



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

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)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
(NAAC)**

BY

**NAZIRA COLLEGE, NAZIRA
P.O.NAZIRA
DISTRICT: SIVASAGAR, ASSAM
785685
FOR THE YEAR - 2014**

THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

NAZIRA COLLEGE

1.2 Address Line 1

BOARDING ROAD, NAZIRA

Address Line 2

P.O.NAZIRA

City/Town

NAZIRA

State

ASSAM

Pin Code

785685

Institution e-mail address

naziracollege@yahoo.com

Contact Nos.

03772280127

Name of the Head of the Institution:

DR. RAJU PHUKAN

Tel. No. with STD Code:

03772280127

Mobile:

9435057218

Name of the IQAC Co-ordinator:

DR. AJIT CHANDRA BORAH

Mobile:

9435058854

IQAC e-mail address:

ajitchandraborah@yahoo.com

1.3 NAAC Track ID (For ex. MHC0GN 18879)

-

OR

1.4 NAAC Executive Committee No. & Date:

(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)

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

1.5 Website address:

www.naziracollege.com

Web-link of the AQAR:

www.naziracollege.com/IQAC/AQAR 2014

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	1 st Cycle	C+	-	2004	5 YEARS
2	2 nd Cycle	C	-	2010	5 YEARS
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

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

18/07/2005

1.8 AQAR for the year

2014

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

- AQAR 22/06/2011
- AQAR 31 /12/2012
- AQAR 31/12/2013
- AQAR 29/06/2015 for 2014

1.10 Institutional Status

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

Others (Specify)

BCA/ BMC

1.12 Name of the Affiliating University (for the Colleges)

DIBRUGARH UNIVERSITY

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

N/A

UGC-CPE

N/A

DST Star Scheme	-	UGC-CE	-
UGC-Special Assistance Programme	-	DST-FIST	-
UGC-Innovative PG programmes	-	any other (<i>Specify</i>)	B. Voc Programme
UGC-COP Programmes	-		

2. IQAC Composition and Activities

2.1 No. of Teachers	10(Ten)		
2.2 No. of Administrative/Technical staff	01(One)		
2.3 No. of students	00		
2.4 No. of Management representatives	02		
2.5 No. of Alumni	01		
2. 6 No. of any other stakeholder and community representatives	01		
2.7 No. of Employers/ Industrialists	01		
2.8 No. of other External Experts	01		
2.9 Total No. of members	17		
2.10 No. of IQAC meetings held	04		
2.11 No. of meetings with various stakeholders:	No.	07	Faculty 04
Non-Teaching Staff	01	Alumni	01
Students		Others	01
2.12 Has IQAC received any funding from UGC during the year?	Yes	√	No -
If yes, mention the amount	300,000/-		

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. "How to Write a Seminar Paper"
2. "Protection of Girl child" - International Women Day Observed
3. Librarian Day Observed
4. Voter Awareness Programme
5. Workshop on – "Fashion Designing"
6. Workshop on – "Skill Development"
7. "Environment Protection" - Environment Day observed

2.14 Significant Activities and contributions made by IQAC

1. Student Feedback on Teachers was conducted.
2. IQAC motivated research publication and 11 papers were published in National and International Journals.
3. Seminars/Workshops/Competitions were organized.
4. IQAC Newsletter was published on 16.12.2014.
5. 'Image' – A Research Journal of Nazira College Teacher Unit is published on 16/12/2014.
6. In order to conduct Academic Audit, a Committee, comprising the Principal, IQAC Coordinator and one Senior faculty, was constituted
7. Voter awareness programme Organised
8. Gender sensitizing and women empowerment programme organised
9. Campaign for Green Environment
10. Anti-ragging drive conducted
11. Voter awareness programme organised

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	Achievements
<ul style="list-style-type: none"> ❖ To complete the construction of Cattle bridge in the main entrance ❖ To cater to the needs of slow learners through remedial classes ❖ Admission - All the seats are to be filled up. ❖ To conduct an academic audit ❖ Maintain Green Environment 	<ul style="list-style-type: none"> ❖ Construction of Cattle Bridge is completed ❖ Remedial classes were conducted to help the slow learners improve their academic performance. ❖ All the seats were filled up. ❖ Academic Audit was conducted. ❖ A comprehensive programme for plantation on the campus was undertaken.

* 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) Entrepreneurship Development Training Programme Under Rajiv Gandhi National Youth Entrepreneurship Development Programme
- 2) Starting of B. Voc Programme from the Academic Session 2015 – 16 in Information Technology and Fashion Designing
- 3) Organised Students Seminar, Debating, Quiz Competitions, Student Counselling, Health Awareness and Yoga Programme

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	02	-	-
UG	02(BA,BCA)	02	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	02(CCA & CCC)	-	-	-
Others	-	-	-	-
Total	9	4	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	4
Trimester	-
Annual	01

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.

Syed Abdul Malik Study Centre was approved by the UGC to the college under the scheme of Epoch Making Social Thinkers of India during XII Plan period vide UGC letter no F.6 – 1/2012(NFE) Dated 30th May/2013
Total grants sanctioned of an amount of Rs. 5,00,000/-.

Criterion – II

2. Teaching, Learning and Evaluation

2.1. Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	9	19	0	0

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

04

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

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

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

07

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	01
Presented papers	-	01	-
Resource Persons	-	-	-

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

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

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

183

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

Double Valuation

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

- - -

2.10 Average percentage of attendance of students

80%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. 1 ST Sem	188	.05	14.75	13.66	1.09	54.00
B.A. 2 ND Sem	154	-	54.00	34.00	12.00	32.46
B.A. 3 ^{ZA} rd Sem	143	4.89	46.42	51.18	5.33	39.16

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

- ❖ By conducting academic audit through interaction with Departments
- ❖ By suggesting the conduct of remedial programmes
- ❖ 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 also regularly monitors the admission process and entrance test, time-tables, syllabus, seminars, tutorials, internal examination, co-curricular activities, evaluation of etc.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	-
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	-
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	02	0	0	0
Technical Staff	02	0	0	0

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 the college. During this academic year 1 research scholars have obtained Ph. D. In order to promote quality research, we published one research journal. Besides it, three periodical namely ‘Rodali’, ‘Ahnac’ and ‘Sikshajyoti’ are published annually.

3.2 Details 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	04	01	01	0
Outlay in Rs. Lakhs	5,40,000/-	2,00,000/-	2,00,000/-	0

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	01	05
Non-Peer Review Journals	-	-	-
e-Journals	-	-	-
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	01	UGC	2,000,000/-	1,35,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	Six Months	Self Finance	Not Recorded	06
Any other(Specify)	-	-	-	-
Total	01	-	-	06

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

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)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

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

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

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

3.18 No. of faculty from the Institution
who are Ph. D. Guides
and students registered under them

00

00

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

01

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

JRF

00

SRF

00

Project Fellows

00

Any other

00

3.21 No. of students Participated in NSS events:

University level

40

State level

-

National level

01

International level

-

3.22 No. of students participated in NCC events:

University level

-

State level

-

National level

10

International level

-

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

-

NCC

-

NSS

-

Any other

-

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

❖ A Workshop on Fashion Designing for students was held on 1st April 2014, Resource persons were Mr. Pranjal Dutta, Fashion Designer and Mr. Pallav Mahanta, Fashion Photographer. An awareness Programme was organised on 7th March, 2014

Activities of STAND outreach programme:

S. No	Programmes	No. of Programmes	No of Villages	Total No of Beneficiaries
01	Environmental Awareness Programme	02	Nazira Town and neighbouring areas	10,000
02	D. El. Ed	01	50 Schools	73
03	Health Awareness Programme	01	Nazira Town and neighbouring areas	500
04	Skill Development	01	Nazira College	300
05	International Women day	01	Nazira College	300
06	Book Fair	01	Nazira Town and neighbouring areas	Actual record not available
07	Workshop on Green Sivasagar	01	Nazira Town and neighbouring areas including schools and colleges	Actual record not available
08	Japanese Encaphelities Adult Vaccination Camp	01	Nazira Town and neighbouring areas	300
09	Voters awareness Programme	02	Nazira Town and neighbouring areas	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	17	00	UGC & Public donation	17
Laboratories	02	00	Public Donation	02
Seminar Halls	02	00	State Govt & UGC	02
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	09	01	UGC	10
Value of the equipment purchased during the year (Rs. in Lakhs)	-	497907	UGC & Self finance	497907
Others	-	Rs.109564	UGC & General	Rs.109564

4.2 Computerization of administration and library

- ❖ A person is appointed for the maintenance of the computers and its accessories. Every day he takes necessary steps to maintain the instruments in good condition.
- ❖ 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 security purpose.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	5420	1209384	205	68852	5625	1278236
Reference Books	8105	2109842	428	125418	8533	2235260
e-Books	N - LIST	FREE	-	-	-	-
Journals	1	2884	2	4400	15	7284
e-Journals	N – LIST	FREE	-	-	-	-
Digital Database	SOUL	-	-	-	-	-
CD & Video	35	10316	-	-	-	-
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	40	01	01	03	01	01	07	00
Added	00	-	-	-	-	-	01	-
Total	40	01	01	03	01	01	08	00

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 training programme has been organized to trained the faculty for using smart classrooms.
- ❖ Expansion of technology has enhanced the use of computers in curriculum development, teaching learning, evaluation and research.
- ❖ Students are encouraged to make use of computers for Power Point Presentations of their seminars and projects.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.86
ii) Campus Infrastructure and facilities	0.81
iii) Equipments	0.57
iv) Others	4.00
Total:	6.24

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 and annually.
- ❖ Environment consciousness through plantation, Tobacco-free zone Etc.

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.
- ❖ Departments 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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
511	6+	NA	150

(b) No. of students outside the state

-

(c) No. of international students

-

Men	No	%	Women	No	%
	217	42.46		294	57.54

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
94	14	10	393	-	511	123	17	10	517	-	667

Demand ratio

1:2

Dropout %

9.4%

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

❖ Skill development in collaboration with Kaziranga University and Youth Organization, Jorhat.

No. of students beneficiaries

50

5.5 No. of students qualified in these examinations

NET	NA	SET/SLET	NA	GATE	NA	CAT	NA
IAS/IPS etc	NA	State PSC	NA	UPSC	NA	Others	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. Regular counseling sessions with students for selection of subjects are conducted.

The Placement Cell is continuing its activities to guide the students towards meaningful jobs as the logical corollary to their educational pursuits. It is very gratifying to record that many students get employment after the completion of their studies on their own efforts. Efforts to propagate the idea of the need for training oneself for employment, honing one's skills and acquiring additional skills, especially communication skills, are the key activities of the Career Guidance and Placement Cell. In addition, the following are the initiatives during this academic year.

No. of students benefitted

150

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
00	00	00	00

5.8 Details of gender sensitization programmes

❖ The Nazira College, organized a special programme on “Protection of Girls Child” on 18th April 2014. Mr .Dipankar Gogoi, special invitee, shared her fruitful thoughts. International Women’s Day was celebrated on 7th March 2014.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	-	-
Financial support from government	-	-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

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

6.2 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, viva, 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 4 minor projects were sanctioned by funding agencies.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- ❖ Digitization of records
- ❖ Cataloguing and Computerization
- ❖ Maintenance of equipments

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.

6.3.7 Faculty and Staff recruitment

- ❖ Global 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.

6.4 Welfare schemes

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

for

6.5 Total corpus fund generated

65592/-

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 declares 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.
- ❖ 13-12-2014: Alumni Association organized skill development programme
- ❖ A varieties of Cultural programmes were performed. Prizes were given to the

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. Keeping this goal in mind, we organized Parent-Teacher Meetings on 18.01.2014.

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.

- ❖ Digitization of records
- ❖ Separate new Boys and Girls common room constructed
- ❖ B. Voc Programme is running
- ❖ New proposals for KAUSHAL Centre

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

- ❖ Cattle Bridge was completed.
- ❖ 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

- ❖ Regular Environmental Auditing
- ❖ 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

- ❖ Infrastructure development will be done from the Grants received from State Government.
- ❖ 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
- ❖ To update the college website with a new format

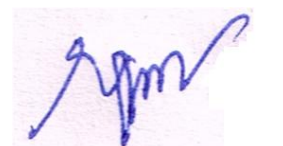
Name Dr. Ajit Chandra Borah



29/06/2015

Signature of the Coordinator, IQAC

Name - Dr. Raju Phukan



29/06/2015

Signature of the Chairperson, IQAC

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

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(ANNEXURE – 1)
ACADEMIC CALENDAR
2014 – 2015

ACADEMIC CALENDAR: 2014-15

1. Commencement of the 1st semester classes : 16th July, 2014
2. Freshmen Social : 17th—22nd July, 2014
3. 1st Sessional Examination : 26th August—4th September, 2014
4. Student Union's Election (On any one day) : 6th—9th September, 2014
5. Seminar/Group Discussion etc for Internal Assessment: 23rd—28th Sept, 2014
6. 2nd Sessional examination : 21st—26th Oct, 2014
7. Form fill-up for End semester Exam : 25th Oct, 2014
8. Completion of odd Semester Classes : 11th Nov, 2014
9. End Semester Examination : 20th Nov—14th Dec, 2014
10. Semester Break : 16th Dec—15th January, 2015
11. College week : 17th—31st Dec, 2014
12. College foundation day : 16th Dec, 2014
13. Programme for Welcoming New Year : 1st Jan, 2015
14. Commencement of the Even Semester Classes : 16th/17th Jan, 2015
15. 1st Sessional Exam (2nd, 4th and 6th Sem) : 20th—5th March, 2015
16. Students counseling & mid semester feedback assignment : 1st—6th March, 2015
17. (a) Notification of 1st Sessional exam. Marks in the Dept. notice Board: 20th—26th, March 2015
(b) Seminar/group discussion etc for internal assessment. : 20th—26th march, 2015
18. 2nd Sessional examination : 18th—30th April, 2015
19. Last date for Form fill-up for End semester Exam. : 26th April 2015
20. (a) Last date for notification of 2nd Sessional exam marks in departmental notice board: 10th may, 2015
(b) Completion of the even semester classes : 10th may 2015
21. End semester examination : 19th May—14th June, 2015
22. Last date for submission of IA marks to the university : 12th May, 2015
23. Semester End Vacation : From 16th June to 15th July, 2015

N.B. : All programmes are subject to change according to the latest Notification of State Govt./Council/ University & College authority.

Nazira College, Nazira

Analysis of feedback

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 for weaker section of the students. The College administration has already initiated procedural formalities in this regard.

Best Practices 2014

1. Grievance Redressal for stake holders in the stipulated time period

The various stake holders of the College such as students, parents, faculty members, administrative officials etc, have the opportunity to put forth their grievances regarding the various services of the college. The college has the objective of making prompt services of all the grievance redressal in stipulated time period. This is also helping to make the day to day working of the college in fair and transparent manner to the satisfaction of stake holders.

2. The College has evolved practice of participation of students and staff in maintenance of cleanliness of infrastructure. The students are encouraged to participate in the environment management practices.

PART OF VARIOUS ACTIVITIES DONE BYH THE COLLEGE



COLLEGE TEAM IN KAZIRANGA UNIVERSITY



CELEBRATION OF INTERNATIONAL WOMENS DAY



ENVIRONMENT PROTECTION PROGRAMME



ENVIRONMENT PROTECTION PROGRAMME



SKILL DEVELOPMENT WORKSHOP BY ALLUMNI ASSOCIATION



SKILL DEVELOPMENT WORKSHOP BY ALLUMNI ASSOCIATION



VOTER AWARENESS PROGRAMME



WORKSHOP ON FASHION DESIGNING



OBSERVATION OF LIBRARIAN DAY

