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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**  
*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

ANNUAL QUALITY ASSURANCE REPORT

(AQAR)ANNUANNUAAAAL AL QUALITY ASS

URANCE REPORT (AQAR)

Submitted

To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

(NAAC)

BY

NAZIRA COLLEGE, NAZIRA

P.O.NAZIRA

DISTRICT: SIVASAGAR, ASSAM

785685

FOR THE YEAR - 2016

THE ANNUAL QUALITY ASSURANCE REPORT

(AQAR)ANNUANNUAAAAL

**Part – A**

**1. Details of the Institution**

**NAZIRA COLLEGE**

**1.1 Name of the Institution**

**BOARDING ROAD, NAZIRA**

**1.2 Address Line 1**

**P.O. NAZIRA**

Address Line 2

**NAZIRA**

City/Town

**ASSAM**

State

**785685**

Pin Code

naziracollege@yahoo.in

Institution e-mail address

**9435057218**

Contact Nos.

**DR. RAJU PHUKAN**

Name of the Head of the Institution:

**9435057218**

Tel. No. with STD Code:

Mobile:

**9435057218**

Name of the IQAC Co-ordinator:

**DR. AJIT CHANDRA BORAH**

**9435058854.**

Mobile:

ajitchandraborah@yahoo.com

IQAC e-mail address:

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1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

**OR**

1.4 **NAAC Executive Committee No. & Date:**

Ec/54/RAC/092dtd. 8/1/11

*(For Example EC/32/A&A/143 dated 3-5-2004.*

*This EC no. is available in the right corner- bottom*

*of your institution’s Accreditation Certificate)*

www.naziracollege.in

1.5 Website address:

[www.naziracollege.in/IQAC/AQAR](http://www.naziracollege.in/IQAC/AQAR) 2016-17

Web-link of the AQAR:

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

1.6 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Cycle** | **Grade** | **CGPA** | **Year of Accreditation** | **Validity Period** |
| **1** | **1st Cycle** | **C+** | **-** | **2004** | **5 YEARS** |
| **2** | 2nd Cycle | **C** | **-** | **2010** | **5 YEARS** |
| 3 | 3rd Cycle | - | - | - | - |
| 4 | 4th Cycle | - | - | - | - |

**18/07/2005**

1.7 Date of Establishment of IQAC: DD/MM/YYYY

2016

1.8 AQAR for the year

1.9 Details of the previous year’s AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

1. AQAR 22/06/2011
2. AQAR 31 /12/2012
3. AQAR 31/12/2013
4. AQAR 02/07/2016 for 2015
5. AQAR 11/09/2017 for 2016

1.10 Institutional Status

N/A

-

-

-

University State Central Deemed Private

-

√

Affiliated College Yes No

Constituent College Yes No

-

Autonomous college of UGC Yes No

√

-

-

√

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

-

-

√

Type of Institution Co-education Men Women

-

√

Urban Rural Tribal

-

√

√

√

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

-

-

1.11 Type of Faculty/Programme

-

√

Arts Science Commerce Law PEI (Phys Edu)

-

-

-

TEI (Edu) Engineering Health Science Management

-

-

-

-

BCA/ BMC (KKHSOU in distance mode)/B. Voc in Information Technology and Fashion Designing

Others (Specify)

**DIBRUGARH UNIVERSITY**

1.12 Name of the Affiliating University *(for the Colleges)*

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc.

-

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

N/A

N/A

-

-

DST Star Scheme UGC-CE

-

-

-

UGC-Special Assistance Programme DST-FIST

B. Voc Programme and D. El. ED

-

UGC-Innovative PG programmes any other (*Specify*)

-

UGC-COP Programmes

**2. IQAC Composition and Activities**

10(Ten)

2.1 No. of Teachers

01(One)

2.2 No. of Administrative/Technical staff

00

2.3 No. of students

2.4 No. of Management representatives

01

02

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

01

Community representatives

01

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

04

**06**

**01**

2.11 No. of meetings with various stakeholders: No. Faculty

01

01

**02**

Non-Teaching Staff Students Alumni Others

√

-

-

2.12 Has IQAC received any funding from UGC during the year? Yes No

Nil

If yes, mention the amount

2.13Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

04

03

00

-

7

Total Nos. International National State Institution Level

(ii) Themes

1. An awareness Programme on Industrial Motivation was held on 20/01/2016
2. Career Guidance Programme was organised in the college in Collaboration with Kazironga University on 8th February/2016.
3. “A pool Campus drive” was organised by Tata Consultancy on 10th February/2016
4. An awareness programme on sexual harassment was organised by the Sexual Harassment Cell of the college.
5. Workshop was organised for different Central Government competitive examination and Banking Services on 27th August,2016
6. An workshop on ‘Life Skill Development and Confidence Building” was held on 4th October, 2016
7. An workshop on “Mental Health, Its Problems and Importance” was held on 14th October,2016

2.14 Significant Activities and contributions made by IQAC

1. Class Monitoring Committee was formed to monitor the classes regularly.
2. Trained faculties and Staff to make them ICT enable.
3. New initiative was taken to mentor classes by students.
4. Encourages students to participate in NCC and NSS activities.
5. Encourages students, teachers for community services.
6. Workshop on Drama was organized
7. Initiatives taken for Campus placement.
8. Initiated B. Voc programme in Information Technology and Fashion Designing
9. Student Feedback on Teachers was conducted.
10. State level workshop, seminar, Career guidance Programme etc. was organized. (Workshops on Mental Health and its Problems, Art of living etc. were organized).
11. IQAC annual Newsletter was published on 16.12.2016
12. **‘Image’** – A Research Journal was published on 16/12/2016.
13. In order to conduct Academic Audit, a Committee was constituted.
14. Encourage teachers to take classes in Feeder School and Moitree Ek Gyanjatra.
15. Initiative taken for Gender Sensitisation.
16. Anti-ragging drives conducted

**2.15 Plan of Action by IQAC/Outcome**

The plan of action chalked out by the IQAC in the beginning of the year towards quality

Enhancement and the outcome achieved by the end of the year \*

|  |  |
| --- | --- |
| **Plan of Action** | **Achievement** |
| Construction of new building is to be completed | New Building is completed |
| * Plan for introduction of Science stream | * Submitted necessary documents to the DHE, Assam |
|  MOU’s from various National and International institutions/Industries will be signed. | 1. MOU with Gargaon College has been signed for faculty exchanged propgramme. 2. Tech Mohindra, 3. Nasscom (IT), 4. Udaan Skill Foundation Partnership with National Skill Development Corporation (NSDC). |
| To organize a National Seminar on Teaching-Learning Process | One National Workshop and one National Seminar were applied and already sanctioned. |
| To cater the needs of slow learners through remedial classes | Remedial classes are done,  Mentorship of students has been initiated |
| To conduct an academic audit of departments | Academic Audits were conducted by the departments |
| To promote collaborative research | IQAC News letter, P was published,  **‘Image’** – A Research Journal of Nazira College Teacher Unit is published |
| To augment infrastructural facilities | Video Conferencing/Digital library/ Digital class rooms were established.  Boarding capacity in the Girls’ hostel is increased |

*\* Attach the Academic Calendar of the year as Annexure.* (ANNEXURE – 1)

2.16. Whether the AQAR was placed in statutory body Yes No

-

-

√

Management Syndicate any other body

-

√

Provide the details of the action taken

1. ‘Junior Software Developer’ course conducted under Udaan Skill Foundation Partnership with National Skill Development Corporation (NSDC).
2. Starting of B. Voc Programme from the Academic Session 2015 – 16 in Information Technology and Fashion Designing Course.
3. Organised Students Seminar, Debating, Quiz Competitions, Student Counselling, Health Awareness and Yoga Programme etc.
4. Drives for Cash less transaction

Part – B

**Criterion –**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | - | - | - | - |
| PG | 05 | 00 | - | - |
| UG | 04(BA,BCA, BMC, B.Voc) | 00 | - | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | 02 | - | - | 02 |
| Certificate | 01(CCC) | 00 | - | 01 |
| Others | - | - | - | - |
| **Total** | 12 | 00 | - | 03 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | - | - | - | - |
| Innovative | - | 01 | - | 01 |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options: Core Elective Option

(ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | 4 |  |  |  |
| Trimester | - |
| Annual | - |

√

-

√

√

1.3 Feedback from stakeholders\* Alumni Parents Employers Students

***(On all aspects)***

Mode of feedback : Online Manual Co-operating schools (for PEI)

-

√

-

***\*Please provide an analysis of the feedback in the Annexure (See Annexure – 2)***

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

Syllabi are updated by the University.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 29 | 10 | 19 | 0 | 0 |

2.1. Total No. of permanent faculty

06

2.2. No. of permanent faculty with Ph.D.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
| R | V | R | V | R | V | R | V | R | V |
| 01 | 00 | - | - | - | - | - | - | 01 | 00 |

2.3. No. of Faculty Positions Recruited (R) and Vacant (V) during the year

10

-



2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of Faculty** | **International level** | **National level** | **State level** |
| **Attended Seminars/ Workshops** | 01 | 16 | 01 |
| **Presented papers** | - | 04 | - |
| **Resource Persons** | - | - | 04 |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

ICT-enabled teaching-learning process followed. Student-centric teaching strategies were introduced.

2.7 Total No. of actual teaching days during this academic year

183

2.8 Examination/ Evaluation Reforms initiated by

Double Valuation

the Institution (for example: Open Book Examination, Bar Coding,

Double Valuation, Photocopy, Online Multiple Choice Questions)

- -

-

05

2.9 No. of faculty members involved in curriculum

Restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

80%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise distribution of pass percentage:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division | | | | |
| Distinction % | I %(out of 210) | II %(out of 210) | III %(out of 210) | Pass % |
| UG  ( B.A. 6th Sem) | 210 | - | 19.52% | 19.05% | 13.33% | 51.90 |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

 By conducting academic audit through interaction with Departments and external authority

 By suggesting the conduct of remedial programmes for slow learners/advised to take extra classes on need based.

IQAC encourages faculty to utilize modern techniques in the delivery of knowledge and encourages students to familiarize themselves with computers and other IT methods

IQAC regularly monitors the admission process, time-tables, Academic Calendar, syllabus, seminars, tutorials, internal examination, co-curricular activities, evaluation etc.

* Academic committees are formed. For each Semester there are different committees to mentor the classes and progression of course.

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of faculty benefitted* |
| Refresher courses | - |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | - |
| Faculty exchange programme | 06 |
| Staff training conducted by the university | - |
| Staff training conducted by other institutions | 01 |
| Summer / Winter schools, Workshops, etc. | 20 |
| Others | - |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of Permanent  Employees | Number of Vacant  Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 13 | 01 | 0 | 0 |
| Technical Staff | 00 | 0 | 0 | 02 |

**Criterion – III**

**3. Research, Consultancy and Extension**

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

Research is one of the significant activities of our college. IQAC promotes faculty members to registers PH.D and M.Phil degrees. Special leaves are sanctioned for course work, to attend conferences and seminars. During this academic year 1 research scholars have obtained Ph. D. In order to promote quality research, we published one research journal named “IMAGE”. Besides it, three periodical namely ‘Rodali’, ‘Ahnic’ and ‘Sikshajyoti’ are published annually. IQAC encourages faculty to engage in various field of research.

3.2Details regarding major projects:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | 00 | 00 | 00 |
| Outlay in Rs. Lakhs | - | - | - | - |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | 06 | 00 | 00 |
| Outlay in Rs. Lakhs | 00 | 13,05000/- | 9,37,500/- | 00 |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 01 | 06 | 03 |
| Non-Peer Review Journals | - | - | - |
| e-Journals | 01 | - | - |
| Conference proceedings | - | - | - |

3.5 Details on Impact factor of publications:

-

-

-

-

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | Duration  Year | Name of the  funding Agency | Total grant  Sanctioned | Received |
| Major projects | - | - | - | - |
| Minor Projects | 02 | UGC | 13,05000/- | 9,37,000/- |
| Interdisciplinary Projects | - | - | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects  *(other than compulsory by the University)* | - | - | - | - |
| Any other(Specify) | 6 Months | Self Financed(Pol. Science, Education, Economics, Geography) | - | - |
| Total |  | - | 13,05000/- | 9,37,000/- |

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

-

01

-

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST

-

-

-

DPE DBT Scheme/funds

-

-

3.9 For colleges Autonomy CPE DBT Star Scheme

-

-

-

INSPIRE CE Any Other (specify)

-

-

-

Nil

3.10 Revenue generated through consultancy -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level | International | National | State | University | College |
| Number | - | - | - | - | - |
| Sponsoring agencies | - | - | - | - | - |

3.11 No. of

Conferences

Organized by the

Institution

03

3.12 No. of faculty served as experts, chairpersons or resource persons

01

03

-

3.13 No. of collaborations International National Any other

02

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

-

N/A

From funding agency From Management of University/College

Total

-

|  |  |  |
| --- | --- | --- |
| Type of Patent |  | Number |
| National | Applied | - |
| Granted | - |
| International | Applied | - |
| Granted | - |
| Commercialised | Applied | - |
| Granted | - |

3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| - | - | - | - | 01 | - | - |

Of the institute in the year

3.18 No. of faculty from the Institution

01

who are Ph. D. Guides

00

and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

-

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

00

00

JRF SRF Project Fellows Any other

00

00

3.21 No. of students Participated in NSS events:

0606

02

University level State level

National level International level

-

-

3.22 No. of students participated in NCC events:

00

-

University level State level

National level International level

-

00

3.23 No. of Awards won in NSS:

-

University level State level

-

National level International level

-

-

3.24 No. of Awards won in NCC:

University level State level

-

-

National level International level

-

-

3.25 No. of Extension activities organized

-

-

University forum College forum

01

05

-

NCC NSS Any other

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

An awareness programme on Industrial motivation was held on 20/01/2016which was organized by Career Counseling Cell of the College. The programme was organized in collaboration with N.G.O ‘PROBAH’. A Career Counseling programme was organized in the college in collaboration with Kazironga University on 8th February, 2016. On 4th October, 2016, a workshop on Life Skill Development and Confidence Building was held. An Awareness Programme on Sexual Harassment was organized by Sexual Harassment Cell of the College on 24th October, 2016. Workshop for various Competitive Examinations was organized by Career Counseling Cell of the college on 27th August, 2016.

**Activities of STAND outreach programme:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No** | **Programmes** | **No. of Programmes** | **No of Villages** | **Total No of Beneficiaries** |
| 01 | Cleanness Programme | 01 | Charaideo Moidam, Sivasagar | Neighbouring areas |
|  | Cleanness Programme | 01 | Namati High school, Nazira | Namati High School |
|  | Cleanness Programme | 01 | Nazira College Campus |  |
| 02 | D. El. Ed | 01 | 50 Schools | 73 |
| 03 | NSS Training Programme | 01 | Nazira Town and neighbouring areas | 500 |
| 04 | Skill Development | 01 | Nazira College | 300 |
| 09 | Voters awareness Programme | 01 | Nazira Town and neighbouring areas | 500 |
| 10 | International Yuga Day | 01 | Nazira college and Neighbouring School | 400 |
| 11 | Plantation and Cleanness Programme | 01 | Rajapool Village | 100 |
| 12 | World Environment Day(5th Jan) | 01 | Nazira College and neighbouring area | 100 |
| 13 | Fire Awareness programme | 01 | Nazira College | 500 |

**Criterion – IV**

**4. Infrastructure and Learning Resources**

4.1 Details of increase in infrastructure facilities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Facilities | Existing | Newly created | Source of Fund | Total |
| Campus area | 9.31 Acre area | 00 | - | 9.31 |
| Class rooms | 20 | 02 | State govt. | 22 |
| Laboratories | 03 | 00 | UGC and State govt. | 03 |
| Seminar Halls | 02 | 01 | State Govt  & UGC | 03 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. | 12 | 04 | State govt. | 16 |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 15,68,988/- | 40,35,618/- | UGC & College fund and State govt. fund | 56,04,606/- |
| Others | 4,30,041/- | 85,58,955/- | UGC & State Govt. | 89,89,365/- |

4.2 Computerization of administration and library:

The computers and its accessories are regularly maintained by the college.

The library provides open access to staff and students.

At the beginning of every semester, the Librarian addresses the students, explaining the

Methods of using the library resources.

Journals and magazines are kept in open racks.

The librarian and two library assistants ensure the use and security of resources in the

Library.

CC TV has been established in the library for monitoring purpose. SOUL/ Digital Library/ N - List

4.3 Library services:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Newly added | | Total | |
| No. | Value | No. | Value | No. | Value |
| Text Books | 5625 | Rs.1278236/- | 253 | Rs.124047/- | 5888 | 1402283/- |
| Reference Books | 8533 | 2235260 | 514 | 127023 | 9047 | 2362283 |
| e-Books | N - LIST | FREE | - | - | - | - |
| Journals | 01 | 2884 | 2 | 1440 | 15 |  |
| e-Journals | N – LIST | FREE | - | - | - | - |
| Digital Database | SOUL 2.0 | - | - | - | - | - |
| CD & Video | 35 | 10316 | 05 | free | 40 | 10316 |
| Others (specify) | - | - | - | - | - | - |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing | 61 | 01 | 01 | 03 | 01 | 01 | 08 | 00 |
| Added | 03 | - | 01 | - | - | 01 | 01 | 04 |
| Total | 64 | 01 | 02 | 03 | 01 | 02 | 09 | 04 |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

upgradation (Networking, e-Governance etc.)

Every department has been provided with computers and LCD system with Smart Classrooms. A Orientation programme has been organized to trained the faculty for using smart classrooms.

Students are encouraged to make use of computers for Power Point Presentations of their

seminars and projects.

Internet browsing is available for teachers and students at the Internet Centre free of cost during the working hours of the library.

4.6 Amount spent on maintenance in lakhs :

Rs.32,815/-/-

i) ICT

Rs.20,650/-

ii) Campus Infrastructure and facilities

Rs.42,209/-

iii) Equipments

Rs.11,256/-

iv) Others

Rs.10,6,930/-

**Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Some of the prominent Student Support Services available on the Campus are:

 Computer education.

 Sport facility for students

Financial assistance extended to economically weaker students and personal counseling given by Counselors and Teachers minimize the dropout rate in the college.

The institution publishes its updated prospectus annually.

Environment consciousness through plantation, Tobacco-free Banner displaying etc.

Encourages students by providing beneficial aids to participate in Campus Interview in other institutions also.

5.2 Efforts made by the institution for tracking the progression

The Placement Cell conducts training programmes for students and arranges job fair in

Collaboration with employers. The Alumni Association maintains consistent correspondence with alumni.

Departmens regularly keeps a track on attendance, regularly interact with the students and address their grievances, provide counseling at the time of admission to help them to select subjects and after examination in job placements

NSS Team regularly keeps record of plantation, water and air parameters and effective cleanliness in the campus

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 869 | 15 | NA | 40 |

5.3 (a) Total Number of students (2016 – 17)

(b) No. of students outside the state

-

(c) No. of international students

-

|  |  |
| --- | --- |
| No | % |
| - | - |

|  |  |
| --- | --- |
| No | % |
| - | - |

Men Women

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last Year | | | | | | This Year | | | | | |
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 226 | 23 | 25 | 516 | - | 790 | 155 | 28 | 08 | 243 | - | 436 |

0.90%

Demand ratio Dropout %

1:157

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

Encourage students by providing beneficial aids to participate in Campus interview in other institution.

* Displaying Job information in the Notice Board. Career Counseling Cell Conducted Career Counseling Programme

100

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT

NA

NA

NA

NA

IAS/IPS etc State PSC UPSC Others

NA

NA

NA

NA

5.6 Details of student counselling and career guidance

College Career, Guidance, Counseling, Training, and Placement Cell regularly conducts programmes in the above regard.

* A Programme on Career guidance was organized in the collaboration with Kazironga University on 8th February; 2016. Ms. Sujata Borthakur was the Coordinator of the programme. Mr. Pranjal Borborah and Harisad Deka have taken part in the programme as resource person. They proceed on how to face an interview. They emphasized on the necessary qualities generally asked in an interview. The numbers of participants were total 87. An interaction session was also held at the end of the meeting.
* A Coaching programme for competitive examination was held on 27th August, 2016. Mr. Utpal Bhyuan had explained in details about the different Central Government Competitive examinations, Banking services examinations and state government examinations.

150

No. of students benefitted

5.7 Details of campus placement

|  |  |  |  |
| --- | --- | --- | --- |
| On campus | | | Off Campus |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 00 | 00 | 00 | 02 |

5.8 Details of gender sensitization programmes

The College organized a special programme on “Sexual Harassment” on 24th February,2016. Mr .B. Borthakur, and Mrs Monika Saikia were special invitees, shared their fruitful thoughts.

International Women‘s Day was celebrated.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

07

18

State/ University level National level International level

-

No. of students participated in cultural events

-

02

03

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

03

-

07

Sports: State/ University level National level International level

-

-

04

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number of  students | Amount |
| Financial support from institution | 27 | 26,830/- |
| Financial support from government | 330 | 7,45,203/- |
| Financial support from other sources(Faculty) | 10 | 20,000/- |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

00

00

00

Fairs : State/ University level National level International level

00

00

00

Exhibition: State/ University level National level International level

03

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NO

**Criterion – VI**

**6. Governance, Leadership and Management**

Vision of the Nazira College:

―To mould young men and women as leaders in all walks of life so that they may serve

the people, especially the poor and the oppressed of our nation in truth, justice and love.

Mission of the Nazira College:

To achieve a synthesis of academic excellence and formation of character

To ensure social justice through equity and access

To equip students with global competencies

To engage in relevant research activities

6.1 State the Vision and Mission of the institution

6.2 Does the Institution has a management Information System

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

Curriculums are developed by the University

6.3.2 Teaching and Learning

ICT-enabled teaching-learning process has made students “active participants” in the

Classroom.

Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars, debates, quiz etc.

Inquiry–based learning is provided through community survey, case study, industrial visit and fieldwork.

Co-operative learning is facilitated through project work, on-the-spot study, and

educational forums.

Peer learning is promoted within and outside the class hours.

6.3.3 Examination and Evaluation

Semester system with Internal Assessment (IA) is followed.

The Principal and the Heads of the Department monitor the performance of the students by making an analysis after every internal test and external examination.

The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings.

The performance of students is analyzed in Academic Council meeting in February and Governing Body meetings.

6.3.4 Research and Development

Research is a significant activity of the college. During this academic year 11 research papers were published in National and International Journals.

1 research scholars have obtained their Ph. D. 1 major projects and 6 minor projects are ongoing on, 1 engaged in Ph. D Programme and 1 applied for Ph. D

6.3.5 Library, ICT and physical infrastructure / instrumentation

Digitization of records

 Cataloguing and Computerization

 Maintenance of equipments

* Cash less transaction via RTGS, NEFD
* Tally Software used
* Computerized attendance and Computerized admission

6.3.6 Human Resource Management

Job guidance and Liaison,

 Efficient and timely disposal of files by administrative and technical staff

 Interaction with visiting scholars, civil society, Govt. Official and departments and NGOs etc.

 Computational skill development among administrative staff

 Skill development in Financial Management System

 Skill development in Management Information System

6.3.7 Faculty and Staff recruitment

 Advertisement of vacant faculty positions

 Appointment is done through statutory selection committee

 The regulations laid by UGC, AICTE, NCTE, MCI etc. are rigorously followed

 The reservation policy of the State Govt. is strictly adopted

6.3.8 Industry Interaction / Collaboration

Internship in

 Local, Regional and National industries

 Media

6.3.9 Admission of Students

Students are selected for admission on the basis of past academic record meritorious students, poor students are given preference in admission. As the college is an aided institution, admission of students is done as per Government norms.

50% of the seats are filled using the minority quota.

|  |  |
| --- | --- |
| Teaching | 01(Teachers welfare fund) |
| Non teaching | 01(Non Teaching staff welfare fund) |
| Students | 01(Students Aid Fund) |

6.4 Welfare schemes for

-

6.5 Total corpus fund generated

√

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Audit Type | External | | Internal | |
| Yes/No | Agency | Yes/No | Authority |
| Academic | yes | NAAC | yes | IQAC |
| Administrative | Yes | NAAC | Yes | IQAC |

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No

-

√

For PG Programmes Yes No

-

-

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N/A

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N/A

6.11 Activities and support from the Alumni Association

Annual General Body Meeting of Alumni Association was held. More than 100

Members attended the meeting.

A variety of Cultural programmes were performed. Prizes were given to the participants.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meetings help to communicate to parents the areas their children are

Excelling in and the academic progress their children have made.

6.13 Development programmes for support staff

 Interaction meets

 Skill development in communication and computational techniques

6.14 Initiatives taken by the institution to make the campus eco-friendly

 Development of Plantation in the college

Plastic-free campus

Tobacco free zone

**Criterion – VII**

**7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the

Functioning of the institution. Give details.

 The IQAC interact with the teachers at the departmental level periodically to get feedback and suggestions from all the teachers in the department. The departments had set and goals targeted with a time frame and submitted same to the IQAC. These were periodically assessed by the

 The Cell also introduces a programe to ensure accountability with transparency in all teaching practices and assessment patterns. In this effect the cell made a mandatory for all teachers to issue a copy of the course plan to all the students.

* Mentorship is assigned to each member faculty based on the subject and classes they handle. Each staff member is allotted 20 – 30 students and he/she is a mentor for all the semester. The Mentor sheets have been designed to make provision to include all academic, co-curricular and personal details. The mentor helps the student understand and the organizational culture.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the

Beginning of the year

Remedial classes were conducted to help the slow learners improve their academic

performance.

All the seats were filled up.

Academic Audit was conducted. 4 meetings were held to facilitate interaction between IQAC and Departments

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

See the Annexure - 4

***\*Provide the details in annexure (annexure need to be numbered as i, ii,iii)***

7.4 Contribution to environmental awareness / protection

 Plantation, Clean Campus drive, Water saving awareness

 Avoidance of plastic goods

Tobacco free zone

√

7.5 Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

IQAC conducted academic audit which served two important purposes:

(i) to help the Departments document quality enhancement activities regularly,

and

(ii) to implement quality related measures in the forthcoming years, especially

before the 3rd cycle of accreditation..

8. **Plans of institution for next year**

 MOU’s from various National and International institutions/Industries will be established.

To organize a National Seminar on Teaching-Learning Process

To cater to the needs of slow learners through remedial classes

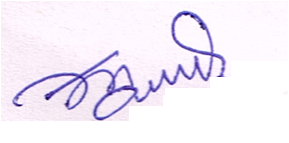
To conduct an academic audit of departments

To promote collaborative research

To augment infrastructural facilities

* Library infrastructure to be extended to cater the greater demand
* Village adoption programme initiated as a part of social responsibility

*Name Dr. Ajit Chandra Borah Name - Dr. Raju Phukan*

* *

*19/09/2017 19/09/2017*

*Signature of the Coordinator, IQAC Signature of the Chairperson, IQAC*

*\*\*\**

**Annexure I**

**Abbreviations:**

CAS - Career Advanced Scheme

CAT - Common Admission Test

CBCS - Choice Based Credit System

CE - Centre for Excellence

COP - Career Oriented Programme

CPE - College with Potential for Excellence

DPE - Department with Potential for Excellence

GATE - Graduate Aptitude Test

NET - National Eligibility Test

PEI - Physical Education Institution

SAP - Special Assistance Programme

SF - Self Financing

SLET - State Level Eligibility Test

TEI - Teacher Education Institution

UPE - University with Potential Excellence

UPSC - Union Public Service Commission

(ANNEXURE – 1)

ACADEMIC CALENDAR

2016 - 17

* Commencement of the 1st Year/1st Sem classes: 15th June, 2016
* Freshmen Social: 20th - 30th June, 2016
* Celebration of international Yoga Day: 21th June, 2016
* National Library Day: 12th August, 2016
* Students’ Union Election: 25th – 29th August, 2016
* 1st Sessional Examination: 8th August – 20th August, 2016
* Seminar/ Group Discussion for Internal Assessment: 1st Sept – 10th September
* Second Sessionl Examination: 2nd October to 10th October, 2016
* Completion of Odd Semester Classes: 4th October, 2016
* End Semester Examination: 1st November to 30th November, 2016
* College Foundation Day: 16th December, 2016
* Commencement of Even Semester Classes: 2nd January, 2017
* College Week: 1st January – 12th January, 2017
* 1st Sessional Examination for Even Semester Classes: 10th – 20th February
* 2nd Sessional Examination for Even Semester classes: 1st April to 8th April,2017
* Even Semester Examination: 2nd May to 31st May,2017

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**Annexure 2**

**Nazira College, Nazira**

**Analysis of feedback – 2016**

Feedback from various stakeholders was periodically received by the departments and analyzed for improvement in quality of teachers and infrastructure in the college. Following is the brief outcome of the feedback from students, alumni, and parents:

* There is a demand by some students for extra classes. The College authority has already initiated procedural formalities in this regard.
* There was another demand by the college students union to make standard the food items of the college Canteen. Accordingly, it has been done.

**ANNEXURE – 3**

**Best Practices 2016**

 The IQAC interact with the teachers at the departmental level periodically to get feedback

and suggestions from all the teachers in the department. The departments had set and goals

targeted with a time frame and submitted same to the IQAC. These were periodically

assessed by the

* Mentorship is assigned to each member faculty based on the subject and classes they handle. Each staff member is allotted 20 – 30 students and he/she is a mentor for all the semester. The Mentor sheets have been designed to make provision to include all academic, co-curricular and personal details. The mentor helps the student understand and the organizational culture.