75 |

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

Response: 100

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

| 2021-22 | 2020-21 | 2019-20 | 2018-19 | 2017-18 |
|---------|---------|---------|---------|---------|
| 2 | 2 | 1 | 0 | 5 |

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 |
|---------|---------|---------|---------|---------|
| 2 | 2 | 1 | 0 | 5 |

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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: 1

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 | 1 | 0 |

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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: 29.2

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 |
|---------|---------|---------|---------|---------|
| 42 | 0 | 36 | 35 | 33 |

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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:

Response:

Silapathar Town College Alumni Association

Alumni Association meetings are held in the College premises where the institution interacts with the Alumni on various concerns of the College. The College collaborates with the Alumni Association in its

extension activities, as the members of the Alumni Association often act as facilitators in the outreach programmes undertaken by the College. The College Reunion is in itself a collaborative effort of the institution and its Alumni.

This collective excellence is our contribution to the growing generation, the Institute and the society as a whole. “Engage, energize and enhance – keeping this motto in mind”, we seamlessly connect with the Institute, faculty, students and fellow alumni.

NON-FINANCIAL ACTIVITIES:

- To arrange and support in placement activities for the students.
- To encourage the students of the college & members of the Association for work culture and self engagement in various possible ways
- To encourage and guide the students of the college on self-employment to become self sustains.

Alumni of the Silapathar Town College are contributing in the overall development of the students of college which would ensure better professional future for the students.

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Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

VISION:

To become an institute of academic excellence with national standards.

MISSION:

The vision will be realized by:-

1. Impart quality education along with human exposure.
2. Promote value-added education that is socially relevant with economic benefits.

Nature of Governance:

The institution is recognized by UGC, Provincilized by Government of Assam and affiliated to Dibrugarh University. The Governance of the institution is strictly in accordance with the Vision and Mission. The system is effectively decentralized for a better governance and performance. The major decisions which have a bearing on the function and the goal of the college are done by the Governing Body which includes the Chairman of the institution. . The Management gives sufficient freedom to the Principal, who is the academic head of the institution to function in order to fulfil the vision and mission of the institution. The responsibilities are communicated to the faculty members through regular staff meetings. The office administration of the College is headed by the Principal. The Institute has a perspective plan for development. It is developed by Principal with the help of HoD's of various departments under the guidance of Governing Body. Based on the academic schedule given by the affiliating university,

The perspective plan helps to streamline various processes like evaluating methodologies of the teaching-learning process. Learning and growth scope of the institution is also well explored. The institution signs MoUs with the leading institutions for promoting institute academic exchanges, both for teachers and students interaction. The Institute consistently promotes a culture of participative management. The Institute follows committee system for implementation of all its decisions and resolutions. The committees comprise of faculty members and students. The Governing Body has representation from faculty. The department faculty is involved in implementation of the policies of the department. Hence at all levels there is participative management. The institution defines the decentralization in working through delegation of authority. Personnel at different level implement the decisions. The delegation of authority can be organized in the form of a pyramid. Top-level management is responsible for controlling and overseeing the entire institution. It includes the Chairman, Governing Body, Principal, Teachers representatives, Non-Teaching Representative; Guardian Members nominated by the Higher Education Department Government of Assam and members from affiliating University. The Governing Body assists the Principal with regard to broad guidelines, policies and framework for the

improvement of infrastructure and quality of education in the institution. The management through the Principal involves the faculty members in various activities related to the development of the Institute. The Principal heads the academic and administrative activities of the Institute. He forms various committees and appoints faculty members. Middle-level belong to Teachers Unit of the College as an intermediary between top-level management and low-level management. It includes Head Of the Departments (HOD), Librarian, and all the faculties of the Institution. The college does promote a culture of participative management. In all academic and non-academic activities, college is following participative management. The Institute follows committee system for implementation of all its decisions.

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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:

Response:-

The Institution is engaged each and every stakeholder as per the government rule and regulation prescribed by the UGC. All the plan & programmes are prepared in the Planning Board committee and implements all the programmes accordingly. All the documents are keeping properly.

The Governing Body of the College is a very active group involved in the monitoring and continuous improvement of the Institute. The members of this body comprise of Teachers representative, guardian member nominated by the Higher education department, Government of Assam, educationist. The Governing Body meets once in three months and interacts with, faculty, students and office staff to understand the about the current situation and basic needs of the Institution.

DUTIES AND RESPONSIBILITIES OF VARIOUS ADMINISTRATIVE BODIES:

Principal- The Principal of the Institution performs the following points very actively.

- Responsible for overall administration and academic function of the institution in keeping with policies of the management as well as mandatory regulations and stipulations of the related statutory authorities.
- All the academic activities of the institution including maintaining existing affiliation and recognition and promoting new affiliations and recognition for which the institution is deemed eligible. **ANTI-RAGGING COMMITTEE:** The College has constituted Anti-Ragging committee comprising of senior faculty members and students for preventing any kinds of ragging made by the any

students' fellow within the campus of the college as well as outside the college.

- Maintenance of student records, arrangement for examination, arrangement of evaluation of teaching faculty, coordinating with university, statutory authorities and related institutions.
- Overall administration of institution which includes establishment, account, and maintenance services.

Head of the Departments (HODs):

Responsible for effective and systematic working of their departments. Making Timetable, ensuring adherence to the same, maintaining attendance of students and staff members, encouraging and employing innovating teaching aids and methods, conducting internal evaluation of students as per stipulations, maintaining the laboratories, current curriculum and syllabus as per the needs of changing priorities and studying results and feed back to evolve improved teaching systems. Promoting the interests of students in bringing out their talent and skills. Other members in the department assist HOD in the efficient discharge of all the above activities.

Librarian:

- Co-ordination of book selection, purchase and accessioning the same after purchase.
- Classification and cataloguing of books.
- Ensuring proper maintenance of books, journals, periodicals, newspapers and their periodical procurement.
- Ensuring proper lending and return of books..
- Train customers in proper handling of books.
- Developing a good institutional repository system.
- Overall administration of Library.

INTERNAL COMPLIANCE COMMITTEE:

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

A Redressal committee functions in the institution. Following are the functions of Redressal committee.

- To receive the grievance in person.
- To analyze and examine the nature of grievances.
- To deliberate with the members of committee and call for remarks if necessary.
- To resolve the issues impartially.

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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

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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:

Response:

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

- a. Salary is revised from time to time as per the recommendations of UGC, Pay Commission/Pay Review Committee, an annual increment is given every year, DA is given from time to time.
- b. Promotion is enjoy under the Career Advancement Scheme gets implemented for all regular staff as per the guidelines of the UGC/State Government.
- c. Faculty members are encouraged to participate in Orientation Programmes, Refresher Course, Faculty Development Programs, Seminars and Workshops for up-gradation of their academic knowledge.
- d. The staff of the college to gets three percent Annual Increment in their salary every year.
- e. The College shall deduct 10% of the pay from the salary of the individual teaching and non-teaching staff every month, towards his/her contribution to the NPS.

Besides it's, the faculty members are eligible for availing Casual Leave of 12 days per year. Vacation leave for teaching faculty and for Non-teaching faculty. On duty facility for attending workshops /conferences/seminars. Medical Leave , Paid Maternity leave to the women employees, for a period of 90 days and paid Paternity leaves for 3 days.

The college follows a systematic Performance Appraisal System for teaching and non-teaching staff. The institution evaluates teachers based on teaching, research and participation in development activities and due importance is given to all the activities. The institution evaluates non-teaching staff based on performance in sincere carried on administration related activities, co-curricular, professional, development related activities, academic contributions, general conduct and qualities.

A structured "Self-Appraisal Form" is made use of by each faculty member for this purpose, wherein he/she gives the details of his/her performance and participation in all the activities assigned to him/her by the department /college. The concerned HOD gives their remarks on the performance of the faculty member. The faculty performance appraisal system is evaluated on teaching learning, co-curricular activities, research activities, academic performance- evaluated from the feedback from students, expert review feedback and management feedback.

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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: 5.16

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 |
|---------|---------|---------|---------|---------|
| 4 | 0 | 2 | 2 | 0 |

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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: 13.46

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 |
|---------|---------|---------|---------|---------|
| 8 | 3 | 0 | 8 | 2 |

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 | 0 | 0 |

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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:

Response:-

Yes, Institution conducts internal and external financial audits regularly. Audit will be conducted at the end of each financial year. The auditors will visit to college at regular intervals; they will verify all financial transaction with the supporting documents and approval of proper authority for each financial transaction. Auditor will examine on a test basis evidences, supporting for the amounts and disclosure in the financial statements. It also includes assessing the accounting principles used and management estimates and evaluation of overall financial statements presentation. Based on such audit, will issue audit report of for True and Fair view on the financial statements.

Mobilizations of funds :

The short term deposits will be used for the campus maintenance, lab consumables, Electricity bill,

library books purchases, expenses for observation of national and international events regularly by various college committee(s), Game and sport for student, Student counselling, expense for conducting of Odd & Even semester and Sessional Examination, admission process and college promotional expenses etc. Partial amounts will be used for the any infrastructure construction or development at the campus. For college development, the Alumni association also contributed to the Institution which is allmost benefited for the college.

Audit procedures:

1 .Source of income verification: Auditor is cross verify the fees collections with approved list of students like:

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

1.Expenses Vouching:

Fines from loose of Library books.

Collections for sports, skill and outreach enhancement activities.

Grants from UGC/Government of Assam.

Such collections from the students will be kept in the college bank accounts.

Auditor will vouch payment with the approved supporting.

- Correctness of Classification revenue and capital expenses.
- Reconciliation of bank accounts and checking the bank confirmations. Re-confirmation of un-reconciled items.
- Calculation of depreciation of fixed assets.
- Calculation of depreciation of fixed assets.
- Status of the old debit/ credit balances.
- Salaries payments with the salary statements.
- Any other statutory compliances verification required as per Income Tax Act.
- On such verification any discrepancies will be discussed and sorted with the authority. Any changes

will be incorporated into.

- One all financial transactions are accounted and based on that financial statement like Balance sheet and Income and Expenditure for the financial year end.
- Such financial statements will be signed and approved by Auditor and authority. Based on the audited financial statements, auditor will issue “ Audit Report”

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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:

Response:

The college was established in the year 1993, got its UGC recognition under Section 2 (f) & 12 (B) of the UGC Act, 1956 teaching up to Bachelor's Degree on 2009 & 2010. The IQAC of the college has been set up on 2nd August/2014. Since its inception, IQAC conducts regular meetings and reviews, strengthen the teaching-learning process, its structure & methodologies of operations, and learning outcomes at periodic intervals in the monthly Teachers’ units meeting. HoDs also convene a departmental meeting to review the teaching-learning process of the concerned department and take required steps for further improvement. HoDs who are also members of the Academic Committee meet with the Principal from time to time to review the areas mentioned above. Feedbacks received from various stakeholders are identified on a priority basis and assigned to concerned officials for its time-bound solution. The periodic internal examinations and remedial classes help in assessing the learning outcomes of students. All the meetings, feedbacks, and assessments contribute to improve the teaching-learning process in the college, develop some structures and methodologies of operations. As a result of this, departments began to adopt strategies for completing the syllabus in time keeping in mind the need of the advanced and slow learners.

The following steps have been taken by the IQAC in this regard:

1. Development and enrichment of college website for remote access.
2. Receiving Feedback from the stakeholders
3. Uploading the data of the college in the AISHE portal.

4. Registration of Alumni Association.
5. Keeping of question bank in the college library.
6. Organized different workshops, career counselling, popular talk, awareness programs and observed various event of national and international..
7. Planning and implementation of Library automation.
8. Observance of special days was organized.
12. Guardian meeting was conducted.
13. Arranged training program for teaching staff Use of ICT in the teaching-learning process
14. Organized career counselling program for students.
15. Organized programs on the uses of Smart Class Room for students.
16. Organized program on Cyber Security for students.
17. Organized a study trip to Historical place by all departments..
18. Organized different collaborative work with NGO and other Govt. stakeholder

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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

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NAAC

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:

Response:

Silapathar Town College is taking certain specific initiatives to facilitate gender equity and their development and empowerment. The College shows gender sensitivity in providing facilities like safety and security and separate common room for both boys and girls. Our Gender promotion Initiatives are-

Safety and Security:

- A. The college has a Women Cell to promote general well-being of female students, staff and faculty. It also promotes a culture of respect and equality for female gender.
- B. The College is particularly sensitive about the safety and security of female students and staff.
- C. The College has a Grievance and Redressal Cell to look into issues like gender sensitivity.
- D. CCTV Cameras are also installed in the college campus. for the security of students.
- E. The college has an Internal Compliance committee, as well as Sexual harassment Committee to stay alert all the time to prevent any sexual abuse to students and female Workers.

COMMON ROOM:

There are separate common rooms for male and female students. Efforts are made to equip these common rooms with various indoor facilities like Chess, Carom, and Table Tennis etc.

Male and female Washrooms are separate for students and staff.

The college always put effort to make students responsible accountable citizen and it encourages activities that foster greater values of life, such as, love, integrity, solidarity, fraternity and patriotism within their personalities. Celebrations of National and international commemorative days and events and festivals are organized regularly by the NSS cell, various committees of the college, departments etc. which are initiated by the IQAC of the College inculcate many aforesaid values among the students.

Our institution has been initiating measures for the promotion of Gender –equity programmes, like Women’s Day and Girl Child Day. The aims and objectives for organising these is to acquaint the students to the rights of women and obligations towards them. Again several awareness programmes like National Human Trafficking Awareness Day, Right of Women etc. are organised and conveyed the necessary message.

Along with these the institution impart lessons on Human rights, Feminism , Ethics , Philosophy of Feminism etc. through different Departments by which we can acquaint the students to fundamental rights of human, Gender discrimination and possible prevention, and for upliftment of moral ethical values.

We celebrate our Independence Day on 15th August, every year with sincere respect. The Republic Day of India is celebrated in the college with earnest sincerity.

Teachers Day in India is celebrated commemorating the Birth Anniversary of Dr. Sarvepalli Radhakrishnan, the celebrated academician and second President of India. A special program is arranged every year by the students of our College as a tribute to the teachers. Similarly, the students also celebrate commemorating the Birth anniversary of Swami Vivekananda as National Youth day on 12 January is to make a better future for the country by motivating the youths and spreading the ideas of the swami Vivekananda. "Silpi Divas on 17 January, to respect and honour of Jyoti Prasad Agarwal as the founder of Assamese Cinema for Joymati(1935).

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7.1.2 The Institution has facilities and initiatives for

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

Response: A. 4 or All of the above

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

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

Response: A. All of the above

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

Response:

Response:

The College is very much concerned with bringing an inclusive environment, which promotes tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities in the Institution. Many students get admitted to the college, who belong to a different religion, linguistic community and socio-economic background.

- i. In such a scenario, the college has to bring forward steps for national integrity. “Preamble and the Fundamental Duties” of the Indian constitution has been displayed in the Administrative Block of the College.
- ii. In the holiday list of the College, equal importance is given to all communities, while giving holidays for observing their respective important festivals.
- iii. The College celebrate Republic Day and Independence Day with pomp and joy, which Promotes national unity in the college.
- iv. During College Annual Sports Week and in other events / occasions participation , demonstration and representation is encouraged to show assimilation and harmony of different traditions.
- v. It was further strengthened by the NSS Unit of the college by organizing different activities in the college, at adopted village and outside of the college in collaboration with various Institutions, Agencies etc from time to time.

Constitution day is celebrated in India on November 26, every year to commemorate the adoption of the Constitution of India. Constitution Day is also known as the Samvidhan Divas. The Constitution of India is the longest written constitution of any sovereign country in the world. It also aims to create awareness of Fundamental Duties as enshrined in the constitution. On this day, our college too organizes the constitution day to make aware of the constitutional obligations, rights, duties and responsibilities of a citizen.

Every year “National Voters Day” is also celebrated on 25 January to encourage youth to participate in the electoral process. The right to vote is a basic right. Therefore, our college celebrates “National Voters Day” every year on 25 January to spread awareness among the youths so that they can cast their votes to a responsible person and participate in the development of the country.

The college observe the World Consumer rights Day on 15 March every year to draw attention to market malpractices, which undermine the right of consumers and what more can be done to empower the mass consumer. The institution observed Human Rights day on 10th December to acquaint the students about fundamental rights of a citizen. On this day it is emphasised on the dignity and worth of the human person and in the equal rights of man and women and have determined to promote social progress and

better standard of life in larger freedom. Further the college observed / organised several other important event/ Days like, National Girl Child day(24th January), World Environment Day (5th June),National Tourism Day (25th January), Anti –tobacco Day(9th March), International Women Day (8th March) etc. to make the students aware about the importance and to enhance their responsibility.

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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:

Response:

Best Practice – 1

Title of the Practice: *Skill Development of Students along with academic curriculum for Practical Knowledge building.*

Duration (year of inception- year of discontinuation): Yes, this practice has been started from few years back and still continuing.

3. Objective:-

- a. To create awareness among students about different vocational skills.
- b. To enhance practical knowledge in skill development.
- c. To create opportunities for possible future employability.
- d. To build interest in co-curricular activities.
- e. To create an atmosphere of work culture.
- f. Liaison with various related Institutions.

4. The Context: In today's world, all round competition for survival is growing faster and hence fit the saying 'survival for the fittest'. In this aspect, it has become necessary to grow work culture as well as to prepare the students to equip them with different practical skills along with the regular academic curriculum for better compatibility. In view of these, the Institution initiated some skill development

program in the campus.

5. The practice:

- a) The college liaised with different related institutions.
- b) Created awareness among the students to build up interest through different Cells of the college.
- c) Trained the students about Mushroom cultivation under Krishi Vigyan Kendra.
- d) Workshop session for weaving was conducted.
- e) Training on dyeing was organised in the campus.
- f) Visited cash crops fields like ghost pepper, small tea gardens in the locality etc. and briefed about practical knowledge.

6. Evidence of Success /Outcome: The student gathered knowledge for opening up different avenues of employability in future. They have the necessary liaison with relevant institutions and know better about the surrounding. Work culture has developed and many students are implementing the knowledge by initiating different skill based activities. Some students have started Mushroom cultivation by their own and earning profitable return out of it. Many students engage themselves (especially girls) in weaving and set the example of self- sufficiency. Some others are planning to start their own small tea garden etc. In this way the skill development programmes are providing necessary and timely guidance to the students.

7. Problems Encountered and Resource Required: -Experienced and skilled persons were required to carry on the programmes and trainings.

- Had to liaise with respective institutions and Offices.
- Had to inculcate awareness and interest among the students for mass participation.
- Required funds for necessary purchase of items as well as for instructor.

BEST PRACTICE – 2

1. Title of the Practice : “ *Initiatives for environmental consciousness for a healthy world* ”

2. Duration (year of inception- year of discontinuation): Yes, this practice has been started from several years back and still continuing.

3. Objectives:

- a) To create awareness among the students, staff and faculty about environmental degradation and its ill effects as well as its possible prevention.
- b) To spread this idea to the public in general through the students.

- c) To build up an environment friendly campus as far as possible.
- e) To give practical knowledge to the students about some eco-friendly practices.
- f) To make it a habit not only for students but also for whole college fraternity to build up an atmosphere of pro-environmental activities to set an example for the community.

4.The Context: Environmental health is a burning issue in today's world .Many world and international organisations viz. Global Alliance on Health and Pollution, Earth System Governance Project, Global Green Growth institute, Inter-governmental Panel on Climate Change, International Union for conservation of Nature, United Nations Environment Programme etc. are working relentlessly on it. India also plays a determined and responsible part in this regard. Our institution is also responsible to carry on government directives as well as initiatives for environmental health and thereby providing sustainable and conducive atmosphere for the future generation.

5. The Practice:

- a) The institution allocates funds for green initiatives.
- b) Different cleanliness and awareness programs have been conducted through different Cells and through NSS Unit of the college at college campus, market areas, , neighbouring areas and at adopted village.
- c) Different committees are formed to look after in this regard viz. Eco club, Social service and Environmental Committee and Anti-tobacco Committee.
- d) Green Audit is conducted on regular basis.
- e) For pollution control vehicle are regulated having pollution certificate and use of bicycles as per as possible.
- f) Plantation programmes have been initiated at campus area, adopted village and at locality of the students.
- g) Solar panel and water harvesting system is installed at college campus.
- h) For waste management drainage system, garbage pit, e-disposal room, dustbins are constructed and installed.
- i) For practical knowledge of the students ideas given on seed bed making and sapling preparation.
- j) For vermi-compost, pit is prepared.
- k) Different important days have been observed in relation to environment like, World environment day, World forestry day, World heritage day and Anti –tobacco day etc.

6. Evidence of Success/ Outcome: The composite steps taken by the institution enables to create ample awareness among the students and college fraternity, thereby spreading the motto of “Go green, generation after generation”. It has become a culture to maintain an environment friendly atmosphere and influenced

the society at large through its students and through its initiatives. Plantation programmes, vermicompost production, Seedling preparation etc, can be referred in this regard.

7. Problems Encountered and Resource Required: -Different campaigns and practical demonstrations were required at different levels and locations for generating awareness and interest not only in the minds of students and faculty but also in the society.

- For installation of Solar panel, Rain Water Harvesting System, Plantation related works, Waste disposal; Environment friendly Promotion programmes etc. lots of funds were required.

- To instil environment friendly impulse and to make it a habit Committees are formed to be actively functional, e.g. Environment and Social Service Committee, Eco Club etc.

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| Best practices as hosted on the Institutional website | View Document |
| Any other relevant information | 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:

Response:

Silapathar Town College established in 1993, distinguishes itself from peer institutions by offering a student centric and value based education having skill development programmes along with regular curriculum. The college gives admission and impart knowledge to all sections of the students without any discrimination. The college is affiliated under Dibrugarh University and have been conducting B.A. Courses with Major/honours and General /generic in 9 subjects. Besides, the college is also running P.G. Courses in 7 subjects under ODL, Dibrugarh University and 3 P.G. and 3 Diploma Courses under ODL, Tezpur Central University. The college has also been implementing various Certificate Courses through its departments. The college also conducted courses like Rural Journalism and TET coaching in past years.

Infrastructure:

Silapathar Town College has a modern, well equipped infrastructure to create an environment for progressive learning. We have sufficient classrooms and labs to cater for the academic needs of the students. We have digital classrooms and seminar halls with ICT facilities. Portable LCD projectors are provided for conducting classes.

Under constant vigilance of a team of qualified, dedicated and motivated faculty, the students of the college have been consistently able to bring out a good academic result and make the institution a premier

one.

Our website: www.silapathartc.in .

The college has got computer facilities for each department, Administrative branch, as well as at Library for staff and students. Computer lab has got N-Computing system; with Soul-2.0 software and RFID machine facility. Computers are protected with anti-virus software. All equipments are always checked for wear and tear and replaced with new or repaired one whenever required.

Sports in Silapathar Town College:

Playing ground for practicing football, cricket, volleyball etc. is available at the college campus. Indoor Sports Hall is also available for sports like badminton, table tennis, weight lifting, power lifting, chess and carom. Silapathar Town College has one multi gym sports auditorium and one indoor sports training hall ,where along with other sports Yoga, weight training and cardio exercise are done. Local, Inter –college and zonal competitions in sports like football, volleyball and badminton are organized at regular intervals where Silapathar Town College has emerged as Champion for several times.

College Central Library:

The central library is spread over 3047Sq.ft and houses over 9332 books and other documents. The library subscribe to national/international journals, besides daily newspapers and magazines. It is undergoing to become a fully automated library and one can reach the library database using the college network. The library has a circulation section, a reference section and a spacious reading room. The digital library section houses a good number of computers for browsing, assessing e-mails, and for searching the library database. N-Computing system, having soul-2.0 software and RFID machine facilities are available.

The institution has departmental libraries in every department for the support of the students.

Library automation:

Conventional as well as digital facilities are available. Recently transformation for complete automation is going on. All the library documents are RFID-coded and books are issued to users accordingly.

IT facilities:

The IT facilities available in our college can be summarized as follows:

LAN facility: Two Railway Broadband LAN facilities are available at the campus, having 100 mbps internet connectivity with unlimited data usage and having sufficient access points.

Wi-Fi: Silapathar Town College is a Wi-Fi enabled campus, all faculty and students are given access to the Wi-Fi network. Wi-Fi access points are placed in necessary places for fruitful teaching-learning process.

Auditorium :

There is an auditorium available at the institution to conduct functions equipped with high quality sound

system and projector. It has a sitting capacity of six hundred people.

Conference/ Seminar hall:

States of the art AC Conference hall, having interactive touch digital display , web camera , universal voice collaboration (UDC) with LCD projectors, overhead projectors , digital white board etc. enabling multi-media presentation with a sitting capacity of hundred people is available at the institution. The hall provides a special ambience for every event; it makes possible an ideal setting for carrying out various conferences and for delivering lectures. Apart from this we have three more seminar halls with one hundred and fifty sitting capacity each.

Accommodation:

Silapathar Town College has a 100 bedded girl's hostel. Residents enjoy the support of caring warden available for round the clock. 24X7 power and water supply, security, affordable cost make the living safe and comfortable.

Canteen:

There is a hygienic, multi-cuisine canteen for both students and faculty with a reasonable price available at the campus.

Safety and security:

Silapathar Town College is under CCTV surveillance at vital points. It is surrounded with concrete walls and night watchman is deployed. Warden is available at the hostel for round the clock. Besides these, there are Committees like Disaster Management, Transport Cell, Red Ribbon Club, Grievance Redressal Cell, Anti-Ragging Committee are functioning and maintaining vigilance constantly on every related issues. Along with these different awareness programmes on topics like cyber security, women trafficking etc are conducted from time to time. Rails and ramps as well as rest rooms are available for the differently able students at the campus.

Environment friendly campus:

Silapathar Town College gives prime importance for an environment friendly campus. Awareness programmes, plantations, vermicompost production, seedling preparation, installation of solar panel, rain water harvesting etc. are initiated by the college. Different committees like Social Service and Environmental Committee, Eco Club and Anti-Tobacco Committee are promptly functioning in this regard and Green Audit is also done regularly.

Fitness Centre:

Two training and gymnasium halls are available at the institution where Yoga, Cardio and weight training can be done by both students and faculty.

First Aid Centre:

First aid kits, wheelchairs etc. are available for students and staff at Health Care Centre as well as Disaster Management Cell.

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5. CONCLUSION

Additional Information :

The Silapathar Town College has signed MoU(s) with various leading Institutions for academics exchange, bridge up the gaps, extra -curricular as well for students and teachers. Accordingly, the faculties of this college exchange teaching planning and modes among the various departments of these institutions. The Silapathar Town College approved the subject as Add-on Course by the affiliating university vide Ref. No. DU/DR-A/6-1/22/415 dated the 20-04-2022 w.e.f. academic session 2021-2022. The title of the Add-On-Course are – Certificate course on functional English, cutting, tailoring and dress designing, Applied Managerial Economics, Basic Macro Economics, Numerical Ability and Logical reasoning, Montessori Teachers Training, Techniques and Methodology of Teaching (Elementary Level), Tourism Management, Drama, Handloom: Natural Dyeing, Rural Development, Rural Journalism, Veda and Upanishad and Diploma Course in Beautician. Thus, the departments of the college has been started the respective Add-On-Course as per approved.

Concluding Remarks :

Silapathar Town College has scaled a rapid growth in terms of quality and quantity since its inception in 1993 with support of vision of the management and governance. The institution with its defined vision leading to the objectives has played an important role in the holistic growth of students. The research initiatives, industry-academia interface, extension and outreach programmes by the institution have promoted research culture and establishment of good rapport with the community. In pursuit of excellence, Silapathar Town College looks forward to achieve more heights in the times ahead. The thrust in academic excellence and holistic growth of the students remain the prime focus of the institution. The faculty members join hands in the Institution to enhance and sustain quality education flagging way for the attainment of Vision, Mission and Values. The institution's societal commitment provides opportunity for the faculty members and students alike to render services to the society. The institution today can boast of activities and accomplishments with regard to the social responsibility and academic excellence. The Institution promises to itself to do every possible thing to quench its thirst to reach the apex of academic excellence.