SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ALHAZ SUNAI BIBI CHOUDHURY COLLEGE

VILL BARJOHA GAON, P.O UDALI BAZAR, P.S LANKA, DIST
NAGAON,ASSAM, PIN 782446
782446
www.asbcc.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Alhaz Sunai Bibi Choudhury College is one of the Potential Colleges located at the adjacent area of Udali Bazar, Lanka, in the district of Nagaon, Assam. The said college was established in the year 1997, 15 Manch, with its humble motto "Education is the mother of leadership".

The College is like an "Oasis in the desert" as the entire locality/area though witnessed- tremendous growth of population and expansion, Yet the locality sunk into dank, because of its adherence to racial prejudice, poverty, and Superstitious belief and so on. This typical trait of the community had long been prevailing only because of the lack of cognizance in the field of Education. Later on, of course, gradually and slowly the people of the locality acknowledged the crucial situation and mesmerized for the prospects and building a college. Thus, with untiring spirit and zest finally the said college got birth in the womb of greaterUdali by dint of some prominent educationist and politicians.

Since its inception, the college has been dedically rendering service in imparting higher education at UG level. Due to the active involvement in disseminating knowledge and quality education, Gauhati University extended permanent affiliation in the year 2011 for the ongoing Arts Course.The Arts Stream of the college was provincialized in 2021, under the provincialization Act by Govt of Assam (w.e.f 01-01-2021) the environment of site is cool and Serene.

Vision

Alhaz Sunai Bibi Choudhury college, is imparting knowledge and wisdom to the youngs at its ease since its inception. It strives to promote quality education for the students by providing possible and tolerant infrastructure and facilities so as to enable them to cope up with the minimum challenges of the society. The college adheres the following vision at ease in order to improve the minimum Standard of the society at primary level.

We urge:

1. To encourage all the people of the society to get cognizance of their potential.
2. To provide quality education to enhance human Values among Students.
3. To convince, learning is a Fascinating passion to improve society-

Mission

To equip the society and the students to face the challenges of modern society from professional, cultural and moral perspectives.

We undertake the following missions in the field of –

Academic:

1. Transmission of knowledge, imparting skills and assesses the outcomes of the instruction.
2. To fulfil the requirement of academic enrichment of the students by promoting conduct of:

- Carrier Counselling and motivational talks as well as lessons.
- Co-curricular and outdoor activities.
- To develop creativity of the students- Wall magazine, Extempore speech, Debate- Competition, etc.
- Regular interaction of students with eminent personalities.
- Educational Tour & Excursions.

1. To equip the library with books, journals, newsletter.
2. The college strives to make library as well as equipped one with latest e-journals, e-books, and e-Newsletter.

Co-Curricular activities:

1. To start short term courses for the development of the professional and entrepreneurial Skill among the students.
2. To start a centre for performing Art, so that the students "latent talent in this field canbenourished.

Infrastructure:

1. To construct a Indoor Stadium.
2. To construct a Smart Classroom for better performance, of Teaching & Learning.

Others

To facilitate the students belonging to the economically backward classes to cope up with the Studies by providing them with books, arranging tutorial classes and also providing financial assistance

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

* Supporting governing Body.

* Govt. Provincialized College Feb 02, 2021

* Support from the local community.

* Participative parents.

* Accessibility to National Highway.

* Congenial Students-Teacher's relationship

* Obedient Students.

* Highly qualified, experienced and dedicated faculty.

* Safe and Secure, environment.

* Increasing good performance of Students.

* Formative-test/ evaluation System.

* Big playground for students.

Institutional Weakness

- Lack of latest skill-based course.
- Recent Provincialization of the institution.
- Lack of ICT smart Class room.
- Poor infrastructure.
- Lack of indoor stadium.
- No Residential quarters for Teacher and staff.
- All the posts are not yet provincialized.
- Still not NAAC accredited.

Institutional Opportunity

- The institution has wider Scope for expansion of its infrastructural facilities.
- To impart the quality of education further.
- More scope of handiwork and Nursery plantation.
- More scope of Collaboration with the institution's organizations providing skills.
- To increase skill-based courses for students.
- To enrich the quality of teaching by extending the faculty of smart classrooms.
- To increase the number of books in the library.
- To upgrade technical and digital infrastructure.

Institutional Challenge

- Socio economic backward condition of students.
- Reducing the number of drop-outs.
- Poor Infrastructure.
- Absence of skilled courses for students.
- still some posts are not provincialized.
- The locality seems to be indifferent to Higher Education

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Since the College has been affiliated to Gauhati University, It politely follows the curriculum designed and developed by the aforesaid University. According to UGC guidelines, the college is imparting quality teaching to the students of the society. The Academic Calendar of the college is prepared in conformity to the general Academic Calendar provided by the University with some modifications to suit out courses and condition for affective transaction of curriculum. The Departments maintains departmental log book, and along with departmental routine. The college takes regular counselling and monitoring System monthly in order to gather feedback from its students for the better implementation at the curriculum.

Teaching-learning and Evaluation

The college tries its level best to improve the teaching - learning process. The process of teaching and learning interact in a way that learners work for their goals and they learn new knowledge, behaviours, and skills as their learning experiences.

Admission is made at the college website declaring the date of issue of Admission Form, last date of submission and date of admission. There is no any backdrop policy in the institution, It fairly stress on equity In admission irrespective of caste, creed, sex and religion. Provisions are also made for differently able students to have easy access to class rooms. The college faculty love learning and teaching and urge to be in a learning environment. They take regular classes and full responsible on their duties. They are fully Co-operative and friendly with the students. They maintain classes as per the Schedule of the class routine by the Routine Committee. They are not reluctant to take the remedial classes as per the need of students. They are fascinated using various teaching methods like class interaction, discussion, departmental seminar, home assignment as a process of learning etc. are adopted to Substantiate lecture method. Each and every teacher is having lesson plan on their concerned subject topic etc. For effective teaching- the faculty/teachers employ adaptivity, student engagement, direct instruction, practice, formative assessment with immediate feedback and student explanation learning.

In term evaluation methods the college adopts many evaluation methods like internal exams, assignments and viva etc, as per the guidelines of the affiliating University.

The Strength at the faculty is the honesty of Learning with maxims of politeness. Total no. of faculty members is 23, out of 23 only 13 posts are latest provincialized, Yet the rest- of the faculty members are also honestly- imparting teaching equally. They ought to feel they are equally responsible for their-duty. The college also encourages the faculty to participate in various faculty development programmes A Few of the teachers have participate in national/International Seminars/ Conferences and a good number of teachers have participated in different Orientation programmes, Refreshers Courses, Faculty Development Programme, Faculty Induction Programme, etc.

Research, Innovations and Extension

This criterion, as the name suggests, is about the academic research, extended consultancy Services from the side of institution toward the industry, and the field study, and extension which is the outreach of institution towards the society, addressing various real-life problems, finding solutions, and other extra-curricular activities to improve the overall quality of the institution.

Alhaz Sunai Bibi Choudhury college, located in economically backward community corridor having its limited opportunity and resources. Yet the college encourages its faculty members to undertake research activities wherever possible. A good research can leave an impact on society. The faculty members of the said College have undertaken research projects to enhance quality of education. Some of them undergone research works for M. Phil, Ph.D. The institution organizes inter-departmental seminars, workshops etc. Moreover, some of us already have published research articles in various journals/ Books.

Innovation and extension activities are Conducted in the areas where the college is doing very well. Active Cells are working actively in Concerned fields. There is a good co-operation and co-ordination between the cells & committees. Needless to say, that the students and teachers of the College understands the importance of community Service and participates in activities that help the society. For example, in the adjacent and nearby area of the college, the teachers usually undertake different awareness programmes like women empowerment, child marriage, Community peace, Cleanliness, plantation and so on.

We are very happy to inform that our college meanwhile has taken some innovative initiatives Like Cloth weaving, Pickle making, seeding, it has designed or undertaken a Specific Certificate course in Assamese DTP, cloth Weaving, and Pickle, making in order to create avenue at self-employment.

Infrastructure and Learning Resources

"In respect of Infrastructure, the college is not getting any govt.fund, so, it is fully not able to provide sufficient space and facility to the students. Yet it has been making full efforts to develop its infrastructure. Limited Seat capacity, limited- rooms, but with patience and tolerance it is providing or disseminating knowledge to the students. Fruitfull- teaching and learning is the solefocus of the institution. It has separate principal's room and a distinctive IQAC closet, and a teacher'scommon room.

Student Support and Progression

The college also cares students support and progression by student mentoring and Support. In each semester, against 20 Students 1 Mentor is designed, for better Support and progression of the students. Thus, our collage

has in total 21 Mentors out of 373 students. Fruitful communication and better counselling are well maintained. Regular remedial classes are taken for the weaker students in order to bring improvement in their academic performance the multiple cells are working for the overall betterment of the performance of the students. Carrier guidance cell is convening/arranging meeting in which students are inspired. Parents / guardians meet are held usually to promote understanding and reporting the formative performance of the students, the college is hopefully going to take an initiative in the field of college literary forum. Besides it has wall magazine which is the source of creativity.

Governance, Leadership and Management

The college is inclined to governance leadership, and Management. It has a well-structured governing body and management helps to find and address gaps in practice and efficiently implement proper counter mechanism on time. The principal of the college. is strict, disciplined and the most responsible who plays pivotal role in the institutions not indifferent at designing and implementation of plan and policies of the college. She has a well co-ordination and polite-cooperation, while setting internal policies and programs of the college with the association of IQAC co-ordination. "Heads of various departments convenors of different committees, librarians, and senior members of non-teaching staff different Committees like Teachers union body, Alumni Cell committee, Exam Committee, Students Union Body, Grievance-redressal committee, Minority Committee and so are actively undertaking thei rwork in order to maintain the hiarchical development and process of Teaching-learning of the college. The IQACof the college functions as a key commander in monitoring various activities and co-ordinating the diverse stakeholders. Student feedback on teachers is maintained to ensure teacher accountability towards students. Grievance Redressal Cell has been formed to pay the opinions/suggestions and meet up the grievances of its stakeholders.The budget allocation to the college is made by the developmental expenditure is disbursed by the principal in consonance with the departmental heads IQAC oversees all the developmental work of the college and is the most important cell. Academic Committee takes careof all the academic activities of the college. Examination committee takes care of all the internalassessment and ends semester examination. The Library Committer ensures the procurement of books and other materials fromtimeto time. Admission Committee oversees the admissions before the start of the academic Session. Cultural Committees organizes all Cultural -programmes throughout the year.

Institutional Values and Best Practices

The college has taken initiatives to make familiar the concept of gender equity among the students by providing equal opportunity for students of both the genders and encouraging them to take part in various activities.

The college has taken initiatives to keep the campus clean and green. Solid waste management system has been introduced. The college has organized a number of programmes, and extra-curricular activities to create an atmosphere of tolerance, cultural harmony, communal harmony and social integrity. All members of the college family is aware about their duties towards the institution, the state and the country and as responsible citizens, all takes part in state and national level election, obeys rules and regulations of the constitution follows directives and guidelines in the college code of conduct.

The first best practice is related to its activities like field visit, survey the different spots where bamboos and plants produced. We send our students team along with teachers to identify the different species bamboos and plants. They collect the basic information and note them and later analysed.

While the second best practice is related with its various programmes and activities that performed to impart the skill and empower the women of the locality and thus to improve the local economy. A good number of programmes have been organized successfully under these two practices. The results of the two best practices are very positive and the good relationships built through these practices with the neighborhood communities have been a positive facet of the institution.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ALHAZ SUNAI BIBI CHOUDHURY COLLEGE
Address	VILL BARJOHA GAON, P.O UDALI BAZAR, P.S LANKA, DIST NAGAON,ASSAM, PIN 782446
City	LANKA
State	Assam
Pin	782446
Website	www.asbcc.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal(in-charge)	NASSIMA AKHTARA	03674-9678820136	9678820136	-	asbccollege97@gmail.com
IQAC / CIQA coordinator	Sahab uddin laskar	03674-6003720480	6003720480	-	shabhuddin236@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
Assam	Gauhati University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	06-08-2014	[View Document](#)
12B of UGC	06-08-2014	[View Document](#)

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

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

Recognitions

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

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	VILL BARJOHA GAON, P.O UDALI BAZAR, P.S LANKA, DIST NAGAON,ASSAM, PIN 782446	Rural	6.2	1680

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	12	HS Pass	Assamese	180	21
UG	BA,Assamese	12	HS Pass	Assamese	300	23
UG	BA,Assamese	12	HS Pass	English + Assamese	600	142
UG	BA,English	12	HS Pass	English	450	40
UG	BA,English	12	HS Pass	English	90	16
UG	BA,History	12	HS Pass	Assamese,English + Assamese	90	16
UG	BA,Philosophy	12	HS Pass	Assamese,English + Assamese	180	8
UG	BA,Philosophy	12	HS Pass	Assamese,English + Assamese	180	31
UG	BA,Political Science	12	HS Pass	Assamese,English + Assamese	180	75
UG	BA,Political Science	12	HS Pass	Assamese,English + Assamese	600	112
UG	BA,Economics	12	HS Pass	Assamese,English + Assamese	180	5
UG	BA,Economics	12	HS Pass	English + Assamese	180	3
UG	BA,Education	12	HS Pass	English + Assamese	600	179
UG	BA,Education	12	HS Pass	English + Assamese	180	49
UG	BA,Hindi	12	HS Pass	Hindi	30	0

Position Details of Faculty & Staff in the College

Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				0				23
Recruited	0	0	0	0	0	0	0	0	9	4	0	13
Yet to Recruit				0				0				10
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				23
Recruited	0	0	0	0	0	0	0	0	15	8	0	23
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				9
Recruited	6	2	0	8
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	7	2	0	9
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**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	15	8	0	23
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualificatio n	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	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 Qualificatio n	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	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
	1	0	0	1

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	87	0	0	0	87
	Female	186	0	0	0	186
	Others	0	0	0	0	0
Certificate / Awareness	Male	34	0	0	0	34
	Female	94	0	0	0	94
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	8	2	3	4
	Female	6	1	3	3
	Others	0	0	0	0
ST	Male	4	2	6	5
	Female	5	2	4	5
	Others	0	0	0	0
OBC	Male	15	7	9	11
	Female	10	5	8	7
	Others	0	0	0	0
General	Male	56	30	51	49
	Female	106	98	120	145
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		210	147	204	229

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The NEP2020 is the first education policy of the 21st century and replaces the Thirty three year old National policy on education (NEP), 1986. NEP emphasizes on ensuring universal access to school education at all levels pre –school to secondary school. Infrastructure support, innovative education centers to bring back dropouts into the mainstream, tracking of students and their learning levels ,facilitating multiple pathways to learning involving both formal and non formal education modes . Our college is affiliated to G.U. Being an affiliated college, our course structure and the content is designed by the parent university as per the UGC guidelines. The college is now operating only one stream, e.g.Arts . The college currently does not have multiple entries and exit in the offered programmes . Alhaz Sunai Bibi Choudhury college is ready to adopt NEP 2020 in multidisciplinary programmes and Interdisciplinary courses as soon as our Affiliating University gives us the opportunity.
2. Academic bank of credits (ABC):	Academic Bank of Credits (ABC) : Academic Bank of Credits (ABC) is a virtual store that maintains date about the credits earned by students throughout their educational life, opening ,closing and validating the academic accounts of students , accumulation ,credit verification and credit / transfer /redemption of students . The scheme has the provisions of creating a digital infrastructure that will store the academic credits earned by the students of various higher education institutes within the country.
3. Skill development:	Skill Development: Our college is already offering the skill courses as per CBCS scheme set up by Gauhati University from semester lll to Vl, in various programmes our college is ready to adopt and offer various skill development programmes that will be offered in the New Syllabus for NEP2020 by our Affiliating university or as per the framework done by the government of India .
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College ensures appropriate integration of Indian knowledge system by offering MIL (Modern Indian Languages) Subjects and core courses as per CBCS scheme set up by Gauhati University. Languages like Assamese, English and Hindi are offered to students as core subjects along with generic electives and skills subjects . Emphasis is given on teaching through mother tongue Other subjects like political

	science, History ,Philosophy , education etc. are also offered in order to inculcate sense of national integration .
5. Focus on Outcome based education (OBE):	For outcome based Education, the institution has taken initiatives on Add on Course or Certificate course programme so that it creates outcome based educations to the students apart from academic course. Plant and Nursery management, Assamese DTP, Pickle making, Weaving and Cutting, Communicative language learning etc. are taught according to the requisite of employability in the community. To meet the NEP, The college has implemented interdisciplinary programmes and interdepartmental programmes focusing on Outcome Based Education.
6. Distance education/online education:	Distance learning, or distance education or online learning form of education in which the main elements include physical separation of teachers and students during instruction and the use of various technologies to facilitate student teacher and student-student communication. Our institution of course , planning to do the same in future ,as the institution has recently been provincialized, and only a few posts are sanctioned under Assam Govt. For this Full Time Teachers are needed and the financial condition of the college ought to be geared up. However, the college is having minimum level of platforms like Google Class Room, Google Meet, WhatsApp group through which the required materials are given.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes Established in the year 2022.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Yes 2022-23, Prof. Taibar Rahman (Faculty Co-Ordinator) Masuma Begum, (Students' Co-Ordinator)
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from,	a) Votyer Registration Camp for the eligible students in the Campus. b) Voter Awareness Camp conducted for disable persons and senior citizens in nearby village. c) Voter awareness guest lectures conducted for in-house students.

assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	Graduate Constituency voter awareness program conducted for in-house students.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Voter registration drive conducted at institute for above 18 years of age of students.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
273	210	147	204	229

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

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

Response: 23

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

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

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

3 Institution

3.1

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

2022-23	2021-22	2020-21	2019-20	2018-19
663122	329743	296042	279745	297378.5

File Description	Document
Upload Supporting Document	View Document

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:

1. Curriculum planning and implementation – Our institution ensures effective curriculum delivery through a well planned and documented process.
2. The college has implemented Choice Based Credit System (CDCS) in 2019 in all departments as per the regulations of Gauhati University.
3. The college has well structured Outcome Based Education (OBE) process for the effective implementation and delivery of the curriculum to make the student socially committed, employable, innovative and research oriented.

Curriculum Delivery and Planning Process.

1. IQAC conducts a meeting at the beginning of every academic year to verify the syllabus of each subject.

2. An Academic Plan (Academic Calender of the College) is prepared by the Academic Committee every year on the basis of academic calendar of the University. The departmental academic plans are displayed on the departmental boards.

3. The Prospectus is designed by the Prospectus Committee. It paves information regarding the programs and courses, the details of programs outcomes, specific outcomes, course outcomes, syllabi, weightage of internal and external examinations are communicated through College Website. Sessional question papers are available in the College Website.

4. Departmental Academic Log Book, Departmental Routine, Daily Class Routine, Concerned Departmental Lesson Plan, Departmental Observational Days (National/ International) are prepared for effective teaching/ learning of the students. Teachers' activities are monitored by Google sheet.

Curriculum Implementation Process:

Every HODs of the concerned department convene monthly meeting with the concerned staff regarding lesson plan/ course plan progress report, remedial classes are taken as required, class/ unit test/ home work etc. are taken.

1. Faculty members use Learning Management systems and platforms like Google Classroom,

students can access video lectures of the activity.

2. For effective learning of the students, concerned departments integrate Resource Person/ Guest Faculty visits are done.
3. Departmental Trip/ Visit, Quiz Competitions, Meet with Industrial Expert etc. are organized.
4. Remedial Classes/ measures are conducted for slow learners and small reward system policy to imbibe the fast learners are entertained.
5. The feedback regarding the curriculum from the students, teachers, parents, employees are usually taken.
6. For the newly introduced courses, Faculty Programmes are being organized.

The Institution adheres to the Academic Calendar including for the conduct of CIF.

As per Affiliating University Regulation, the continuous assessment in theory subjects are conducted as follows:

1. Internal Assessment (IA) is based on – as

1. Sessional Exams
2. Assignments
3. Attendance

IA is 20% of total marks.

1. In Non- CBCS courses, there are two Unit Tests of 20% marks each paper (Major and General).
2. The college conducts one sessional exam each semester for 30 or 20 marks for the convenience of setting questions and the marks secured by the students are proportionately converted to out of 10 marks. The question papers of the sessional examinations are set by the concerned teachers and the evaluated answer scripts are analyzed with the students. The highest marks achievers are inspired with some book/ pen as reward and lowest marks achievers are given remedial measures to cope with the rest.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 5

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Other Upload Files	
1	[View Document](#)

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

Response: 23.52

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

2022-23	2021-22	2020-21	2019-20	2018-19
250	00	00	00	00

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

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

Response:

"International Women's Day" celebrated each year in the College Campus. A speech competition on the

topic "Importance of Women Empowerment " was organized by the College Women Cell under IQAC . Moreover," Women Health and Hygiene" awareness programs were taken regularly, regional/ national/ international days were observed departmentally by the concerned department . World Philosophy Day, World Poetry Day, World Language Day, National Education Day, National Literacy Day are usually being organized at our campus. In 2022 a National Literacy Day was organized on 8th Sept. with a colourful poster making, slogans and other creative activities of the students.

On the occasion of Constitution Day , 6th Nov. was celebrated at our campus, on this day Quiz Competition on Indian Constitution among the students was held. Moreover, some Yoga/ Awareness programs are done in our college for physical and spiritual peace of mind and body . Some other programs or extension activities like Students Indiscipline , Anti-Tobacco Awareness Lectures are provided in the nearby community .

During the last five years our College conducts various social activities like Tree Plantation, Swatch Bharat Abhiyan , Free Heath Check Up etc. are done.

The Institution assesses the learning levels of the students and organizes special programs/remedial measures for advance learners and slow learners:

Response :

Every year in the beginning of the new academic ssession startng from June to next higher level semester students and the newly admitted students are given a broad view of the curriculum to be followed in their respective semesters by the faculty of all the departments. Some of the students may take up major/ honors programmes in such subjects which may not have been studied by them at the 10+2 level. So, introductory lectures are delivered to assess and understand the knowledge level n the concerned Subject. Faculties of respective departments facilities the students to collecting the Syllabus of the concerned subjectIn case of slow learners, teachers try to identify the hindrance factors thereby helping to clear the concepts both in classrooms and also during off periods. Depending upon the requirements, tutorial classes are taken for clarifying doubts and explaining the difficult topics of the curriculum.

Advance learners are provided standard textbooks and additional reference materials in the form of PDF format in the departmental WhatsApp Groups and also in the sectional Google Class Rooms.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 27.84

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

Response: 76

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

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

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

File Description	Document	
Feedback analysis report submitted to appropriate bodies	[View Document](#)	
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)	
Action taken report on the feedback analysis	[View Document](#)	
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)	
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 28.11

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

2022-23	2021-22	2020-21	2019-20	2018-19
126	137	74	72	83

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

2022-23	2021-22	2020-21	2019-20	2018-19
350	350	350	350	350

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

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

Response: 47.58

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

2022-23	2021-22	2020-21	2019-20	2018-19
52	48	19	33	35

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

2022-23	2021-22	2020-21	2019-20	2018-19
101	78	54	75	85

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.2 Student Teacher Ratio

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

Response: 11.87

2.3 Teaching- Learning Process

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

Response:

The college pursues the vision of motivating the students to actively participate in the teaching learning activities. Occasional guest lectures by renowned subject experts from various disciplines and academia are organized from time to time to provide knowledge to the students beyond the prescribed syllabus.

Participative learning process like departmental student seminars, group discussions, project works, home assignments, field work, field survey and visits to renowned institutions, are employed in the college.

Field visits/Excursions are carried out in different parts of Assam .Participation in such activities not only lead to subjective knowledge gain, but also helps the students in learning other life-skills exposure.

The college has taken up many activities. Besides cultural events and competition departmental wall magazines add to the participative learning of the students.

Some departments also organizes institutional level programmes like World Philosophy Day(Department of Philosophy),National Education Day(Department of Education),World Mental Health Day(Department of Psychology) and Constitution Day(Department of Political Science).The Department of English has enhanced the learning experiences of the students through screening of documentary films. Students also participate in Annual College Week, Inter-College Youth Festival and earned laurels.

Teachers use ICT enabled tools for effective teaching-learning process.

Two awards are given for the best graduate of the college every year. Besides, the Department of Education has initiated an award for the best graduate from the department with a CGPA score of 8 and above. These initiatives not only encourage the students of different departments to perform better in the examinations, but also inculcate a healthy practice amongst different departments to excel in the academic front.

The library also organizes Orientation programme at the beginning of each academic year amongst the newly admitted students to encourage the students to make optimum use of the library resources. Memorandum of Understanding (MoUs) have been signed with different institutions for facilitating student and faculty exchange programs. Every academic department has student WhatsApp groups and also Google Classrooms where teachers upload reading material to students. The students also get a platform to discuss important issues amongst themselves, amounting to peer learning.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

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

Response: 100

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

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

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

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

Response: 46.09

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

2022-23	2021-22	2020-21	2019-20	2018-19
11	11	11	10	10

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

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

Response:

The college undertakes internal evaluation in accordance with the guidelines issued by the Gauhati university. Sessional examinations are held once per year by the respective departments. In order to undertake internal assessment of the students. Continuous evaluation procedure is followed for practical papers.

For smoothly conducting the internal as well as term end examinations, separate examinations committees are appointed by the institution. Teachers , both permanent as well as full time faculty members, are nominated in the Examination Committees on rotation basis. Sessional examinations are conducted as stipulated in the academic calendar of the affiliating University. Evaluated answer sheets of sessional examinations are shown to the students so that they learn to rectify their omissions in the future examinations.

As per the University directives, internal examinations are appointed for assisting the external examiners who are appointed by the university, for conducting the practical and viva voce examinations.

The college uploads the regulations, curricula and syllabi of all the programmes offered in the official website for easy access by the students and faculty members.

The college undertakes to conduct internal evaluation in accordance with the norms and guidelines of Gauhati University. Question papers are submitted through HODs of all the departments. The said examinations are supervised by the faculty members of the concerned departments. Syllabus for the internal examinations is communicated to the students in advance by the concerned teachers teaching the different papers or courses.

In order to maintain transparency and accountability to the evaluation process, evaluated answers sheets are shown to the students. Discrepancies, if any, in the evaluation is brought to the notice of the teachers concerned and accordingly necessary corrections are made.

Rules and regulations of internal examinations are displayed in the college notice board along with the Examination Schedule. Full marks and time duration are also printed in the question papers. The attendance record of the students in the examinations is documented in a proper format. Marks list of evaluated answer sheets are documented and thereby submitted to the University through the concerned examination committees.

Grievance related to internal examinations are handled and resolved immediately by the respective HODs and teachers of the departments concerned.

Regarding external term-end exams, faculty members of the respective departments and the administrative officials help them to apply in proper format prescribed by the University, routed through the Principal, for proper re-evaluation and handling of the grievance.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

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

Response:

The College is an affiliated Institution under Gauhati University and follows its prescribed curriculum of undergraduate (UG) course. The learning outcome of the course is built into the curriculum of each discipline. The Gauhati University website displays the learning outcomes of each discipline through its syllabus. The courses are designated by the university intend to provide the students with the contemporary knowledge in their field of study.

Alhaz Sunai Bibi Choudhury College was founded in 1997 on the vision of providing quality education to students without discrimination of any kind. Emphasis is held on the holistic development of the students in the teaching-learning process of the college. Orientation at the beginning of each academic year given by the Central Library of the College. Students are made aware of the vision of the college and expected learning outcomes through the information in the college Prospectus. The college also displays critical information in the College Notice Board such as Academic Calendar, Class Routine, Internal Assessment dates.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2 *Attainment of POs and COs are evaluated.* **Explain with evidence in a maximum of 500 words**

Response:

The College monitors and communicates the performance of and progress of the students through continuous evaluation. Both internal semester and end semester examination results are analyzed , and the performance of the students are evaluated. Accordingly, corrective measures are taken which includes adoption of new pedagogical methods, greater attention to weak students etc. Tutorial and remedial classes are taken to uplift the progress of students at par with the other students. Moreover, simplified study materials are provided to the students by teachers. These measures have shown a positive result which is evident in the increased pass percentage and also the increase in the number of students getting better grades.

Guardian Teacher (Mentor) keeps close watch and track on the progress and performance of the students. All departments in the college regularly communicate with the marks obtained in he internal examination to the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response: 88.05

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

2022-23	2021-22	2020-21	2019-20	2018-19
49	32	41	47	52

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

2022-23	2021-22	2020-21	2019-20	2018-19
53	32	52	47	67

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 0

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

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

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

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

Response:

AlhazSunai Bibi Choudhury college, located in economically backward community corridor having its limited opportunity and resources. Yet the college encourages its faculty members to undertake research activities Wherever possible A good research can leave an impact on society. The faculty members of the said College have undertaken research projects to enhance quality of education. Some of them undergone research works for M. Phil, Ph.D and UGC Sponsoredminor Research projects. The institution organizes inter departmental seminars, workshops, Symposium etc. Moreover, some of us already have published research articles in various journals/ Books.

Innovation and extension activities are Conducted in the areas where the college is doing very well- Active Cells are working actively in Concerned fields. There is a good co-operation and co-ordination between the cells &Committed Needless to say, that the students and teachers of the College understands the importance of community Service and participates in activities that help the society. For example, in the adjacentand nearby area of the college, the teachers and usually undertake differentawareness programmes like women empowerment, child marriage, Community peace, cleanlinessplantation and so on.

We are very happy to inform that our college meanwhile has taken some innovative initiatives Like Cloth

weaving, Pickle making, seeding, it has designed or undertaken a Specific Certificate course in Assamese DTP, cloth Weaving, and Pickle, making in order to create avenue at self-employment.

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: 3

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

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

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

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

Response: 0

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

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

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

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

Response: 0.3

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	00	2	1

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

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

Response:

OUTCOMES OF EXTENSION ACTIVITIES

An extension activity is a good way for students to relate the topic to themselves. Inn this way, the topic

becomes more relevant and can make communication about the topic more meaningful. Students also tend to remember more when the language or topic is personalized.

Extension activities provide support to the family members like financial awareness to students and job seekers, self employment plants etc at the time they needed.

IMPACT ON STUDENTS: Engaging the students in extension activities has created a sense of selfless service –mindedness among the student community. It helps to instill social responsibility, groom overall personality and create awareness on social issues. Moreover the students will be able to-------

1. Understand the community in which they work.

2. Understand themselves in relation to their society.

3. Identify the needs and problems of the community and involve them in problem solving.

4. Develop among themselves a sense of social and civic responsibility.

5. Utilize their knowledge in finding practical solutions to individuals and community problems.

6Develop competence required for group –living and sharing of responsibilities.

7. Gain skills in mobilizing community participation.

8. Acquire leadership qualities and democratic attitudes.

9. Develop capacity to meet emergencies and natural disasters and

10. Practice national integration and social harmony.

11. Women awareness on Basic Rights

12. Womens involvement in Farming and Handiwork

13. Environmental awareness for women.

14. Importance of Education for women

15. Women Health and Hygiene.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

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

Response:

Our institution motivates the pupils to join different extension activities initiated by the cells and departments. Different initiatives are intented to develop a campus community partnership by involving the students with the practical realities of the socity. In order to sensitize the students to social issues, various activities and awareness programmes are conducted. The objective of these programmes is to develop a mindset to extend a helping hand to the needy ones.

Recently we have undertaken The plant and Plantation programme under the supervision Dr Rahmat Ali Laskar, The Proprietor,North East Bio-Diversity Conservation and Research Centre,Noukuti.We are hopeful to get award in future.

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

Response: 7

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

2022-23	2021-22	2020-21	2019-20	2018-19
6	1	00	00	00

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

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

Response: 7

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The Institution has adequate infrastructure and other facilities for,

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

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

Response:

The college was eastabished in the year 1997 which is situated on a peaceful rural minority area.

Comprised of 12 Bighas of land to provide the minimum level of equipped academic ambience. Our institute of course not having sufficient conventional classrooms. A planning committee is specially entrusted to plan, execute and evaluate the infrastructural requirements.

Classroom Facilities:

There are in total 5 classrooms and two temporary bamboo barricading classroom.

Classrooms are equipped with WiFi facility to enable effective teaching learning experiences.

Out of seven classrooms only 5 are sufficiently spacious, hygienic, and well ventilated and equipped with white board and furniture.

The college have only a common teachers room.

Laboratorry facilities:

Department of Education maintains a simple laboratory.

Computer Facilities:

There are total 5 computers in the college.

One server for proper functioning of the administrative activities and library software.

Other facilities:

Separate room allotted for IQAC and examination branch.

Canteen service for the staff and students.

Cooler and filters for providing pure drinking water in the campus.

One Big hostel is for girls which is under the process of completion.

Toilets facilities are available.

Our institute could provide minimum level of equipments for the sports and cultural activities to the students. Yet we are trying our level best to increase or develop the equipments for better sports and cultural activities.

Sports Facilities:

Our institute could provide the minimum level of sports facilities for the physical fitness of the of the students. In the college there is a committee for Games and sports which includes a Convenor. There is a student union secretary for sports under the supervision of a teacher- in charge for proactive sports environments in the campus. Annual College Week is organized every year in which various sports competitions, and cultural activities and competitions are conducted.

1 .The college has a spacious playground for Football and cricket and other outdoor activities.

2. There is a Badminton court and equipments.

3. There are sports items, sportswear and kits for players.

The College also organizes awareness programme on women safety and security occasionally. In such meetings the students get know about the safety and security related issues.

Facilities for Cultural Activities:

Our college encourages cultural activities among the students. We believe in the role of these activities in the personality developments. The college runs the cultural activities through the Cultural cell which looks into all the cultural activities. The college encourages practice of traditional song and dance forms of Assam. The College has participated actively in the Cultural Procession of traditional rally and BIHU Festival.

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 65.02

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

2022-23	2021-22	2020-21	2019-20	2018-19
473334.76	206158	283942	144195	105742.50

File Description	Document
Institutional data in the prescribed format	[View Document](#)

4.2 Library as a Learning Resource

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

Response:

Sayed Abdul Malik Central Library is situated in the ground floor of the main campus. The library is comprised of 2200 books and seating capacity of 20 students and 10 for teacher-faculties. Our library is fully automated with the latest library management software solution KOHA and it provides a reader friendly interface for searching resources in the library.

- Name of ILMS Software: KOHA
- Nature of automation: Partially
- Server Version: 21.05.15.000
- Year of the Automation: 2022

Features of KOHA:

- KOHA is a web OPAC integrated library system (ILS)
- User friendly search facility.
- KOHA's online Public Access Catalogue, circulation management and self check out interfaces are based on updated technology.

Library Sections:

- Periodical section.
- Book Collection-Subject wise- DDC-Dewey Decimal Classification, edition 2023.
- Reprography section-print, photocopy and scan.
- Reading hall for students and staff separately.

Library Service:

- Computerized issue/Return, Renewal.
- Reference service.
- Orientation programmes for new members.

File Description	Document
Upload Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection *Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words*

Response:

The College is equipped with minimum IT facilities. Following activities are made through IT to make the process convenient and transparent.

- The College deal with OZOsoft.
- The IT infrastructure of the institute comprises 5 computers and 1 projector.
- The Library is automated with KOHA software.
- Use of learning management system like Google Classroom.
- The Institute has a Website and active social media platform like Facebook, WhatsApp group.
- Streaming off important events in social media.
- The College has two Photo Copier machines which are dedicatedly used for the teachers, employees and the students.
- The Institution uses Google meet, Zoom Cloud etc. online conferences.
- The College has developed a portal for online admission.

In respect of infrastructure, the college is not getting any govt. fund, so, it is not fully able to provide sufficient space and facility to the students. Yet it has been making full efforts to develop its infrastructure. Limited seat capacity, limited rooms, but with patience and tolerance it is providing or disseminating knowledge to the students. Fruit full teaching and learning is the sole focus of the institution. It has separate Principal's room and a distinctive IQAC closet and a teachers' common room.

The institution has an established mechanism for maintenance and utilization of classroom, computers, equipment and laboratories in the campus. A dynamic Planning body is working in the campus to complete the major drawbacks in the infrastructural, curricular, co-curricular and extra-curricular domains. The planning body of the institute constituted of Planning Committee, Building Committee, Purchase Committee and Library Advisory Committee constantly evaluates the requirements of the institute.

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

Response: 273

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

Response: 01

4.4 Maintenance of Campus Infrastructure

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

Response: 2.06

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

2022-23	2021-22	2020-21	2019-20	2018-19
4000.00	4450.00	4250.00	20300.00	5500.00

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

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

Response: 5.55

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

2022-23	2021-22	2020-21	2019-20	2018-19
32	27	00	00	00

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

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

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response: 5.55

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

2022-23	2021-22	2020-21	2019-20	2018-19
28	31	00	00	00

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

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

Response: A. All of the above

File Description	Document
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)

5.2 Student Progression

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

Response: 9.52

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

2022-23	2021-22	2020-21	2019-20	2018-19
01	04	02	07	08

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

2022-23	2021-22	2020-21	2019-20	2018-19
49	32	41	57	52

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

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

Response: 4.31

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	2	1	3	1

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3 Student Participation and Activities

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

Response: 0

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

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

File Description	Document
Institutional data in the prescribed format	[View Document](#)

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

Response: 37.4

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

2022-23	2021-22	2020-21	2019-20	2018-19
44	43	00	56	44

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

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

Response:

The Alumni Association of Alhaz Sunai Bibi Choudhury College has been actively working as an integral part of the institution. It has got registration on. The institute has dynamic alumni, those are working in different parts of the country and the Association is playing the key role in maintaining a nexus among them.

- The Allumni association organizes its meetings annually within the campus.
- They actively participate in various cultural activities organized within the campus.
- They also help in the continuous evaluation and up gradation of the physical facilities of the campus by submission of their feedbacks. Their views are always considered for introspection of different activities conducted by the institution.
- The Alumni of our college frequently visit our college and communicate with the staff on WhatsApp or any other social media.
- The Alumni of ASBC college participate in the core committee meetings of IQAC.
- The Alumni of ASBC College have contributed to the College by Plantation Drives in the Campus.

After all The Alumni of our college is a polite bondage between the institution and Alumni, they are polite, innocent, obedient, active and praiseworthy though they belong to Muslim Minority backward area surrounded and engulfed by poverty .

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

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

Response:

Insitutional Governance, Mechanism and Policies:

- Alhaz Sunai Bibi Choudhury College is established in a rural area with the vision to provide quality education to the poor rural students for transforming the lives of the rural masses.
- The College aims to fulfill the academic requirement of everyone irrespective of caste or creed. It aims at enhancing collaboration among schools, organizations and other leading institution with a view to provide opportunities to the students for higher studies.
- The institution campus is a tobacco free zone.
- The College has introduced various certificate courses recently.
- Our institute attempts to educate and imbibe the humanitarian values among the citizens.

Governance Mechanism:

- The Governing Body is the supreme Body in respect of framing the policies.
- The President of the Governing Body is always a renowned educationist and works as the chief trustee. He is assisted by the Principal as the ex-officio Secretary of the Governing Body.
- The Governing Body gives required directions to the Principal to execute the plans according to the mssion and vision of the College.

The effective Leadership is visible in various institutional practice such as Decentralization and Participative Management.

Since the establishment of the College, administration is performed with a decentralized mechanism. The inclusive and participatory approach creates a work environment of trust and solidarity in the development of the Institution.

Committees and Cells:

For providing an effective administration in the campus, the principle of subsidiary maintenance is applied at different levels. It intends to distribute authority and powers from the top to the grass root level. The committees and cells are working in the College to execute different plans. The teachers and students co operate with each other for effective implementation of the prospective plans at each level and sphere of activity. Even the Non- teaching staff members also take part in the activities with spirit and zest.

The College conducts extracurricular activities and events like annual College Week festival, Freshman Social ceremony, Cleanliness drive, Magazine and News Letter publication and these are actively monitored and executed by the Coordinators of respective cells and the departmental teachers. Moreover, the celebration of commemorative days and the cultural events are conducted by the faculties and non- teaching staff also. At regular intervals, staff meetings, teachers unit meeting, alumni meetings, IQAC meeting are conducted and opinions and suggestions are taken.

File Description	Document
Upload Additional information	[View Document](#)

6.2 Strategy Development and Deployment

6.2.1 *The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc*

Response:

The IQAC in consultation with the Governing Body of the College developed a strategy plan for the period 2016-2023. With a view to modify the college campus with infrastructural development, the Institution proposed a special strategic plan. Since our college is recently provincialized on 01/01/2021 and we only got 2(f), 12(B) sanctioned fund from the UGC for the purpose of the construction of Girls Hostel. Therefore, our institution could not take any required initiatives in the field of infrastructure. Yet we are trying our level best to make our college as a centre of excellence by allocating govt. funds in the required fields.

- We have introduced Add-on certificate course programs with a view to improve employability.
- Various extension activities are promoted for to sensitize the neighbouring community regarding health, hygiene and other important issues.
- Collaboration with various students are done for outreach programs.
- Classes are taken by the faculty members in nearby schools to motivate the school students.
- Green Campus and Tobacco Free Zone.

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

The college is affiliated to GU and all activities, rules and regulations are done by following

rules and regulations of UGC and State Govt. The Governing Body guides the principal and monitors the College through him.

The Governing Body: The college has an effective and well functioning organizational structure and the prime administering authority is the Governing Body. The Body is consists of renowned educationist from the locality, principal, a few selected staff members, guardian members and affiliating University Representatives. The highest authority is the President of the Governing Body, who is selected from among the educationists of the area and is appointed by the DHE, Assam.

Principal: The principal who is in charge of the college is the key person having executing authority of each and every affair of the institute. He/ She is entrusted to implement the directives of Governing Body and is the communicative agent between the Governing Body, Government and the University.

The Staff Unit: The Unit takes adequate measures in implementation of the strategic plans and sometimes also takes decision in view of various affairs of the college.

Committees and Cells: For smooth functioning of the Institute the administration of the college supported by a number of committees and cells.

Recruitment: The initial appointments to the Institute were made by the college Governing Body with the consolidated pay of remuneration Rs 2000/-. Later on, unfortunately after a long struggle at the Venture Level, finally the Govt. of Assam provincialized only 13 posts out of 23 posts in our Institution, this earmarks the weakness of the Institution.

Service Rule: All the employees strictly adheres to the rules and regulations framed by the Gauhati University and Finance department, Govt. of Assam. Besides, the employees are bound to follow the instructions framed by GU in respect of examinations, evaluations, curriculum revision etc.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)

6.2.2 *Institution implements e-governance in its operations*

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: B. 3 of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

The Institution has effective measures for teaching and non-teaching staff.

- Employees Fund is maintained in the College and financial help is provided to the employees in urgent need.
- Canteen facilities are offered to the employees at subsidized price. The quality of the food stuff is ensured through strict monitoring from time to time.
- Interest free loans are issued to the employees in urgent need. The employees are instructed to submit their application with the entire testimonials to the Principal of the College.
- Special Casual Leave is granted on critical medical emergencies.
- Child Care Leave is granted to the Women Employees of the Institute.
- Leaves are granted to the teachers for pursuing PhD programme.
- Maternity Leave is offered to the female staff member for 180 days to protect the interest of the mother immediately before and after the child birth. Leave benefits are provided who have a tubectomy or miscarriage.
- Paternity Leave is granted for 10 days to the male employees to take care of the new born baby and mother.

- The college administration encourages the teacher to apply for promotion without any delay and adheres to the UGC Guidelines for their career advancement.
- Group Insurance is offered to the employees, considering their service conditions for their welfare.

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

Teacher Performance record: The teachers are asked to record their everyday engagement at the beginning of every academic year. Each and every details related to lesson plan, test, assignments, mentoring, tutoring, remedial classes, leave taken are recorded. The Principal and the Head of the Departments regularly monitor such issues. During the annual academic audit, the management also evaluates these. Teachers are directed to submit teaching plans every semester to ensure time bound implementation of the academic plan proposed with the start of the academic year.

Evaluation by Management: The College has an academic Committee which evaluates the performance of teachers. The teachers are provided a Proforma and at the end of every academic year it is submitted to the academic committee. The committee members occasionally visit each department to evaluate the performance of the teachers.

Staff Evaluation by HOD: Each Departments is evaluated by the respective Heads also and they prepare a confidential report in prescribed format after evaluation of the academic performance of the faculties highlighting both the strength and weakness.

Teacher Evaluation by the Students: The College maintains an effective feedback mechanism and is monitored by IQAC. The students are given feedback forms and they asses the teachers on the criterion like accessibility to teacher, classroom management, communication skill, fairness in internal assessment, inspiring and motivating ability, interaction with the students. The collected feedbacks are evaluated by IQAC and corrective measures are suggested.

File Description	Document
Upload Additional information	[View Document](#)

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

Response: 0

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

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

File Description	Document
Institutional data in the prescribed format	[View Document](#)

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

Response: 13.75

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

2022-23	2021-22	2020-21	2019-20	2018-19
18	03	00	00	01

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

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

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)

6.4 Financial Management and Resource Mobilization

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

Response:

Institution conducts internal and external audits regularly

Local Audit:

Alhaz Sunai Bibi Choudhury College has a tradition of conducting Local Audit since the establishment of the College. The Governing Body deputes social auditors having experience in this field for auditing all the accounts of the College. The Audit team scrutinizes and verifies acute details of cashbook, cash receipts, cash vouchers, Fees receipts, Fees deposit receipts, Donation receipts etc. and submit Audit Report.

Statutory Audit (Chartered Accountant)

The College maintains several Accounts and Statutory Audit of all the accounts are done by a Chartered Accountant every year. Each and every financial transaction and account of the College is audited. Account Officer maintains all the accounts of Government and Non- Government funds on behalf of the Principal. All the Non- Government funds including the management funds, fees from self financing courses, salary of management staff etc. come under Statutory Audit.

File Description	Document
Upload Additional information	[View Document](#)

6.5 Internal Quality Assurance System

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

Response:

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

Response:

The IQAC is the key agency for the improvement and maintenance of quality in the academic services provided by the Institution. The main endeavours include:

09-08-2023 12:54:42

- Framing the quality Strategies.
- To keep surveillance upon the extensive and outreach programmes of the departments of the College.
- Encourage different stakeholders to create an academic environment in the campus.
- Conducting Seminars, Webinars and Workshops.
- Introduction of best practices.
- Introduction and assessment of curricular and co curricular activities.
- Faculty Development Programmes are organized.

Two Practices institutionalized by IQAC, Alhaz Sunai Bibi Choudhury College:

1. Certificate Courses:

- The IQAC has initiated providing certificate courses to the students, the chief purpose of the initiative was to enrich the quality and skill of the students as to increase their employability and to prepare them for the community life and business life that is waiting for them in near future.

2. The Quality of Teaching Learning Environment in Classroom Teaching has been enriched.

- Internet connectivity is available in all the classrooms through wi-fi.
- For online teaching, the IQAC has created an environment for using the online platforms like google classroom, google meet by the teachers and students.

Moreover, IQAC conducted different programmes on NEP2020, Faculty Development Programme (FDP) to train teaching and non-teaching staff of the College. Besides, the IQAC has regular meeting at a specific duration to formulate plan and programme and periodically review the progress of the plan that has been undertaken from time to time.

IQAC Teaching Learning Review System:

- IQAC collects departmental academic plans at the beginning of every academic year and monitors its sound implementation throughout the year.
- IQAC conveys its policies in respect of remedial teaching, mentoring and Outcome Based Education to all the departments as the academic year begin.
- IQAC monitors internal marking in every department and ensures proper holding of sessional examinations. It develops a mechanism as per the rule of the University for proper evaluation and uploading the marks in the given portal.
- IQAC maintains a system of semester wise result analysis to bring out strength and weakness of various departments and initiates measures to meet out the detected weakness.
- IQAC has developed a questionnaire for the evaluation of faculty performance by the pupils.
- Curriculum feedback is also collected from the guardians during the session.

IQAC Institutional Review System:

- IQAC conducts yearly administrative and academic audit every year.
- Green Audit and Gender Audit are done every year.
- Feedbacks from students regarding institutional performance are taken.

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

   1. Regular meeting of IQAC; Feedback collected, analysed and used for improvements.

   2. Collaborative quality initiatives with other institutions.

File Description	Document
Upload Additional information	[View Document](#)

6.5.2 Quality assurance initiatives of the institution include:

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

Response: C. Any 2 of the above

File Description	Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years. *Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words*

Response:

7.1.1 Measures initiated by the Institutions for promotion of gender equality during the last five years.

Response:

Alhaz Sunai Bibi Choudhury College is a co-education institution, which takes effective measures for the promotion of gender equality. 80% of the students are girls. The college takes different initiatives to ensure gender equality and confidence building.

1. Safety and security

The following are the major initiatives in this regard:

Disciplinary Committee:

The College has formulated a Disciplinary Committee to provide safety and security to students. Certain Disciplinary measures are as follows:

1. No one is allowed in the campus without ID cards and Uniforms.
2. Grievance Redressal Cell is constituted.
3. As per regulations of University, Coolege has Anti-Ragging Committee.
4. Complain box and Suggestion Box are provided in campus.

Anti Sexual Harassment Committee:

A Statutory body has been addressing sexual harassment issues in the campus.

Students Grievance Redressal Cell:

A statutory body has been addressing all kinds of students' Grievances and various issues in the campus. This Cell is also maintaining a day to day check on Online and Offline Students Grievance and Complain Facility available in the College and Suggestion Box made available to the students.

Women Representation:

All committees/ cells/Centre of the College have sufficient number of female representatives.

Counselling:

- At the beginning of every academic year the Principal addresses the new students and provide the much needed counseling to the students.
- The Carreer and Counseling Cell of the College from time to time organize various programmes in this regard.

Common Room:

- A separate Girls Common Room is provided to the girls students.
- A separate common room for teachers.
- A common toilet for teachers.

File Description	Document
Upload Additional information	[View Document](#)

7.1.2 The Institution has facilities and initiatives for

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

Response: B. 3 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

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

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

Response: B. Any 3 of the above

File Description	Document
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)

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

Response:

Response:

Alhaz Sunai Bibi Choudhury College is one of the Potential College located at the adjacent area of Udali Bazar, Lanka, in the district of Nagaon, Assam. The said College was established in the year 1997, 15 March, with its humble motto "Education is the mother of leadership".

Cultural festivals:

Bihu, Moharam, Milad-un-nabi etc. are celebrated by arranging colorful programmes. Various competitions, cultural programmes etc. are a common component of these programmes.

Dressing:

Students are allowed to wear college prescribed uniforms and the teachers are allowed to wear any type of dress but according to the general modesty of dressing.

Inclusion in Bodies:

The college does not have any discrimination based on caste/ gender/ religion / culture/ linguistic background while forming, electing or nominating members to any official or non official bodies.

Admission:

The admission norms are framed in such a way that promotes inclusion of students across all segments like, economically backward sections, SC/ST/OBC etc.

Days Observance:

Specific days like Independence day, Republic day, Gandhi Jayanti, Yoga day, Teachers day, Constitution day, National Education day, Womens' day, Voters' day etc. are observed. Efforts have been made in the last few years to address a few issues to establish strong bonds with the community. Programmes are planned according to the need of the local community especially marginalized group. The college has adopted a village 'Long Mailu' situated at Lumding Forest. Efforts have been made to improve the living conditions of the people through a number of awareness programmes on diverse issues such as swachh aviyan, health and nutrition and women empowerment.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

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

Response:

Best Practice -1 :

Title of the Practice :

"Explore the different species of Bamboos and Plants and Preserve the species in environment."

Objectives of the Practice :

- To explore, understand and document and all holistic knowledge identifying the different species of Bamboo.
- To create sustainable development on earth.
- To create employability in students in the community.
- To promote team work, research oriented project practice among the students.

Underlying Principles/ Concepts :

Alhaz Sunai Bibi Choudhury College has selected this practice with the above mentioned aims and objectives. The College believes that as a higher educational institution of the area, it has the responsibility to explore, understand and identify and preserve the different species of Bamboo along with other plants. Accordingly, the College has been undertaking several programmes in this line since the concept of Bamboo species grasped, with active involvement of its people, students, teachers, researchers.

The Context:

The College has carefully observed the people of entire Udali, locality have been transmitting their unique knowledge to Plant and Nursery Management. In this regard Alhaz Sunai Bibi Choudhury College has got a chance to co-operate and cultivate the same where in they get appropriate employability and earning source. The College has taken a research work on "Identifying the different species of Bamboo and Plants" under the supervision of Dr. Rahmat Ali Laskar, Proprietor, Bio-Diversity Conservation and Research Centre, Nakhuti. The purpose of taking the research work is to preserve and to determine its value in the Global-Market. Our teachers and students are working in this field to preserve and to revive the distinctive species of Bamboo and plants, so that cannot be vanished from our environment.

The Practice :

 The College has organized a good number of programmes in order to achieve the objectives of the research project with an active involvement of the community, people, students and researchers. The initiatives as follows :

- Home visit/ Field Visit/ programmes to explore and awake the community about the species of plants and bamboo.
- Workshop/ Project.
- Institutional set up to explore and identify the same.

Constraints/ Limitations faced with executing the Project Work:

- Since it is Muslim Minority dominated area, sunk under prejudice, mischiefs, doubts, illiteracy and Poverty.
- Absence of urge to cultivate and identify any product.
- They are reluctant to be creative and rennovative.
- Deforestation due to rapid rate of population increase which may cause for disappearance of some rare species of Plants and Bamboos.

Evidence of Success :

- Through Field Visit/ Home Visit Programmes, the College has explored, identified and documented – 40 types/ species of plants and Bamboos.
- Through different survey programmes students and teachers could detect and oidentify different medicinal herbs/ plants.
- It has created an awareness among the locality and increased the level of employability.

Problems encountered and Resources required :

- Lack of available fund to carry out these activities.
- Shortage of time to plan and carry out these activities in a large scale.Lack of research oriented equipment.

Resource Required :

- Different Organizations/ Institution/ Govt./departments should come forward to co-operate the College in this field.
- Government should provincialize the posts so that the faculties could actively involve in monitoring these activities.
- There should have a system of providing credit to the students and faculties against such type of project work.

2nd Best practice

Title of the practice : " Extension service in the adopted village."

Objectives of the practice :

To encourage students to additional responsibilities of social life, to show them the knowledge and experiences of some personalities who are contributing to society by their special work in specific areas of socity.

In 2022 the College adopted a village named LONGMAILU GAON under Lumding Forest area, Lumding.Since then the College has been relentlessly working on the overall development of the village by organizing various camps, interactive sessions, activities and visits. As a part of its community service programme, Alhaz Sunai Bibi Choudhury College has undertaken plantation programme to support the employability of the youths and entire community. Moreover the college frequently undertaking the service of Free health check up etc.The teaching faculty of the college has also taken up classes in the

Longmailu Gaon L.P school for the benefit of the students.

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 :

Our college envisions the social equity in the nearby community. As the community is a muslim minority dominated area, it is an uphill task to remove out the social prejudices, superstitious belief, child marriage, population explosion etc from the society, therefore our institution has taken initiatives to develop the community by frequent home visits, poster and slogans against child marriage,population explosion etc. The great outcomes of the frequent programmes both in campus and off campus is the gradual increase in the percentage of girls in our institution, the college glides on ecstasy and pride having 80% girls ,this is the strength of our college. In short, the institution perpetually strives for all round development of women in the socity.

5.CONCLUSION

Additional information :

Our college cherish to cater to more job oriented courses as well as Department like Assamese which is likely to attract a lot of students, and at the same we hope our institution will transform into a centre of excellence.

Concluding Remarks :

The college strives to promote quality education for the students by providing minimum level of infrastructure and facilities so as to enable them to cope up with the challenges of the socity.

We cherish the vision of making this college a leading premier institution which can leave a mark in the society at large. The college has been serving the society at large for the last 26 years providing holistic education, rooted in values and skills. It will continue to strive for the pursuit of knowledge, modify practices,and extension activities in accordance with the needs of the societyas a whole. Being progressive in nature a radical pragmatic teaching learning process enriched by new technologies and methodologies will be adopted to produce young enthusiastic and empowered students into society.

 Our mission is Education is the mother of leadership. So, we will strive for our best to achieve this mission and make this institution a remarkable institute in the district of Nagaon.

5. CONCLUSION

Additional Information :

The institution witnesses its noted weakness in the field of its infrastructure. It has not had good infrastructure and Modern Technology equipments to impart fastest education, the root causes lie in the fact that the institution is located in a poor minority dominated area .Secondly, the college after a long struggle and sacrifice, recently only a few posts had been provincialized under The Assam Govt. on 2021. Thirdly, The Assam Govt. did not provide any Funds to develop its infrastructure. However, the teachers did not lose heart, with patience and dedication imparting teaching to the students. Apart from this, the teachers are encouraging its students to develop all the aspects of their life. The college has endeavored to motivate the school students of the locality through free motivational classes done in the nearby schools by the faculty members.

Our students are polite and humble and are simultaneously expert in agricultural activities. Most of our Alumni students are engaged in plant and nursery management which has become the source of earning in the community. In short the institution emphasizes on value education of the students.

Concluding Remarks :

Alhaz Sunai Bbi Choudhury College is an Arts Stream College where course are offered to students as per CBCS System and Out Come Based Education is given emphasis. The college maintains continuous internal and external evaluation The college liberally integrates cross cutting issues relevant to Professional Ethics, Gender, Human, Values, Environment and sustainability into the curriculum. It is always attentive to the learning level and progression of the students and conduct bridge courses and remedial classes.

The College is sensible towards research environment and endeavors for promoting innovative ideas to create skillful environment. It carries extension activities in the neighborhood community frequently. The Alumni Association of the college has been actively working as an integral part of the institution. The governance of the institution is always in conformity with the vision and mission of the college. It is committed to decentralization in implementing various planning and activities. It focuses on strategic plans and execution of the same.

The IQAC Cell of the college constantly puts its effect to develop academic as well as other environment of the college. Grievances regarding issues like Gender, Ragging, sexual harassment etc. are dealt with utmost sensitivity. The college is a Green Campus and is single plastic free and tolerance free zone.