# YEARLY STATUS REPORT - 2021-2022

| 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** | |
| • Affiliated / Constitution Colleges | Affiliated |
| • 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 | **Dr. 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://www.sciencecollege.ac.in/iqac/aqar/AQAR2%202020-21.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/calender-2021-2022.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **B** | **2.54** | **2016** | **25/05/2016** | **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 |
|---|---|---|---|---|
| Institutional | UGC-Non recurring | UGC | 2021 | 3348226 |
| Institutional | Scooty Distribution | Govt of Assam | 2022 | 1275580 |
| Faculty | Research Project | NIF | 2021 | 200000 |
| Institutional | RUSA | Govt of Assam | 2019 | 3106890 |
| Institutional | Competitive Exam | Govt of Assam | 2021 | 1406962 |
| Institutional | Distance Education | KKHSOU | 2021 | 362085 |
| Institutional | Excursion | BTR Govt. | 2021 | 120000 |

| | |
|---|---|
| **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** | 5 |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes |
| • If No, please upload the minutes of the meeting(s) and Action Taken Report | [View File](#) |
| **10.Whether IQAC received funding from any of the funding agency to support its activities during the year?** | No |
| • If yes, mention the amount | |

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

1. Established collaboration with Spoken Tutorial, IIT, Bombay.

2. Organized faculty development programme on "Moodle Learning Management" in collaboration with Spoken Tutorial, IIT, Bombay.

3. Organized webinar jointly with Library in collaboration with Librarians association.

4. Organized awareness programme in collaboration with National Digital Library.

5. Scheduled and initiated all the steps for organization of National Conference on "Science & Technology for Sustainable Development, jointly with VIBHA-NESM in collaboration with IASST, Guwahati and NECTAR, Shillong.

**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 |
|---|---|
| Signing of MoU with different institutions | Established MoU with Spoken Tutorial, IIT, Bomaby, Kokrajhar Govt College and VIBHA-NESM. |
| Repairing of the interactive boards for effective digital classrooms | Repaired two nos. of projectors for the interactive board and restored the two digital classrooms. |
| Organization of National/International conference by June/2022 | Due to heavy rain leading to flood in Kokrajhar locality the National Conference was postponed and rescheduled in the month of September, 2022 |
| Organisation of Faculty Development Programme in collaboration with IIT | Organized Faculty Development Programme on Moodle LMS from 1st August, 2021 to 8th August, 2021 in collaboration with Spoken Tutorial, IIT, Bombay |
| Establishment of new digital classrooms for student centric teaching. | Proposal submitted to authority and assured to purchase the same by December, 2022 |
| Authority will be demand for construction of new academic building for classroom and laboratory need. | Under process |

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

- Name of the statutory body

| Name | Date of meeting(s) |
|---|---|
| Governing Body | 30/01/2024 |

**14.Whether institutional data submitted to AISHE**

| Year | Date of Submission |
|---|---|
| Yes | 09/02/2023 |

## 15.Multidisciplinary / interdisciplinary

The college is affiliated under Bodoland University. All the courses running in the college are B.Sc., B.Sc.IT., BPT and M.Sc. courses which are not multidisciplinary or interdisciplinary.

Whereas, DBT sponsored Biotech Hub of the college is giving opportunity to the faculty and students for multidisciplinary and interdisciplinary research options.

## 16.Academic bank of credits (ABC):

Presently, the affiliating university is not registered under Academic Bank of Credit and accordingly, this college is not getting that option of registering in Academic Bank of Credit and the students too.

## 17.Skill development:

Few certificate courses are running by the departments  for skil development of the students.

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

Yet to integrate Indian Knowledge System in the courses running in this college as the affiliating university has not adopted such any system. Whereas, teaching in multilagual approach particularly in Indian Language along with English is a friendly approach in teaching learning methodology of the college. Languages such as Hindi, Assamese, Bengali, Bodo, etc., languages are used in the teaching methods as per the situattions.

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

The courses designed by the university has specified course outcome and learning outcome.

As a college of Science, with its vision, we the faculty members try our best to build the learning environment as such that every students get benefited from the courses undertaken in this college.

## 20.Distance education/online education:

The college offers distance education through the study centre of Krishna Kanta Handique State Open University. Wjere a number of UG and PG courses offered from Science College, Kokrajhar study centre to the students.

# Extended Profile

| **1.Programme** | |
|---|---|
| 1.1 <br><br> Number of courses offered by the institution across all programs during the year | **14** |

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

| **2.Student** | |
|---|---|
| 2.1 <br><br> Number of students during the year | **912** |

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

| 2.2 <br><br> Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **147** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

| 2.3 <br><br> Number of outgoing/ final year students during the year | **267** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

| **3.Academic** | |
|---|---|
| 3.1 <br><br> Number of full time teachers during the year | **59** |

| File Description | Documents |
|---|---|
| Data Template | <span style="color:blue">View File</span> |

| 3.2 | **17** |
|---|---|

| Number of Sanctioned posts during the year | |
|---|---|

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

| **4.Institution** | |
|---|---|
| 4.1<br><br>Total number of Classrooms and Seminar halls | **22** |
| 4.2<br><br>Total expenditure excluding salary during the year (INR in lakhs) | **388.57832** |
| 4.3<br><br>Total number of computers on campus for academic purposes | **61** |

# 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 as a part of curricular planning and implementation, the institution developed some plans through the following ways- Academic Council: The action plans are developed centraly 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, as a member ofAcademic Council all the Head of the Departments works in group for the same. 1. A central routine for all the departments of the college and the classesare runs 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 and takes discision accordingly. 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 | [View File]() |
| 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 details of all schedules for an academic session such as working days, holidays adhereing the academic calendar of the affiliated university. The academic calendar also includes tentative dates of internal examination, 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, furnished 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.**

**Course Distribution: All the head of the departments distributes courses to the faculty members of the department and give report to the council convenor. 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 centrally. 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.** **B. Any 3 of the above**

**Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | [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

**10**

| 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)

**3**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | [View File](#) |
| 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**

**46**

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

**46**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| 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 issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability are included into the Curriculum.**

**Professional Ethics: We have some policies in our college for the development of professional ethics in students. Issues of plagiarism are also addressed in project dissertation papers.**

**Gender Sensitization: Gender parity are well represented in our college and in departments as well as in students union body and for lady teachers in the important bodies of the College. Some literary texts of the English syllabus encourage students to raise their voice against stereotypical mindset of the society.**

**Human Values: The curriculum reflects issues related to human values like justice and equality, liberty, discrimination, culture, tolerance towards racial diversity by involving students in several works through NSS and by involving students in field trips as part of curriculum.**

**Environment and Sustainability: A compulsory course on "Environmental studies" is offered in second semester to all undergraduate students to develop awareness about environmental issues and concerns.**

**In undergraduate and post graduate some papers offered by department of Botany like "Plant Ecology and phytogeography", "Plant Ecology,**

Environment and Resource Management", "Biodiversity manangement" etc. focus on correlativerelationship between human being and the nature. The undergraduate and post graduate syllabi in chemistry offers paper like "Green Chemistry", "Environmental Chemistry". , in department of Physics there was a SEC paper of 'Renewable Energy and Energy Harvesting", integrate issues of sustainability and sustainable development of environment.

| File Description | Documents |
|---|---|
| Any additional information | View File |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | View File |

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

8

| 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

182

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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**

**B. Any 3 of the above**

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

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

**B. Feedback collected, analyzed and action has been taken**

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | http://www.sciencecollege.ac.in/iqac/images/Feedback%20Report%202021_22.pdf |

## 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

**410**

| File Description | Documents |
|---|---|
| Any additional information | <div align="center">View File</div> |
| Institutional data in prescribed format | <div align="center">View File</div> |

## 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

**57**

| File Description | Documents |
|---|---|
| Any additional information | <div align="center">View File</div> |
| Number of seats filled against seats reserved (Data Template) | <div align="center">View File</div> |

## 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 departmental level. Teachers assess the students by taking class tests, group discussions, seminars, etc., 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 |
|---|---|
| **912** | **59** |

| File Description | Documents |
|---|---|
| Any additional information | [View File]() |

## 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 practicals, demonstrations, workshops, etc. is practiced to enhance learning experiences. Participative learning activities such as departmental activities, programs, competitions, orientations, seminars, etc. Field studies, excursions, etc. are also used to enhance the learning experiences of the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File]() |
| 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 Center of Excellence in science education as well as concerning the present era of ICT in the classroom, our institution is also working towards that. For the same reason, the maximum number of teachers are adopting digital teaching for their students. In this regard, classes by PowerPoint and video play by LCD projectors for the smooth understanding of the student are in focus. Each department has one digital classroom with a 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 | http://www.sciencecollege.ac.in/iqac/images/ict_enabled_classroom.pdf |

## 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

**39**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | **No File Uploaded** |
| 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 | [View File](#) |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

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

## 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

**14**

| 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

25

| 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 a Continuous Internal Evaluation (CIE) system inside the institution. Class tests are followed by unit tests and sessional examinations for evaluation of students' progress. In addition, continuous home assignments, seminar presentations, and practical tests are also conducted for the constant evaluation of the students. Spot evaluation of answer scripts, discussion of the answering pattern with the students, and redressal of the difficulties faced by the students during the learning period are reformed 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 University frames the Syllabus and course. Some of the syllabi do have the course outcomes incorporated. The faculty members of each department are entrusted with the responsibility of framing the course outcomes. The IQAC formulates the programme outcomes. The IQAC arranges Orientation programmes for the students to diseminate the programme outcomes and course outcomes at the beginning of the session. The same is informed many a times by the teachers while taking classes.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://www.sciencecollege.ac.in/iqac/images/ Annual%20Report%202021-2022.pdf |
| 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.

**The College follows the syllabus and curriculum designed by the parent University. The college has a mechanism to evaluate attainment of programme outcome and course outcome and the results of the assessment are analyzed which is used as feedback to improve the entire process of teaching-learning. The assessment is carried out department wise and centrally by IQAC. Each departments analyzes the results of their respective students and their performance and participation in Internal Examinations, regularity and punctuality through analysis of attendance, performance in seminars, co-curricular and extracurricular activities etc. The statistical analysis based on results and students' progression is carried out in all the departments. The performances of the students are discussed at the academic committee meetings, the meeting of the**

**HoDs and at the IQAC.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://www.sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf |

## 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

**192**

| 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 | View File |
| Paste link for the annual report | http://www.sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf |

## 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://sciencecollege.ac.in/iqac/images/Student_Feed_Curriculum_Teaching_Learning_Aspect_21-22.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)

**1**

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

**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) | <u>View File</u> |
| Any additional information | **No File Uploaded** |
| Supporting document from Funding Agency | <u>View File</u> |
| Paste link to funding agency website | **Nil** |

**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 | <u>View File</u> |
| Any additional information | **No File Uploaded** |
| List of workshops/seminars during last 5 years (Data Template) | <u>View File</u> |

**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

15

| 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

6

| 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

**Altogether 10 numbers of extension activities were conducted by different departmentof this institute during 2021-22.Department of English along with the Green Audit Cell of Science College, Kokrajhar has been organized in-house plantation and discussion session on 5th June 2022 where 20 studentsand Faculty members were participated. Department of Mathematics were organized an online Intra District Reasoning Quiz Competition on 19th June 2021, Celebrated Ramanujan Dayevery year and Pi-Day where 191 students were participated. Department of Physiotherapy was organized free health camp at Agomoni Girls' M. E. School on 10th November 2021, free camp to women on 14th March 2022 and Education Tour at Sishu Sarathi Centre respectively.Similarly, Department of Chemistry was organized Azadi Ka Amrit Mahutsav Lecture of 'Progress of Higher Education---' and celebrated National Science Day by Department of Botany in collaboration with Girls' H. S. School, Kokrajhar.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf |
| 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**

1

| 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 | View File |

**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**

4

| 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**

172

| File Description | Documents |
|---|---|
| Report of the event | View File |
| 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**

5

| 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**

3

| 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 is composed of 9 departments. A student-centric approach is consistently prioritized throughout the institution. The infrastructure includes a total of 22 classrooms, 10 of which are equipped with ICT-enabled facilities.

Furthermore, the institution has 20 laboratories: 4 for Physics, 4 for Chemistry, 1 for Mathematics, 3 for Botany, 3 for Zoology, 2 for Physiotherapy, 1 for Computer Science, and 1 for B.Sc. IT. Additionally, the institution houses a Central Instrumentation Facility (CIF) and an Institutional Biotech Hub. The central library, fully automated with ILMS, incorporates an RFID system for self-issue-return of books. Each department further maintains its own library.

The campus also includes the following facilities:

- Wi-Fi-enabled campus
- CCTV surveillance in both the campus and classrooms
- A generator ensuring uninterrupted power supply
- Conference halls for meetings
- Water testing facility
- Card printer for the production of students' and teachers' ID cards
- Separate common rooms for both boys and girls
- Separate washrooms for boys and girls
- Washrooms designated for male and female (teaching and non-teaching staff)
- Hostels for both boys and girls
- Availability of fire extinguishers

- **Appropriate number of computers in each department**
- **First Aid facility**

| 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 features an auditorium for hosting a variety of cultural and educational activities, including but not limited to song performances, dance showcases, and debate competitions. An indoor stadium is available for both students and faculty to engage in indoor games such as table tennis and badminton. Additionally, the institution provides a playground for outdoor games and sports, along with a mini gymnasium. The institution conducts an immunity development program, and facilities for recreational games like Carom and Chess are also available.**

| File Description | Documents |
|---|---|
| Upload any additional information | <u>View File</u> |
| 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 | View File |
| Paste link for additional information | http://www.sciencecollege.ac.in/iqac/images/ict_enabled_classroom.pdf |
| 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)**

**44.47752**

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

**4.2 - Library as a Learning Resource**

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

**The Science College, Kokrajhar proudly houses the Kamal Kumar Brahma Central Library, a fully automated facility featuring Integrated Library Management Software. The library has further enhanced its services by implementing an RFID system, enabling self-issue and return functionalities.**

**Name of ILMS software: SOUL (Software for University Libraries)**

**Nature of automation (fully or partially): fully**

**Version: 2.0.9**

**Year of Automation: 2015**

| 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)**

**6.42965**

| 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**

**17**

| 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

**Wi-fi is regularly updated**

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

## 4.3.2 - Number of Computers

**61**

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

## 4.3.3 - Bandwidth of internet connection in the Institution    **B. 30 - 50MBPS**

| 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)

**86.69396**

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

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

**The college possesses the authority to establish specific subcommittees, contingent upon the approval of the Governing Body, to facilitate the internal operations of the institution. Additionally, the college features several laboratories dedicated to meeting the educational requirements of its students. The maintenance of departmental laboratories is entrusted to designated personnel under the guidance of departmental faculties.**

**Notably, the college houses a Biotech Hub and a Central Instrumentation Facility, both meticulously managed by appointed coordinators. The Central Library operates in a computerized fashion, adhering to library rules and utilizing Digital Library Cards and an RFID system. Access to departmental libraries is facilitated through the respective Heads of Departments.**

**A well-equipped indoor stadium, compliant with established guidelines and policies, offers students ample sports services and amenities. The Prof-In-Charge of the indoor stadium oversees and supervises all related activities. Additionally, external individuals can obtain membership to enjoy these facilities.**

**Students may utilize the computer lab with prior approval from the Heads of Departments. The Vice-Principal, serving as the Convener of the academic council, assumes responsibility for both the academic environment of the college and 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

**510**

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

### 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) | <u>View File</u> |

**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**

**B. 3 of the above**

| File Description | Documents |
|---|---|
| Link to institutional website | http://sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf |
| Any additional information | View File |
| 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**

**25**

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

**25**

| 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 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**

**B. Any 3 of the above**

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | *View File* |
| 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

**51**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | *View File* |
| 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 | [View File](#) |

## 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.

**3**

| 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 univer sity/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 cocurricular 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 | **Nil** |
| Upload any additional information | [View File](#) |

**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.**

**Vision of the College:**

- **To create students of Science with good quality, positive attitude and perfect blend of knowledge.**
- **To create good citizens of tomorrow, with their dedication to excellence.**
- **To support the students to bloom their dreams.**
- **To create healthy students - centered teaching-learning environment.**
- **To make research a momentous activity involving society and teaching- learning community.**
- **To provide infrastructure and learning resources required for quality education and research activities.**
- **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 the various academic and administrative activities, the effective leadership in various institutional practices through decentralization and participative management is visible. The college designed an organogram for the same. The academic administration is looked after by the Vice-Principal through all the Head of Departments. For smooth performance of various curricular and co-curricular activities sub-committees are constructed with different faculty members as convenor and member of the team. To look into the matter of quality sustenance in various academic and administrative activities as well as for effective planning to execute, IQAC has assigned seven criteria coordinators for all the criteria's prescribed by NAAC. To build leadership quality among students, the College has a Student Council, named as "Science College, Kokrajhar Students' Union" elected by the students. They perform various activities related to students throughout year. Students' representation to various committees of the college also encourages the students in building leadership quality.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://www.sciencecollege.ac.in/council.php |
| Upload any additional information | View File |

## 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:**

- **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.**
- **Organize a National Level Conference/Seminar/Symposia.**

- **To reinstall solar panels for alternate power supply.**
- **Organization 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.**

**Based on the Strategic plan the College has given special emphasis on the infrastructure development especially on the construction of Laboratory for Chemistry department. The Central Instrumentation Facility is upgraded by inclusion of few instruments. MoUs signed and collaborative research is established with Central Institute of Technology Kokrajhar, B. N. College, Dhubri, Vijnana Bharati and Kokrajhar Govt. College.**

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | http://www.sciencecollege.ac.in/iqac/images/developement_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 promotted**

as per Govt. Guidelines ofCAS promotion.

College Sub-Committees: To decentralized 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 life style. 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 theworking hours.**

**5. As the institution has a multicultural environment in the campus, the management ensures thecelebration of most of the festivals.**

**6. Faculty members are constantly supported by the authority for their development inprofessional 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 | View File |

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

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

**0**

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

**1**

| 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**

**15**

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

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

**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 stake holders viz. students, alumni member and parents. These feedbacks are analyzed properly and the institution as a whole works on the required improvement on the basis of obtained feed back 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 prescribedby 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 utilization 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 | **Nil** |
| Upload any additional information | **No File Uploaded** |

## 6.5 - Internal Quality Assurance System

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

**Contribution of IQAC in quality assurance and strategies:**

**• Taken initiative in industry interaction and collaboration with NTPC, Bongaigaon and IOCL, Bongaigaon Refinery, ASTEC, Guwahati, IASST, Guwahati, NECTAR, Shillong and VIBHA, India and SBI.**

**• One FDP on Moodle Learning Management System was organized in collaboration with Spoken Tutorial Project, IIT Bombay for Faculty members.**

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

**• Organized webinar jointly with Library in collaboration with Librarians association. Also organized awareness programme in collaboration with National Digital Library.**

**• Scheduled and initiated all the steps for organization of National Conference on "Science & Technology for Sustainable Development, jointly with VIBHA-NESM in collaboration with IASST, Guwahati and NECTAR, Shillong.**

| 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 | <u>View File</u> |
| Upload any additional information | **No File Uploaded** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <u>View File</u> |

## 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 and 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://sciencecollege.ac.in/iqac/images/Annual%20Gender%20Sensitization%20Action%20Plan%20and%20related%20activity%20.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://sciencecollege.ac.in/iqac/images/Specific%20Facilities%20provided%20for%20women.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

**Our college practices an effective waste management measures by segregating waste materials and recycling.**

**The following wastes are being disposed by the college:**

**Solid Waste Management:**

**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.**

**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 | Nil |
| Any other relevant information | View File |

**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) | [View File](View File) |
| 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 26thJanuary, 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 15thof 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 Jayanti to 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 initiaive 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) | [View File]() |
| 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 1**

**Title: ICT Enabled Classroom**

**Objective:**

- **Use of advanced technology to upgrade traditional teaching methods.**

**The practice:**

Installation of smart boards in the classrooms havemadelearning more fun and engaging. Students are encouraged to share their perspectives which not only broadens their knowledge but also helps them break out of their shell when it comes to public speaking.

**Evidence of success:**

The faculty is able to assess the students understanding based on their participation and the teacher is able to identify and help students who struggle.

**Problems encountered:**

Infrequent power outage during class hours.

**Best Practice 2**

**Title:Term -wise teaching plan**

**Objective:**

- To ensure that the overall syllabi is covered in the stipulated time frame.

**The prcatice:**

The academic session commences in the month of August every year. The faculty members have to fill the teaching plan in the beginning of the session.At the end of the term, the staff members are required to submit the topics actually covered till date to the Head of the department.

**Evidence of Success:**

Ensures that the entire syllabus is covered in all the classes.

**Problems encountered:**

Time constraints while preparing the lesson plan.

| 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

As a part of ISR, the college has Digital Physiotherapy Clinic, Soil and Water Testing Centre, Institutional Biotech-Hub, etc.To facilitate research activities for the students of various departments, the Central Instrumentation Facility (CIF) provides support for their research works. Apart from that, the college conducts career-oriented programmes to make the students aware about the competitive job market and help them to come up with this changing trends. To widen up students' engagements, the college has signed MoU with neighbouring colleges of Kokrajhar and Dhubri district and started students exchange programme. Apart from that, MoU has already been signed with Vijnana Bharati, India (VIVA) for organizing different activities. The collaboration of the college with the Spoken Tutorial, IIT Bombay enables the students to empower the faculty members with expertise in their field. The objective behind the introduction of some skill-based courses, other activities, MoU and linkage programmes are to help the students to develop advanced skills. This will empower the students in earning their livelihood and simultaneously work for a harmonious and peaceful society. Every year students qualify for various National level competitive examinations like JAM, NEET, etc. and are set out for higher studies in various Institutes of National Importance.

## 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 as a part of curricular planning and implementation, the institution developed some plans through the following ways- Academic Council: The action plans are developed centraly 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, as a member ofAcademic Council all the Head of the Departments works in group for the same. 1. A central routine for all the departments of the college and the classesare runs 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 and takes discision accordingly. 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 | [View File]() |
| 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 details of all schedules for an academic session such as working days, holidays adhereing the academic calendar of the affiliated university. The academic calendar also includes tentative dates of internal examination, 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, furnished 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.

Course Distribution: All the head of the departments distributes courses to the faculty members of the department and give report to the council convenor. 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 centrally. 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**

`10`

| 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)**

`3`

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Brochure or any other document relating to Add on /Certificate programs | View File |
| 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**

`46`

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

`46`

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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 issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability are included into the Curriculum.

Professional Ethics: We have some policies in our college for the development of professional ethics in students. Issues of plagiarism are also addressed in project dissertation papers.

Gender Sensitization: Gender parity are well represented in our college and in departments as well as in students union body and for lady teachers in the important bodies of the College. Some literary texts of the English syllabus encourage students to raise their voice against stereotypical mindset of the society.

Human Values: The curriculum reflects issues related to human values like justice and equality, liberty, discrimination, culture, tolerance towards racial diversity by involving students in several works through NSS and by involving students in field trips as part of curriculum.

Environment and Sustainability: A compulsory course on "Environmental studies" is offered in second semester to all undergraduate students to develop awareness about environmental issues and concerns.

In undergraduate and post graduate some papers offered by department of Botany like "Plant Ecology and phytogeography", "Plant Ecology, Environment and Resource Management", "Biodiversity manangement" etc. focus on correlativerelationship between human being and the nature. The undergraduate and post graduate syllabi in chemistry offers paper like "Green Chemistry", "Environmental Chemistry". , in department of Physics there was a SEC paper of 'Renewable Energy and Energy Harvesting", integrate issues of sustainability and sustainable development of environment.

| File Description | Documents |
|---|---|
| Any additional information | *View File* |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | *View File* |

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

**8**

| 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

**182**

| File Description | Documents |
|---|---|
| Any additional information | *View File* |
| 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 | B. Any 3 of the above |
|---|---|

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

| 1.4.2 - Feedback process of the Institution may be classified as follows | B. Feedback collected, analyzed and action has been taken |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | http://www.sciencecollege.ac.in/iqac/images/Feedback%20Report%202021_22.pdf |

## 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

**410**

| File Description | Documents |
|---|---|
| Any additional information | View File |
| 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**

**57**

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |
| 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 departmental level. Teachers assess the students by taking class tests, group discussions, seminars, etc., 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 |
|---|---|
| **912** | **59** |

| File Description | Documents |
|---|---|
| Any additional information | [View File](#) |

## 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 practicals, demonstrations, workshops, etc. is practiced to enhance learning**

**experiences. Participative learning activities such as departmental activities, programs, competitions, orientations, seminars, etc. Field studies, excursions, etc. are also used to enhance the learning experiences of the students.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| 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 Center of Excellence in science education as well as concerning the present era of ICT in the classroom, our institution is also working towards that. For the same reason, the maximum number of teachers are adopting digital teaching for their students. In this regard, classes by PowerPoint and video play by LCD projectors for the smooth understanding of the student are in focus. Each department has one digital classroom with a 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 | [http://www.sciencecollege.ac.in/iqac/images/ict_enabled_classroom.pdf](http://www.sciencecollege.ac.in/iqac/images/ict_enabled_classroom.pdf) |

**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**

**39**

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | **No File Uploaded** |
| 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 | View File |
| List of the faculty members authenticated by the Head of HEI | **No File Uploaded** |

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

### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C  Superspeciality / D.Sc. / D.Litt. during the year

**14**

| 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

**25**

| 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 a Continuous Internal Evaluation (CIE) system inside the institution. Class tests are followed by unit tests and sessional examinations for evaluation of students' progress. In addition, continuous home assignments, seminar presentations, and practical tests are also conducted for the constant evaluation of the students. Spot evaluation of answer scripts, discussion of the answering pattern with the students, and redressal of the difficulties faced by the students during the learning period are reformed 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 University frames the Syllabus and course. Some of the syllabi do have the course outcomes incorporated. The faculty members of each department are entrusted with the responsibility of framing the course outcomes. The IQAC formulates the programme outcomes. The IQAC arranges Orientation programmes for the students to diseminate the programme outcomes and course outcomes at the beginning of the session. The same is informed many a times by the teachers while taking classes.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | [http://www.sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf](http://www.sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf) |
| 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.

**The College follows the syllabus and curriculum designed by the parent University. The college has a mechanism to evaluate attainment of programme outcome and course outcome and the results of the assessment are analyzed which is used as feedback to improve the entire process of teaching-learning. The assessment is carried out department wise and centrally by IQAC. Each departments analyzes the results of their respective students and their performance and participation in Internal Examinations, regularity and punctuality through analysis of attendance, performance in seminars, co-curricular and extracurricular activities etc. The statistical analysis based on results and students' progression is carried out in all the departments. The performances of the students are discussed at**

**the academic committee meetings, the meeting of the HoDs and at the IQAC.**

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Paste link for Additional information | http://www.sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf |

**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**

**192**

| 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 | View File |
| Paste link for the annual report | http://www.sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf |

**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://sciencecollege.ac.in/iqac/images/Student_Feed_Curriculum_Teaching_Learning_Aspect_21-22.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)**

**1**

| 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 | **Nil** |

**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**

**15**

| 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**

**6**

| 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

**Altogether 10 numbers of extension activities were conducted by different departmentof this institute during 2021-22.Department of English along with the Green Audit Cell of Science College, Kokrajhar has been organized in-house plantation and discussion session on 5th June 2022 where 20 studentsand Faculty members were participated. Department of Mathematics were organized an online Intra District Reasoning Quiz Competition on 19th June 2021, Celebrated Ramanujan Dayevery year and Pi-Day where 191 students were participated. Department of Physiotherapy was organized free health camp at Agomoni Girls' M. E. School on 10th November 2021, free camp to women on 14th March 2022 and Education Tour at Sishu Sarathi Centre respectively.Similarly,**

**Department of Chemistry was organized Azadi Ka Amrit Mahutsav Lecture of 'Progress of Higher Education---' and celebrated National Science Day by Department of Botany in collaboration with Girls' H. S. School, Kokrajhar.**

| File Description | Documents |
|---|---|
| Paste link for additional information | http://sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf |
| 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**

**1**

| 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 | View File |

**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**

**4**

| 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**

**172**

| File Description | Documents |
|---|---|
| Report of the event | View File |
| 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**

**5**

| 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**

**3**

| 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 is composed of 9 departments. A student-centric approach is consistently prioritized throughout the institution. The infrastructure includes a total of 22 classrooms, 10 of which are equipped with ICT-enabled facilities.

Furthermore, the institution has 20 laboratories: 4 for Physics, 4 for Chemistry, 1 for Mathematics, 3 for Botany, 3 for Zoology, 2 for Physiotherapy, 1 for Computer Science, and 1 for B.Sc. IT. Additionally, the institution houses a Central Instrumentation Facility (CIF) and an Institutional Biotech Hub. The central library, fully automated with ILMS, incorporates an RFID system for self-issue-return of books. Each department further maintains its own library.

The campus also includes the following facilities:

- Wi-Fi-enabled campus
- CCTV surveillance in both the campus and classrooms
- A generator ensuring uninterrupted power supply
- Conference halls for meetings
- Water testing facility
- Card printer for the production of students' and teachers' ID cards
- Separate common rooms for both boys and girls

- **Separate washrooms for boys and girls**
- **Washrooms designated for male and female (teaching and non-teaching staff)**
- **Hostels for both boys and girls**
- **Availability of fire extinguishers**
- **Appropriate number of computers in each department**
- **First Aid facility**

| 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 features an auditorium for hosting a variety of cultural and educational activities, including but not limited to song performances, dance showcases, and debate competitions. An indoor stadium is available for both students and faculty to engage in indoor games such as table tennis and badminton. Additionally, the institution provides a playground for outdoor games and sports, along with a mini gymnasium. The institution conducts an immunity development program, and facilities for recreational games like Carom and Chess are also available.**

| File Description | Documents |
|---|---|
| Upload any additional information | [View File](#) |
| 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 | View File |
| Paste link for additional information | http://www.sciencecollege.ac.in/iqac/images/ict_enabled_classroom.pdf |
| 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)**

**44.47752**

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

**4.2 - Library as a Learning Resource**

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

**The Science College, Kokrajhar proudly houses the Kamal Kumar Brahma Central Library, a fully automated facility featuring Integrated Library Management Software. The library has further enhanced its services by implementing an RFID system, enabling self-issue and return functionalities.**

**Name of ILMS software: SOUL (Software for University Libraries)**

**Nature of automation (fully or partially): fully**

**Version: 2.0.9**

**Year of Automation: 2015**

| 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)**

**6.42965**

| 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**

**17**

| 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

**Wi-fi is regularly updated**

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

## 4.3.2 - Number of Computers

**61**

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

| **4.3.3 - Bandwidth of internet connection in the Institution** | **B. 30 - 50MBPS** |
|---|---|

| 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)**

**86.69396**

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

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

**The college possesses the authority to establish specific subcommittees, contingent upon the approval of the Governing Body, to facilitate the internal operations of the institution. Additionally, the college features several laboratories dedicated to meeting the educational requirements of its students. The maintenance of departmental laboratories is entrusted to designated personnel under the guidance of departmental faculties.**

**Notably, the college houses a Biotech Hub and a Central Instrumentation Facility, both meticulously managed by appointed coordinators. The Central Library operates in a computerized fashion, adhering to library rules and utilizing Digital Library Cards and an RFID system. Access to departmental libraries is facilitated through the respective Heads of Departments.**

**A well-equipped indoor stadium, compliant with established guidelines and policies, offers students ample sports services and amenities. The Prof-In-Charge of the indoor stadium oversees and supervises all related activities. Additionally, external individuals can obtain membership to enjoy these facilities.**

**Students may utilize the computer lab with prior approval from the Heads of Departments. The Vice-Principal, serving as the Convener of the academic council, assumes responsibility for both the academic environment of the college and 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

**510**

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

### 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) | <u>View File</u> |

| 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 | B. 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Link to institutional website | http://sciencecollege.ac.in/iqac/images/Annual%20Report%202021-2022.pdf |
| Any additional information | View File |
| 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**

**25**

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

**25**

| 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 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 | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | View File |
| 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

**51**

| File Description | Documents |
|---|---|
| Upload supporting data for student/alumni | View File |
| 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 | View File |

## 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.**

**3**

| 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 cocurricular 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 | **Nil** |
| Upload any additional information | [View File](#) |

**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.

Vision of the College:

- To create students of Science with good quality, positive attitude and perfect blend of knowledge.
- To create good citizens of tomorrow, with their dedication to excellence.
- To support the students to bloom their dreams.
- To create healthy students - centered teaching-learning environment.
- To make research a momentous activity involving society and teaching- learning community.
- To provide infrastructure and learning resources required for quality education and research activities.
- 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 the various academic and administrative activities, the effective leadership in various institutional practices through decentralization and participative management is visible. The college designed an organogram for the same. The academic administration is looked after by the Vice-Principal through all the Head of Departments. For smooth performance of various curricular and co-curricular activities sub-committees are constructed with different faculty members as convenor and member of the team. To look into the matter of quality sustenance in various academic and administrative activities as well as for effective planning to execute, IQAC has assigned seven criteria coordinators for all the criteria's prescribed by NAAC. To build leadership quality among students, the College has a Student Council, named as "Science College, Kokrajhar Students' Union" elected by the students. They perform various activities related to students throughout year. Students' representation to various committees of the college also encourages the students in building leadership quality.

| File Description | Documents |
| --- | --- |
| Paste link for additional information | http://www.sciencecollege.ac.in/council.php |
| Upload any additional information | View File |

## 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:

- 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.
- Organize a National Level Conference/Seminar/Symposia.
- To reinstall solar panels for alternate power supply.
- Organization 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.

Based on the Strategic plan the College has given special emphasis on the infrastructure development especially on the construction of Laboratory for Chemistry department. The Central Instrumentation Facility is upgraded by inclusion of few instruments. MoUs signed and collaborative research is established with Central Institute of Technology Kokrajhar, B. N. College, Dhubri, Vijnana Bharati and Kokrajhar Govt. College.

| File Description | Documents |
|---|---|
| Strategic Plan and deployment documents on the website | **No File Uploaded** |
| Paste link for additional information | http://www.sciencecollege.ac.in/iqac/images/developement_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 promotted as per Govt. Guidelines ofCAS promotion.**

**College Sub-Committees: To decentralized 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 life style. 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 theworking hours.**

**5. As the institution has a multicultural environment in the campus, the management ensures thecelebration of most of the festivals.**

**6. Faculty members are constantly supported by the authority for their development inprofessional 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 | [View File](#) |

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

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

**0**

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

1

| 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**

15

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

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

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 stake holders viz. students, alumni member and parents. These feedbacks are analyzed properly and the institution as a whole works on the required improvement on the basis of obtained feed back 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 prescribedby 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) | <u>View File</u> |

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 utilization 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 | Nil |
| Upload any additional information | No File Uploaded |

## 6.5 - Internal Quality Assurance System

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

Contribution of IQAC in quality assurance and strategies:

• Taken initiative in industry interaction and collaboration with NTPC, Bongaigaon and IOCL, Bongaigaon Refinery, ASTEC, Guwahati, IASST, Guwahati, NECTAR, Shillong and VIBHA, India and SBI.

• One FDP on Moodle Learning Management System was organized in collaboration with Spoken Tutorial Project, IIT Bombay for Faculty members.

• Communicated NTPC Ltd. Bongaigaon with revised proposal for upgradation of Central Instrumentation Facility (CIF) by providing sophisticated equipments from CSR fund.

• Organized webinar jointly with Library in collaboration with Librarians association. Also organized awareness programme in collaboration with National Digital Library.

• Scheduled and initiated all the steps for organization of National Conference on "Science & Technology for Sustainable Development, jointly with VIBHA-NESM in collaboration with IASST, Guwahati and NECTAR, Shillong.

| 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 | <u>View File</u> |
| Upload any additional information | **No File Uploaded** |
| Upload details of Quality assurance initiatives of the institution (Data Template) | <u>View File</u> |

## 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 and 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://sciencecollege.ac.in/iqac/images/Annual%20Gender%20Sensitization%20Action%20Plan%20and%20related%20activity%20.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://sciencecollege.ac.in/iqac/images/Specific%20Facilities%20provided%20for%20women.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

**Our college practices an effective waste management measures by segregating waste materials and recycling.**

**The following wastes are being disposed by the college:**

**Solid Waste Management:**

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.

**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 | **Nil** |
| Any other relevant information | View File |

| **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** | D. Any 1 of the above |
|---|---|

| Maintenance of water bodies and distribution system in the campus | |
|---|---|

| 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:<br><br>1. Restricted entry of automobiles<br>2. Use of Bicycles/ Battery powered vehicles<br>3. Pedestrian Friendly pathways<br>4. Ban on use of Plastic<br>5. landscaping with trees and plants | A. Any 4 or All of the above |
|---|---|

| 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** |

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| | |
|---|---|
| **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) | [View File](#) |
| 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 26thJanuary, 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 15thof 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 Jayanti to 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 inititaive 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) | View File |
| 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 1**

**Title: ICT Enabled Classroom**

**Objective:**

- **Use of advanced technology to upgrade traditional teaching methods.**

**The practice:**

**Installation of smart boards in the classrooms havemadelearning more fun and engaging. Students are encouraged to share their perspectives which not only broadens their knowledge but also helps them break out of their shell when it comes to public speaking.**

**Evidence of success:**

**The faculty is able to assess the students understanding based on their participation and the teacher is able to identify and help students who struggle.**

**Problems encountered:**

**Infrequent power outage during class hours.**

**Best Practice 2**

```
Title:Term -wise teaching plan

Objective:
```

- To ensure that the overall syllabi is covered in the stipulated time frame.

```
The prcatice:

The academic session commences in the month of August every year.
The faculty members have to fill the teaching plan in the
beginning of the session.At the end of the term, the staff
members are required to submit the topics actually covered till
date to the Head of the department.

Evidence of Success:

Ensures that the entire syllabus is covered in all the classes.

Problems encountered:

Time constraints while preparing the lesson plan.
```

| 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

```
As a part of ISR, the college has Digital Physiotherapy Clinic,
Soil and Water Testing Centre, Institutional Biotech-Hub, etc.To
facilitate research activities for the students of various
departments, the Central Instrumentation Facility (CIF) provides
support for their research works. Apart from that, the college
conducts career-oriented programmes to make the students aware
about the competitive job market and help them to come up with
this changing trends. To widen up students' engagements, the
college has signed MoU with neighbouring colleges of Kokrajhar
and Dhubri district and started students exchange programme.
```

Apart from that, MoU has already been signed with Vijnana Bharati, India (VIVA) for organizing different activities. The collaboration of the college with the Spoken Tutorial, IIT Bombay enables the students to empower the faculty members with expertise in their field. The objective behind the introduction of some skill-based courses, other activities, MoU and linkage programmes are to help the students to develop advanced skills. This will empower the students in earning their livelihood and simultaneously work for a harmonious and peaceful society. Every year students qualify for various National level competitive examinations like JAM, NEET, etc. and are set out for higher studies in various Institutes of National Importance.

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

7.3.2 - Plan of action for the next academic year

1. Completion of one ICT-enabled seminar hall.
2. Introduction of a few more skill-based courses.
3. Signing of more MoUs with other institutions and organizations.
4. Establishment of communication with NTPC, Salakati, for the CSR fund for upgradation of the facilities of the Central Instrumentation Facility by adding more sophisticated instruments.
5. Completion of the common computer lab for the students.
6. Organization of the National Level Conference, which was unable to be completed in the session 2021-22.
7. To reinstall solar panels for an alternate power supply.
8. Organization of popular talks/scientific lectures/motivational talks for the students.
9. To encourage the faculty members to work on quality research and publications.
10. To encourage the faculty members to apply for more research grants.
11. To organize more extension activities in the neighbouring areas.
12. To undertake an industry/institution/field visit for the enrichment of students.
13. Organization of an environmental safety talk/workshop/symposium for the students/faculties.
14. Celebration of important commemorative days.