



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

SCIENCE COLLEGE, KOKRAJHAR

- Name of the Head of the institution **Dr. Ramananda Sinha**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03661275204**
- Mobile No: **9435026932**
- Registered e-mail **sciencecollege95@gmail.com**
- Alternate e-mail **principal@sciencecollege.ac.in**
- Address **Vill- Bhatarmari, PO- Kokrajhar**
- City/Town **Kokrajhar**
- State/UT **Assam**
- Pin Code **783370**

2.Institutional status

- Type of Institution **Co-education**
- Location **Semi-Urban**
- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **Bodoland University**
- Name of the IQAC Coordinator **Mr. Biswajit Nath**
- Phone No. **03661275204**
- Alternate phone No. **8638872194**
- Mobile **9435720208**
- IQAC e-mail address **iqacsck@gmail.com**
- Alternate e-mail address **iqac@sciencecollege.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<http://sciencecollege.ac.in/iqac/aqar/AQAR%20report%202019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<http://www.sciencecollege.ac.in/calendar/Academic%20calendar%202020.pdf>

5. Accreditation Details

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|----------------|----------|-------------|-----------------------|-------------------|-------------------|
| Cycle 1 | B | 2.54 | 2016 | 25/06/2016 | 24/05/2021 |

6. Date of Establishment of IQAC

07/07/2009

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|-----------------------------------|-------------------|-------------------|-----------------------------|-----------------|
| Institute | UGC | UGC | 2020 | 12945339 |
| Institute | Project | NIF | 2020 | 250000 |
| Institute | State | State | 2020 | 22043582 |
| Institute | State | State | 2020 | 1861848 |
| Institute | State | State | 2020 | 10000000 |
| Institute | University | University | 2020 | 1417264 |

8. Whether composition of IQAC as per latest **Yes**

NAAC guidelines

- Upload latest notification of formation of IQAC [View File](#)

9.No. of IQAC meetings held during the year 6

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Encouraged and conducted webinar for the students and faculty in collaboration with all the departments and Library

Organized Covid-19 awareness programme online for the students.

Participated in NIRF India ranking 2021 and uploaded the data on AISHE portal

Fulfilling the demand of IQAC, Department of Chemistry and NSS unit prepared Sanitizer and conducted mass Sanitization Programme

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

| Plan of Action | Achievements/Outcomes |
|--|--|
| Upgradation of Central Instrumentation Facility | Communication underway with NTPC for FTIR facility. |
| Signing of more MoUs with other institutions for faculty as well as student exchange | Discussion under progress |
| Upgradation of ICT facility for virtual classrooms | Zoom was subscribed for conduct of webinar. Online classes were taken through Google-meet. |
| Organization of National/International conference by June/2021 | Unable to organize due to Covid-19 second wave. |
| Organization of online Faculty Development Programme in collaboration with IIT | Unable to organize due to Covid-19 second wave. |

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

| Name | Date of meeting(s) |
|----------------|--------------------|
| Governing Body | 18/12/2021 |

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

| | |
|--|--|
| 1.Name of the Institution | SCIENCE COLLEGE, KOKRAJHAR |
| • Name of the Head of the institution | Dr. Ramananda Sinha |
| • Designation | Principal |
| • Does the institution function from its own campus? | Yes |
| • Phone no./Alternate phone no. | 03661275204 |
| • Mobile No: | 9435026932 |
| • Registered e-mail | sciencecollege95@gmail.com |
| • Alternate e-mail | principal@sciencecollege.ac.in |
| • Address | Vill- Bhatarmari, PO- Kokrajhar |
| • City/Town | Kokrajhar |
| • State/UT | Assam |
| • Pin Code | 783370 |
| 2.Institutional status | |
| • Type of Institution | Co-education |
| • Location | Semi-Urban |
| • Financial Status | UGC 2f and 12(B) |
| • Name of the Affiliating University | Bodoland University |
| • Name of the IQAC Coordinator | Mr. Biswajit Nath |
| • Phone No. | 03661275204 |
| • Alternate phone No. | 8638872194 |

| | | | | | |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Mobile | 9435720208 | | | | |
| • IQAC e-mail address | iqacsck@gmail.com | | | | |
| • Alternate e-mail address | iqac@sciencecollege.ac.in | | | | |
| 3.Website address (Web link of the AQAR (Previous Academic Year)) | http://sciencecollege.ac.in/iqac/agar/AQAR%20report%202019-20.pdf | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | http://www.sciencecollege.ac.in/calendar/Academic%20calendar%202020.pdf | | | | |
| 5.Accreditation Details | | | | | |
| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
| Cycle 1 | B | 2.54 | 2016 | 25/06/2016 | 24/05/2021 |
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| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount | |
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| Institute | State | State | 2020 | 1861848 | |
| Institute | State | State | 2020 | 10000000 | |
| Institute | University | University | 2020 | 1417264 | |
| 8.Whether composition of IQAC as per latest NAAC guidelines | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |

| | | |
|---|---------------------------|--|
| 9.No. of IQAC meetings held during the year | 6 | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | View File | |
| 10.Whether IQAC received funding from any of the funding agency to support its activities during the year? | No | |
| <ul style="list-style-type: none"> If yes, mention the amount | | |
| 11.Significant contributions made by IQAC during the current year (maximum five bullets) | | |
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| Organized Covid-19 awareness programme online for the students. | | |
| Participated in NIRF India ranking 2021 and uploaded the data on AISHE portal | | |
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| | | |

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Yes

- Name of the statutory body

| Name | Date of meeting(s) |
|----------------|--------------------|
| Governing Body | 18/12/2021 |

14. Whether institutional data submitted to AISHE

| Year | Date of Submission |
|---------|--------------------|
| 2019-20 | 11/06/2020 |

15. Multidisciplinary / interdisciplinary

The College is offering B.Sc. Honours in Physics, Chemistry, Mathematics, Botany, Zoology and Computer Science, M.Sc. in Botany and Zoology, B.Sc. in Information Technology and Bachelore of Physiotherapy displaying multidisciplinary nature of the institute in Science complying with its vision to become a centre of excellence in Science Education and Research.

16. Academic bank of credits (ABC):

Affiliating university does not have this facility.

17.Skill development:

The college is offering skill enhancement papers as per university curriculum in 3rd and 5th semester of each course.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Not done yet.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

College has an extension centre of Krishna Kanta Handique State Open University offering various Degree, Diploma and PG Courses in distance mode.

Extended Profile

1.Programme

1.1

5

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.Student

2.1

858

Number of students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.2

317

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year

| File Description | Documents |
|---|---------------------------|
| Data Template | View File |
| 2.3 | 242 |
| Number of outgoing/ final year students during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 | 47 |
| Number of full time teachers during the year | |
| File Description | Documents |
| Data Template | View File |
| 3.2 | 17 |
| Number of Sanctioned posts during the year | |
| File Description | Documents |
| Data Template | View File |
| 4.Institution | |
| 4.1 | 24 |
| Total number of Classrooms and Seminar halls | |
| 4.2 | 52716662 |
| Total expenditure excluding salary during the year (INR in lakhs) | |
| 4.3 | 45 |
| Total number of computers on campus for academic purposes | |
| Part B | |
| CURRICULAR ASPECTS | |
| 1.1 - Curricular Planning and Implementation | |

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

For effective curriculum delivery for curricular planning and implementation, the institution develop some effective plans through the following ways-

Academic Council: As 2020-21 is a pandemic period it was not possible to continue the classes in offline mode, therefore the academic council have planned online classes as per the routined scheduled centrally. The action plans are developed centrally for all the departments and look after through the council. regular monitoring of classes and the course completion report were taken from all the teachers from all the departments. During this period updation of the classes taken report in the WhatsApp group of all the faculties helps in monitoring the teaching-learning process smoothly.

For smooth implementation of the plannings, all the Headsof the Departments were included in the Academic Council.

1. A central routine for all the departments of the college and the classes have to run as per the schedule given in the timetable.
2. Regular monitoring and reports have been taken through a Whatsapp group.
3. For smooth implementation of planning all the Head of the departments were the core members of the council.
4. Assignments and several tests help in monitoring the development of knowledge.
5. Course completion reports from all teachers have been taken in a prescribed format.

| File Description | Documents |
|-------------------------------------|---------------------|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | Nil |

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

Academic Calendar : The convener of the academic council prepare academic calendar which contain detaila of all schedules for an academic session such as working days, holidays calendar of the

affiliated university. The academic calendar also includes internal examination dates, activities to be undertaken. At the onset of a session a copy is hang (display) in the notice board, uploaded in the college website for wide publicity, furnish to each student at the time of admission and to each department.

Academic Routine: A well planned and time framed academic routine was sent to all the faculty members and students for classes in online mode.

Course Distribution: All the head of the departments distributes courses to all the faculty members of the department and give report to the council head. Academic council monitors the completion of courses of each and every faculties.

Lesson plans were Prepared by teachers before beginning of the session and a report of classes were maintained on daily basis which was updated in the Whatsapp group of academic council.

For smooth observation of knowledge of students continuous Internal evaluation (CIE) through unit test examination were conducted on online mode. Departments internal evaluation system also based on assignments.

| File Description | Documents |
|--------------------------------------|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | http://www.sciencecollege.ac.in/calendar.php |

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

4

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

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

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

1

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The Institution tries its best through its co-curricular activities to inculcate values and ethics among its students. It ensures not only effective curriculum delivery but also makes every effort to impart a holistic education. Through these programmes students gain universal moral and social values, sensitivity towards gender issues and environmental consciousness.

1. Gender sensitization programmes.
2. Observance of Women's Day
3. Environmental education through projects, field work, nature club activities and Green Audit. Students are also encouraged to participate in different programmes.
4. The NSS unit of the College illuminating the young minds of the duties and responsibilities of the citizens of this locality and country.
5. Community outreach and other social welfare programmes
6. Value education and mental health workshops.
7. Handbook of Ethics and Code of Conduct uploaded in the College website and also enunciated during Students' Orientation.
9. Observance of Earth Day, World Environment Day.
10. Upholding values of multiculturalism, diversity and responsibilities through functions like the Annual Programme, Independence and Republic Day celebrations as well as through the activities of various societies of all departments of the college

by wall magazine, poster competitions and presentations etc.

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

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

4

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

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

211

| File Description | Documents |
|---|----------------------------------|
| Any additional information | No File Uploaded |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template) | View File |
| 1.4 - Feedback System | |
| 1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni | E. None of the above |
| File Description | Documents |
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |
| 1.4.2 - Feedback process of the Institution may be classified as follows | E. Feedback not collected |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| URL for feedback report | Nil |
| TEACHING-LEARNING AND EVALUATION | |
| 2.1 - Student Enrollment and Profile | |
| 2.1.1 - Enrolment Number Number of students admitted during the year | |
| 2.1.1.1 - Number of sanctioned seats during the year | |
| 521 | |

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

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

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

148

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

2.2 - Catering to Student Diversity

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

The learning levels of the students are assessed at the Department level. Teachers assess the students by taking the class test, Group discussions, seminars etc. and identify the poor learners and try to solve their difficulties by taking special classes. For every class, there are WhatsApp groups with the class teacher, so students can share their difficulties with the teacher online and the teacher can also help them by taking classes online through google classroom, google meet etc.

| File Description | Documents |
|-----------------------------------|---------------------|
| Link for additional Information | Nil |
| Upload any additional information | No File Uploaded |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 858 | 47 |

| File Description | Documents |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

2.3 - Teaching- Learning Process

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

In the institution experimental learning like practical, demonstrations and workshops etc., are used to enhanced learning experiences. Participative learning such as departmental activities program and competition, orientation, seminar etc. and field study, excursion etc. are also used to enhanced learning experiences of the students.

| File Description | Documents |
|-----------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information | Nil |

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

In compliance with its vision to become a Centre of Excellence in science education as well as concerning the present era of ICT in the classroom, our institution also hauling towards that. For the same, the maximum number of teachers are adopting digital teaching for the students. In this regard, classes by ppt, and video play by LCD project for the smooth understanding of the student are in focus. Each department has one digital classroom with Wi-Fi facility for enabling ICT facilities in the classroom.

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

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

| 2.3.3.1 - Number of mentors | |
|---|---------------------------|
| 27 | |
| File Description | Documents |
| Upload, number of students enrolled and full time teachers on roll. | View File |
| Circulars pertaining to assigning mentors to mentees | View File |
| mentor/mentee ratio | View File |
| 2.4 - Teacher Profile and Quality | |
| 2.4.1 - Number of full time teachers against sanctioned posts during the year | |
| 17 | |
| File Description | Documents |
| Full time teachers and sanctioned posts for year (Data Template) | View File |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | View File |
| 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count) | |
| 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year | |
| 11 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | View File |

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

2.4.3.1 - Total experience of full-time teachers

24

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

2.5 - Evaluation Process and Reforms

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

There is Continuous Internal Evaluation (CIE) system inside the Institution. Introduction of class tests followed by sessional examination and unit test for evaluation of students' progress in undertaken. In addition continuous Home assignment, seminar presentation, practical test are also conducted for constant evaluation of the students. Spot evaluation of answer scripts, discussion of answering pattern with the students as well as redressal of the difficulties faced by the students during learning are the reforms for evaluation.

| File Description | Documents |
|---------------------------------|---------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

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

The internal examination related to grievances is transparent, time bound and efficient. The Vice-Principal of the college regulates the examination related matters and gives time to time notice to the students in that regard. For any query or grievance related to the internal evaluation of the students, notice being served for applying to resolve. The Vice-Principal is at her disposal resolve the matter conveniently favouring to the student. Accordingly, the students apply in writing to the Vice-Principal and within one to two days the grievance is solved by taking

proper steps in resolving the same.

| File Description | Documents |
|---------------------------------|---------------------|
| Any additional information | No File Uploaded |
| Link for additional information | Nil |

2.6 - Student Performance and Learning Outcomes

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

The college is affiliated to Bodoland University. The programme and course outcome of all courses are defined by university.

| File Description | Documents |
|--|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

Not done

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | Nil |

2.6.3 - Pass percentage of Students during the year

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

119

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

2.7 - Student Satisfaction Survey

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

http://www.sciencecollege.ac.in/igac/images/Feedback_Teachers_by_students.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

7.2

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

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

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

1

| File Description | Documents |
|---|---|
| List of research projects and funding details (Data Template) | View File |
| Any additional information | No File Uploaded |
| Supporting document from Funding Agency | View File |
| Paste link to funding agency website | https://dbtindia.gov.in/ |

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

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

7

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

3.2 - Research Publications and Awards

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

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

13

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

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

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

0

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

3.3 - Extension Activities

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

Report on extension activities, 2020-21

1. Two workshops and seven webinars for awareness of the students.
2. Preparation of sanitizer as per WHO guidelines and much sanitization of different departments, institutions during and after COVID-19 pandemic.
3. Two workshops and seven webinars were conducted by inviting experienced resource person from various universities and academic institutions of the country.
4. Hands-on training has also been organized by Biotech Hub to provide scope for skill development on biotechnology topics to the students of nearby secondary schools and colleges.
5. Immunity Development Centre was developed in the later part of 2020 to boost up immunity of the students as well as faculty members
6. One day workshop on 'Grass root Innovation and Herbal Medicine'.
7. Hands-on training for skill development on biotechnology topics to the students of nearby secondary schools and colleges.
8. Medical and health awareness came by Physiotherapy Department on the topics (i) How to alter your Ergonomics & Cardio Exercise during lockdown (ii) 'Role of Physiotherapy in Covid-19 Pandemic'.

9. Awareness campaign by NSS unit for COVID-19 pandemic.

| File Description | Documents |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil |
| Upload any additional information | View File |

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

5

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

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

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

675

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

3.4 - Collaboration

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

54

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has 9 (nine) independent departments and each department is doing its best for the betterment of the student-centric teaching-learning process in the institution. There are altogether 22(Twenty-five) classrooms and seminar halls. Out of these 11(Eleven) classrooms are having ICT-enabled facilities. The institution has 20(Twenty) nos. of laboratories for the purpose of practical classes for the students. Out of 20(Twenty) laboratories, 4(Four) for Physics, 4(Four) for Chemistry, 1(One) for Mathematics, 3(Three) for Botany, 3(Three) for Zoology, 2(Two) for Physiotherapy, 1(One) for Computer science, and 1(One) for B.Sc. IT. In addition, the institution has a Central Instrumentation Facility and an Institutional Biotech Hub which are providing laboratory support to the students and faculties in the accomplishment of their projects and research works. There are 61(Sixty-one) nos. of computers for the academic purpose of the institution. The college has a very wealthy Central Library. The Central Library is fully automated with integrated library management software Soul.2.0.9(Software for University Libraries). RFID system was installed in the library for self-return and anti-theft. Apart from that, each department has its own departmental library with a number of books.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

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

The institution has an auditorium for performing various cultural and educational activities, viz., song, dance, debate competition, etc. There is an indoor stadium in which students and faculties can avail themselves of the opportunities of playing indoor games like table tennis, badminton, etc. The institution has also a playground for carrying out various outdoor games and sports. The institution has a mini gymnasium.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

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

10

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

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

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

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

2886785

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

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Science college Kokrajhar central library named as Kamal Kumar Brahma Central Library is fully automated with integrated library management software Soul.2.0.9 (Software for University Libraries). The automation process was started on 2015. Library has also installed RFID system for self return and anti theft.

| File Description | Documents |
|---------------------------------------|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional Information | https://sites.google.com/view/kkbcl |

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

C. Any 2 of the above

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

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

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

0

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

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

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

5 20

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

4.3 - IT Infrastructure

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

Yes, the institution updates its IT facilities including Wi-Fi as per need

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

4.3.2 - Number of Computers

70

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

| | |
|--|---------------------------|
| 4.3.3 - Bandwidth of internet connection in the Institution | C.10 - 30MBPS |
| File Description | Documents |
| Upload any additional Information | No File Uploaded |
| Details of available bandwidth of internet connection in the Institution | View File |
| 4.4 - Maintenance of Campus Infrastructure | |
| 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs) | |
| 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs) | |
| 1300295 | |
| File Description | Documents |
| Upload any additional information | No File Uploaded |
| Audited statements of accounts. | View File |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | View File |
| 4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. | |
| <p>The college has a provision for framing specific sub-committee subject to the approval of the Governing Body for the internal functioning of the college. The college has a couple of laboratories that provide for the educational needs of the students. The maintenance of the departmental laboratories is done by the assigned bearers under the supervision of the departmental faculties. The college has a Biotech Hub and a Central Instrumentation Facility maintained by coordinators. The college's computerized Central Library functioned by library rules with Digital Library Cards and RFID system. Students avail facility of the departmental library through HOD. The college has an indoor stadium with sufficient sports services and amenities following the guidelines and policies adopted for the same. There is a Prof-In-</p> | |

Charge of the indoor stadium who constantly monitors and supervises all linked to the indoor stadium. There is a facility of membership for outsiders also to experience the facilities. Students can avail the advantage of the computer lab with the prior permission of the respective heads of the Departments. The Vice-Principal being the Convener of the academic council looks after the academic environment of the college as well as the progress of the students.

| File Description | Documents |
|---------------------------------------|---------------------|
| Upload any additional information | No File Uploaded |
| Paste link for additional information | Nil |

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

579

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

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

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

0

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

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

C. 2 of the above

| File Description | Documents |
|---|---|
| Link to institutional website | http://www.sciencecollege.ac.in/igac/images/Commemorative_Days_2020-21.pdf |
| Any additional information | No File Uploaded |
| Details of capability building and skills enhancement initiatives (Data Template) | View File |

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

2

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

2

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

5.1.5 - The Institution has a transparent

C. Any 2 of the above

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

68

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

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

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

2

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

5.3 - Student Participation and Activities

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

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

5

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

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

The students have been given due representation in various academic and administrative bodies of the College. The various academic and administrative bodies which have student representation on them are as follows:

- IQAC.
- Editorial Board of College Magazine
- Hostel Committee
- Anti Ragging Committee
- Campus development
- Celebration Committee • indoor stadium committee
- SCKSU is actively involved in all other academic and co-curricular activities of the college, like organizing seminars and workshops events like the celebration of Independence Day and Republic Day college admission cleanliness drive etc.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sciencecollege.ac.in/council.php |
| Upload any additional information | No File Uploaded |

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

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

0

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

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

Science College, Kokrajhar Alumni Association is a registered Alumni Association .The association is registered under Societies Act, Govt. of Assam. It is an association of ex students of the college.The office of the Association is located in the campus of the college.The objectives of the association are: 1. To make a close coordination with college authority in various academic and co curricular activities. 2. To focus on programmes that aim towards the development of the college. 3. To promote such activities that encourage the development and potentials and talents of the students. 4. To conduct seminar, workshop etc. on any burning or progressive subject for the all round development of students to establish a civilized society. 5. Generating feedback from students to keep a track on their progress. 6. To publish, purchase or distribute books, magazine, Journal etc. on education and personality development of students. 7. To render social services and organise relief programmes during natural calamities, disaster etc. 8. To contribute in cash or kind towards the development of the college.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

E. <1Lakhs

| File Description | Documents |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Vision of the College: To become a centre of excellence in science education

Mission of the College: (i) To create students of Science with good quality, positive attitude and perfect blend of knowledge. (ii) To create good citizens of tomorrow, with their dedication to excellence. (iii) To support the students to bloom their dreams. (iv) To create healthy students-centered teaching-learning environment. (v) To make research a momentous activity involving society and teaching- learning community. (vi) To provide infrastructure and learning resources required for quality education and research. (vii) To sustain academic excellence.

The college has put emphasis on the student-centric infrastructural support for the smooth conduct of teaching learning process. To make research a momentous activity involving society and teaching- learning community, the students are encouraged to do different types of project works. The college has adequate laboratories along with Biotech Hub and Central Instrumentation Facility for catering the practical and research need of the faculties. The college tries to fulfill its vision and mission by adopting various measures from time to time as per requirement and implement them through the process of delegation with higher authority and participative measures are adopted by various Committees, subcommittees, Cells and Centres.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sciencecollege.ac.in/vision-mision.php |
| Upload any additional information | No File Uploaded |

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization

and participative management.

In certain institutional practices through the process of decentralization and participative management, the College encourages students participation in addition to the Teaching staff and non Teaching staffs participation by means of various sub-committees. The College has a Student Council, named as "Science College, Kokrajhar Students' Union". The College holds general election to form the students' union body. The body is elected by the bonafide students of the college for one academic year. The union has seventeen office bearers to look after different aspects concerning students. The activities carried out by the union in an academic session are as follows: Celebration of Freshman Social Day for welcoming the new students, Annual College Week, Publication of College Magazine and Various festivals. To support in various other activities organized by the College or as directed from higher authority. The College also supports the representation of students in academic and administrative bodies- The General Secretary of the Students council represents as member in Internal Quality Assurance Cell, two students represent as members in NSS advisory body and also represents in Sports and Physical Exercise Cell as member. The union body members help in the following cells in execution of their activities- Cultural Cell, Literary Cell and Festival Cell.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sciencecollege.ac.in/council.php |
| Upload any additional information | No File Uploaded |

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institutional Strategic plan of Science College, Kokrajhar is to provide quality higher education and research facility to the students and the faculty members. The primary goal of the plan is to develop the infrastructure facility to the students and become a Centre of Excellence in Science Education and Research.

The specific aims and objectives of the Strategic plan are:

1. Completion of the construction of academic building for separate space of each department.

2. Renovation of Auditorium.
3. Construction of New laboratory for Botany and Zoology department
4. Upgradation of Central Instrumentation Facility.
5. Construction of One Smart ICT enable seminar hall.
6. Establishment of Collaboration with institute and academia for research.
7. Signing of MoUs with other institution for faculty as well as students exchange
8. Construction of one common computer lab for students exposure.

Based on the Strategic plan the college has given special emphasis on the infrastructure development especially on the construction of New laboratory for Botany and Zoology department. The Auditorium is renovated. The Central Instrumentation Facility is upgraded by inclusion of few new instruments. Collaborative research is established with Bodoland University, Kokrajhar, Central Institute of Technology, Kokrajhar and Department of Chemistry, B. N. College, Dhubri.

| File Description | Documents |
|--|---|
| Strategic Plan and deployment documents on the website | View File |
| Paste link for additional information | http://www.sciencecollege.ac.in/iqac/images/development_plan.pdf |
| Upload any additional information | No File Uploaded |

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

Administration: At the management level the college is governed by the President, the Secretary cum Principal and members of the Governing Body (GB). At the college level, the Principal is the highest authority assisted by Vice-Principal, HOD's, IQAC followed by Faculty in charges, Head Clerk, Accountant, Clerks and so on. The organisation structure of the Department level includes HoD's followed by Assistant Professors. The Library is managed by the Librarian, Library Assistant and support staffs.

Service Rules: The college follows rules and regulations laid down by the Higher Education Department (DHE), Govt. of Assam (GoA). The Permanent posts are recruited according to the norms of GoA

and UGC while the Temporary posts are recruited by the GB of the college according to the norms fixed by the GB keeping in view the norms of the GoA and UGC.

Procedure for Promotion: The Permanent faculty members are promoted as per Govt. Guidelines of CAS promotion.

College Sub-Committees: To decentralised the power, different sub-committees, Cells, and Centres are formed in the college from time to time to carry out different duties and responsibilities.

Grievance redressal: The College has Grievance Redressal Cell for timely redressal of the student and the faculty grievances.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | http://sciencecollege.ac.in/pdf/organogram.jpg.pdf |
| Upload any additional information | No File Uploaded |

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

C. Any 2 of the above

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

6.3 - Faculty Empowerment Strategies

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

The College has adopted some welfare measures for all the teaching

and non-teaching staff to provide a good professional relationship and balance with employee's work and their personal lifestyle. Some of these welfare measures are mentioned below:

1. Fully equipped library with Internet facility
2. To keep on monitoring the health of its employees, a equipped gymnasium, with many modern amenities, is set up for workouts.
3. Maternity leave are granted when required.
4. The day care centre provides a facility to the employees for keeping their children during the working hours.
5. As the institution has a multicultural environment in the campus, the management ensures the celebration of most of the festivals.
6. Faculty members are constantly supported by the authority for their development in professional career.
7. Some professional developmental programmes are conducted for both the teaching and non-teaching staff.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

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

0

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

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

0

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

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

21

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

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff**At the Institutional level, the College has a performance**

appraisal system for the teaching and non-teaching staff, which is done by the employer through analysis of feedbacks received from the stakeholders viz. students, alumni member and parents. These feedbacks are analysed properly and the institution as a whole works on the required improvement on the basis of obtained feedback approved by the Board of Management.

Besides the feedback system, the College follows the rules and regulations prescribed by the Director Higher Education, Government of Assam for the CAS promotion based on performance of the permanent teaching faculty members on the basis of API scores.

The Performance Appraisal of the non-teaching staff is purely based on the guidelines prescribed by the Director Higher Education, Government of Assam.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

6.4 - Financial Management and Resource Mobilization

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

Internal Audit: The institution has an internal audit committee which does the internal audit of the financial matters of the college.

External Audit: Every year the college goes through an annual audit of the financial accounts of all heads by a Govt. registered Chartered Accountant maintaining all formalities. Govt. funds are audited as and when needed by Govt. registered Chartered Accountant and the utilization certificate is sent accordingly keeping the records in the office guard file.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

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

0

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

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

The College mobilized funds primarily from Government of Assam, RUSA and BTC on various heads of expenditure. Funds received had been spent on payment of salary. The college also mobilized its resources from the self financing and professional courses namely Master Degree, BPT and B.Sc. I.T. courses. The auditorium is given on rent for public uses. Resource mobilization is also carried out by Students fees, etc. The amounts were used for maintenance and development of the college. Each and every amount received is utilized ensuring accountability and transparency.

The maximum utilisation of resources was ensured through

1. Allocation of budget for effective teaching learning practices.
2. Utilisation of budget to meet day-to-day operational and administrative expenses and maintenance of fixed assets.
3. Up gradation of laboratory and library facilities.
4. Funds were also utilised for development and maintenance of infrastructure of the college.
5. Some funds were allocated for annual requirement of Equipments and Chemicals for the Laboratories.

| File Description | Documents |
|---------------------------------------|---|
| Paste link for additional information | http://www.sciencecollege.ac.in/igac/images/perspective_plan.pdf |
| Upload any additional information | View File |

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

Contribution of IQAC in quality assurance and strategies:

* Takes initiative in industry interaction and collaboration with NTPC, Bongaigaon and IOCL, Bongaigaon Refinery.

* Communicated with IIT, Bombay for online Faculty Development Program for teaching staff and other online courses for students.

* Communicated with NTPC for upgradation of Central Instrumentation Facility (CIF) by providing sophisticated equipments from CSR fund.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

To improve the teaching-learning process, the college adopted monthly teaching plan submitted by the faculties and evaluation of the same by the Vice-Principal as a best practice which gives an assurance of the completion of the syllabus within a stipulated time and effective teaching-learning process. Remedial classes are also arranged for the benefit of the students. IQAC regularly takes update from Academic Council for maintaining quality sustenance.

The progress of the students is evaluated by result analysis, the report of which is collected by IQAC yearly for monitoring the

increment in the same.

| File Description | Documents |
|---------------------------------------|---------------------|
| Paste link for additional information | Nil |
| Upload any additional information | No File Uploaded |

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

A. All of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- Gender equity is the process of being fair to women and men. Our college has always focused on equal treatment to both the genders in terms of rights, benefits and opportunities, so that they achieve academic success as well as become aware of the biased surroundings. The education system has a big role in creating such awareness among the peers and making them responsible individuals in the future.

- Specific facilities provided for women in terms of:

1. Safety and security -To ensure safety following actions have been taken.

- Closed campus with high boundary walls.
- Six security persons are engaged in college campus as well as in hostels.
- CCTV have been installed in the college campus for continuous monitoring.
- Restricted entry of visitors.
- Any unlawful act in the college campus is not tolerated owing to punishment.
- Parent-teacher meet is organized periodically.

1. Counselling

- Women cell and Grievance Redressal cell in the college plays an active role in counselling boys and girls individually keeping in mind their best interests.

1. Common Rooms

- Attached toilets in girls common room with the following facilities
 - Sanitizers
 - Carrom Board
 - Ludo
 - Table tennis
 - Chess

1. Day care center for young children

- Well-equipped day care facility is available to keep working mothers at ease.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | http://www.sciencecollege.ac.in/igac/images/gender_plan.pdf |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | http://www.sciencecollege.ac.in/igac/images/gender_plan.pdf |

| | |
|--|------------------------------|
| 7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment | C. Any 2 of the above |
|--|------------------------------|

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

| |
|---|
| 7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management |
| <p>Our college practices an effective waste management measures by segregating waste materials and recycling.</p> <p>The following wastes are being disposed by the college:</p> <p>Solid Waste Management</p> <p>Waste like plastic, metals, glass, cardboard, newspaper and stationeries are systematically collected, segregated and sold for recycling by Kokrajhar Municipality Board. College has also started paperless concept by digitization of office procedures through electronic means via WhatsApp, email and Google classroom reducing paper-based waste and carbon dioxide emissions. Use of paper printed on one side is encouraged to print drafts, minutes of the meeting and making notes. The grass collected from the campus are used for feeding cattle's and the waste collected from the Physiotherapy OPD is duly discarded.</p> |

Liquid Waste Management- The waste water is carried out through the municipal drainage system to the main sewage.

Biomedical Waste Management- There is no biomedical waste management system in the college.

E-waste Management- There is a storage facility in the campus for e-waste management system. The disposal mechanism of the e-waste is under process.

Waste recycling system- The college authority resolves to initiate waste recycle mechanism like vermicompost, etc. in college campus and other wastes through Kokrajhar Municipality Board.

Hazardous chemicals and radioactive waste management- There is no Hazardous chemicals and radioactive waste management system in the college.

| File Description | Documents |
|---|---|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | http://www.sciencecollege.ac.in/assets/image/gallery/9.jpeg |
| Any other relevant information | No File Uploaded |

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

| | |
|--|-----------------------|
| 7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities | C. Any 2 of the above |
|--|-----------------------|

| File Description | Documents |
|---|---------------------------|
| Reports on environment and energy audits submitted by the auditing agency | View File |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

| | |
|---|-----------------------|
| 7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading | C. Any 2 of the above |
|---|-----------------------|

| File Description | Documents |
|--|---------------------------|
| Geo tagged photographs / videos of the facilities | View File |
| Policy documents and information brochures on the support to be provided | No File Uploaded |
| Details of the Software procured for providing the assistance | No File Uploaded |
| Any other relevant information | No File Uploaded |

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Despite of diversity in religion, culture, and language, our college believes in solidarity. This is evident from the fact that our students belong to different caste, culture and religion background. Our college also observes the following days to keep the students grounded about their roots and culture:

1. Bir Chilarai Divas -

To honor the courageous and heroic deeds of the Great General of Assam, Bir Chilarai Divas is celebrated in the campus, where candle lighting ceremony is done by the staffs and students.

2. Birth and Death anniversary of Bodofa "Father of the Bodos"

On 31st March every year the college observes Birth anniversary of Upendranath Brahma Bodofa, who is fondly regarded as father of the Bodos. All the staffs and students of the college attends the programme.

3. Celebration of Saraswati Puja

4. College cultural day

Annual Cultural Day is organized in the college auditorium, where students participate and get a platform to showcase their talents through various programmes.

5. Sports day

Annual Sports Day is held in the Gow field, college campus and in

indoor stadium.

6. Fresher's day

Through these activities students get acquainted with the different culture of our nation and help to develop the tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. This also creates the inclusive environment in the college and society.

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

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

Students are made aware about the code of ethics, human values, rights, duties and responsibilities as a citizen of India through orientation programmes which is held every year in the beginning of the session. Various boards and display are hoarded in the college corridors to instill code of conduct in students and staffs. To promote ethics and values amongst students and faculty to encourage the same, college organizes National festivals as well as Anniversaries for the great Indian Personalities this include.

Every year on 26th January, we celebrate Republic Day to honour the date on which the constitution of India came into effect. This day highlights the importance of constitution and is attended by students, teaching and non-teaching staffs with great enthusiasm and pride. The programme is presided over by our honorable Principal of Science College who never fails to deliver motivational speech on the significance of preserving constitutional rights and values.

The college celebrates Independence Day on 15th of August every year. The day marks the importance of freedom, on this day, Flag hoisting ceremony is organized followed by recitation of the National Anthem. Our honorable Principal deliver a speech on the importance of freedom and the glory of Indian freedom fighters.

On 2nd October, every year the college observes Gandhi Jayantito mark the birth anniversary of Mohandas Karamchand Gandhi.

Science College, Kokrajhar facilitates student Union's Election every year which is helpful in the promotion of democratic values in the college.

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

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

D. Any 1 of the above

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

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

Our college celebrates national as well as international days and commemorative events and festivals enthusiastically every year. All teaching, non-teaching staffs along with students take

inititative in successful conduction of the programme.

Commemorative Days celebrated in the college:

1. Republic Day on 26th January
2. National Science Day on 28th February
3. International Women's Day on 8th March
4. National Pi Day on 14th March
5. Birth Anniversary of Bodofa on 31st March
6. International Yoga Day on 21st June
7. Independence Day on 15th August
8. Teachers Day on 5th September
9. World Physiotherapy Day on 8th September
10. Gandhi Jayanti on 2nd October
11. National Mathematics Day on 22nd December
12. General freshers day
13. National level conference

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

7.2 - Best Practices

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

Best Practice 2

Title of the Practice: Research Opportunities for Undergraduate students

Objective of the Practice:

- Exposure of undergraduate students to research.

Context:

- To provide the required platform for good research work..

Practice:

- Classes, seminars, paper or poster presentation are conducted.
- Guidance to access research articles and proper collection of data.
- Interactive sessions with other research scholars.

Evidence of Success: Development of good research papers under the guidance of teachers and publication of those articles in reputed journals.

Problems encountered and resources required:

- Lack of proper scientific training among undergraduate students.
- Poor communication and lack of proper guidance.
- Time managements, lack of quality literatures

Outcome: Development of good research papers

Best Practice 2

Title of the Practice: Service to community

Objective of the Practice:

- To instilla sense of social responsibility among the students towards the community.

Practice:

- Operation of Physiotherapy OPD.
- Free health screening
- Active participation of student volunteers

Evidence of Success: Increased influx of queries by the inquisitive public.

Problems encountered and resources required:

- Lack of awareness among the general public regarding physiotherapy and its effect.
- Lack of positive mindset towards non-medicated treatment.

Outcome:

- Revenue collection.
- Exposure of student in community programmes .

Web link of best practice:http://www.sciencecollege.ac.in/iqac/images/best_practice_20_21.pdf

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

7.3 - Institutional Distinctiveness

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

The corona virus pandemic which started its grip first in Wuhan, China in 2019 caused global derangement of the education system. Educational activities were handled via digital devices and homeschooling resources. As per WHO guidelines, to reduce the incidence of infections and flatten the infection curve, mass confinement in homes were directed globally in many countries causing social isolation. This led to a state of emotional turmoil among the youths. Therefore, to maintain physical health and mental wellbeing, Science College Kokrajhar encouraged active participation of students, teaching and non-teaching staffs by developing a concept of Immunity development center which focused on physical activities like cycling, walking, and running, sports activities like badminton, demonstration of zumba, yoga and meditation by a certified trainers in the premises of college auditorium. Such programmes promotes social union between students belonging from different communities and departments which also involves social interaction and surpassed the invisible barriers that existed among the students. The students are also encouraged to follow healthy diet and maintain good hygiene. Through this program students learned to value their own health as such programs promotes holistic well-being of teaching, non-teaching staffs thus building healthy college environment and indirectly impacting the educational performance.

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

7.3.2 - Plan of action for the next academic year

- * Construction of ICT enable seminar hall.
- * Upgradation of Central Instrumentation Facility by adding more sophisticated instruments.
- * Signing of MoUs with other institutions.
- * Communication with Industries for CSR fund for upgradation of the facilities of the college.
- * Completion of common Computer Lab for the students.
- * Organise a National Level Conference/Seminar/Symposia.
- * To reinstall solar panels for alternate power supply.
- * Organisation of popular talk/scientific lecture/motivational talk for the students.
- * To encourage the faculty members for working quality research and publications.
- * To encourage the faculty members to apply for more research grants.