



## 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 - 2015**

# THE ANNUAL QUALITY ASSURANCE REPORT (AQAR)

## 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.in

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. MHCOGN 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](http://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 <sup>st</sup> Cycle | C+    | -    | 2004                  | 5 YEARS         |
| 2       | 2 <sup>nd</sup> Cycle | C     | -    | 2010                  | 5 YEARS         |
| 3       | 3 <sup>rd</sup> Cycle | -     | -    | -                     | -               |
| 4       | 4 <sup>th</sup> Cycle | -     | -    | -                     | -               |

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

18/07/2005

1.8 AQAR for the year

2015

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 02/07/2016 for 2015

### 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 (KKHSOU in distance mode)/B. Voc.

### 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<br>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.       | <b>05</b> | Faculty <b>04</b> |
| Non-Teaching Staff   | <b>01</b> | Alumni    | 01                |
| Students   |           | Others    | 01                |
| 2.12 Has IQAC received any funding from UGC during the year?       | Yes       | √         | No -              |
| If yes, mention the amount   | Nil       |           |                   |

## 2.13 Seminars and Conferences (only quality related)

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

Total Nos. 7 International - National 03 State 01 Institution Level 3

(ii) Themes

1. UGC Sponsored National workshop on “Micro Teaching for Better Teacher” Organised by Department of Education
2. Departmental Seminar on “Radhakrishnan”, organised by Department of Education
3. Voter Awareness Programme.
4. “Contribution of Syed Abdul Malik to Assamese Literature”, Organised by Syed Abdul Malik Study Centre.
5. Workshop on – “Skill Development”
6. “Kabi Shandhi”, Organised by Department of Assamese
7. International Women Day observed/ a Seminar on “Sexual Harassment”.

## 2.14 Significant Activities and contributions made by IQAC

1. Initiated B. Voc programme.
2. Student Feedback on Teachers was conducted.
3. IQAC motivated research publication and 06 papers were published in National and International Journals.
4. Two National Seminars, One National Workshops were organized.
5. IQAC Newsletter was published on 16.12.2015
6. ‘Image’ – A Research Journal of Nazira College Teacher Unit is published on 16/12/2015.
7. In order to conduct Academic Audit, a Committee, comprising the Principal, IQAC Coordinator and one Senior faculty, was constituted
7. Voter awareness programme, Librarian Day Observed, Workshop on Exam for Bank P.O.
8. Anti-ragging drive conducted
9. International Yuga Day observed in collaboration with “Patanjali Yuga Pith”, Sivasagar, Assam

## 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   |
|---|---|
| To organised National Seminar and Workshop                  | Two National Seminar and One National Workshop were organised in the college  |
| To cater the needs of slow learners through remedial course | Remedial classes were conducted to help the slow learners to improve their academic performance                                       |
| All the Seats are to be filled up by admission              | All the seats were completed  |
| Drops out percentages to be reduce                          | Drops out percentage reduced to 5.40% from 9.41% in the previous tear   |
| Academic Audit to be conducted                              | Academic Audit were conducted   |
| News letters to be published                                | IQAC News letter was published  |
| To organised awareness programme                            | A comprehensive programme for plantation on the campus and Voter awareness programme was conducted. Campaigned for Green Environment. |

\* 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



## 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                            | 01   | -                                   | -  |
| UG                     | 04(BA,BCA, BMC)               | 02   | -                                   | -  |
| PG Diploma             | -                             | -  | -                                   | -  |
| Advanced Diploma       | -                             | -  | -                                   | -  |
| Diploma                | -                             | -  | -                                   | -  |
| Certificate            | 02(CCA & CCC)                 | 01   | -                                   | -  |
| Others                 | -                             | -  | -                                   | -  |
| <b>Total</b>           | 10                            | 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\*

(On all aspects)

|        |                                     |         |                                     |           |                          |          |                                     |
|--------|-------------------------------------|---------|-------------------------------------|-----------|--------------------------|----------|-------------------------------------|
| Alumni | <input checked="" type="checkbox"/> | Parents | <input checked="" type="checkbox"/> | Employers | <input type="checkbox"/> | Students | <input checked="" type="checkbox"/> |
|--------|-------------------------------------|---------|-------------------------------------|-----------|--------------------------|----------|-------------------------------------|

|                  |   |        |                          |        |                                     |                                |                          |
|------------------|---|--------|--------------------------|--------|-------------------------------------|--------------------------------|--------------------------|
| Mode of feedback | : | Online | <input type="checkbox"/> | Manual | <input checked="" type="checkbox"/> | Co-operating schools (for PEI) | <input type="checkbox"/> |
|------------------|---|--------|--------------------------|--------|-------------------------------------|--------------------------------|--------------------------|

*\*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.

‘Fashion Designing’ and ‘Information Technology’ courses are introduced under B.Voc. programme.

## 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. 06

|  |                  |    |                      |   |            |   |        |   |       |    |
|--|------------------|----|----------------------|---|------------|---|--------|---|-------|----|
| 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               | 01 | -                    | - | -          | - | -      | - | 01    | 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 |
|-------------------------|---------------------|----------------|-------------|
| <b>Attended</b>         | 01                  | 16             | 01          |
| <b>Presented papers</b> | -                   | 04             | -           |
| <b>Resource Persons</b> | -                   | -              | 04          |

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 01 - -

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 % |
| UG<br>( B.A. 6 <sup>th</sup> Sem) | 140                            | 0.71          | 20.71 | 22.87 | 10.00 | 46.42  |

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 for slow learners
- ❖ 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 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                     | 04                                  |
| Staff training conducted by the university     | -                                   |
| Staff training conducted by other institutions | -                                   |
| Summer / Winter schools, Workshops, etc.       | 150                                 |
| 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, 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. Besides it, three periodical namely 'Rodali', 'Ahnac' and 'Sikshajyoti' are published annually. IQAC encourages faculty to engage in various field of research.

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              | 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               | -             | -        | -      |
| 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<br>(other than compulsory by the University) | Six Months    | Self Finance               | Not Recorded           | -          |
| Any other(Specify)  | -             | -                          | -                      | -          |
| Total   |               | -                          | 13,05000/-             | 9,37,000/- |

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

Nil

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

05

3.13 No. of collaborations

International National Any other 

3.14 No. of linkages created during this year

02

3.15 Total budget for research for current year in lakhs:

From funding agency

N/A

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  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 Seminar on 'Sexual Harassment' was held on 2015; Resource persons were Mrs. Monika Saikia, Sivasagar College and Mr. B. Borthakur, Advocate, Bar Association, Sivasagar. A Workshop on Career Counseling was organized in collaboration with Students and Youth Welfare, Govt. of Assam on 19<sup>th</sup> September, 2015. Mr. Debabrata Saikia, Member Secretary, Students, and Welfare, Govt. of Assam was present in the workshop. Awareness Programme, Cleaning programme were also done by the College NSS unit in different times in different places.

**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 |

## 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             | 03                     | UGC & college fund                      | 20                        |
| Laboratories  | 02             | 01                     | UGC                                     | 03                        |
| Seminar Halls   | 02             | 00                     | State Govt & UGC                        | 02                        |
| No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year. | 10             | 02                     | UGC                                     | 12                        |
| Value of the equipment purchased during the year (Rs. in Lakhs)                   | -              | 14,80,209/-            | UGC & College fund and State govt. fund | 1568988/-                 |
| Others  | -              | 400,410/-<br>+30,000/- | UGC & General                           | Rs.400,410/-<br>+30,000/- |

#### 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 security purpose.

#### 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 | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 40              | 01            | 01       | 03               | 01               | 01     | 08          | 00     |
| Added    | 21              | -             | -        | -                | -                | -      | 00          | -      |
| Total    | 61              | 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 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 :

|  |             |
|--|-------------|
| i) ICT                                   | Rs.11880/-  |
| ii) Campus Infrastructure and facilities | Rs.114909/- |
| iii) Equipments                          | Rs.29820/-  |
| iv) Others                               | Rs.409150/- |
| <b>Total :</b>                           | Rs.565759/- |



## 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 Counsellors and Teachers minimize the dropout rate in the college.
- ❖ The institution publishes its updated prospectus annually.
- ❖ Environment consciousness through plantation, Tobacco-free displaying Banner etc.
- ❖ Encourages students by providing beneficial aids to participate in Campus Interview in other

#### 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 |
|-----|----|--------|--------|
| 741 | 15 | NA     | 51     |

(b) No. of students outside the state

(c) No. of international students

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

Women

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

| Last Year |    |    |     |                       |       | This Year |    |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|----|----|-----|-----------------------|-------|
| General   | SC | ST | OBC | Physically Challenged | Total | General   | SC | ST | OBC | Physically Challenged | Total |
| 110       | 17 | 08 | 453 | -                     | 588   | 117       | 25 | 24 | 517 | -                     | 792   |
|           |    |    |     |                       |       |           |    |    | 626 |                       |       |

Demand ratio

1:157

Dropout %

5.40%

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

- ❖ Bank P.O Training programme organized in collaboration with 'PROBAH'
- ❖ Encourage students by providing beneficial aids to participate in Campus interview in other institution.

No. of students beneficiaries

100

#### 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 counselling 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

| 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 Nazira College, organized a special programme on "Sexual Harassment" on 2015. 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

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                                   | 42                 | 46188/-  |
| Financial support from government                                    | 77                 | 206780/- |
| 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 Yes

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 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

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.

### 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.

### 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

-

### 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.
- ❖❖ 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. Keeping this goal in mind, we organized Parent-Teacher Meetings on 18.02.2015.

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 introduced

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**

- ❖ Construction of new building is to be completed
- ❖ 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

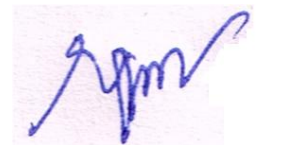
Name Dr. Ajit Chandra Borah



02/07/2016

Signature of the Coordinator, IQAC

Name - Dr. Raju Phukan



02/07/2016

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



ADDED IN 2015



VOTER AWARENESS PROGRAMME

07/10/2016



## CAREER COUNCELLING PROGRAMME

09/09/2016



## CLEANESS PROGRAMME DONE BY TEACHERS OF OUR COLLEGE



## COACHING for BANK PO and 3<sup>RD</sup> GRADE POST





‘KABI SANDHI’ – Organised by department of Assamese



All Assam Quiz Competition



ENTREPRENURESHIP DEVELOPMENT TRAINING PROGRAMME ORGANISED  
BY NSS



CLEANSNESS PROGRAMME BY NSS



COLLEGE WEEK







## ONE DAY CLEANLINESS PROGRAMME

(ANNEXURE – 1)  
ACADEMIC CALENDAR  
2014 – 2015

## **Annexure II**

### **ACADEMIC CALENDAR: 2015-16**

- Commencement of the 1st semester classes: 15th June, 2015
- Freshmen Social: 15th-30th June, 2015
- 1st Sessional Examination : 17th - 25th August, 2015
- Student Union's Election (On any one day) : 11th - 14th August, 2015
- Students counseling & mid semester feedback assignment: 2nd - 29th August, 2015
- Seminar/Group Discussion etc for Internal Assessment: 1st - 10th September, 2015
- 2nd Sessional examination: 1st - 10th October, 2015
- Form fill-up for End semester Exam: 10th - 15th October, 2015
- Completion of odd Semester Classes: 17th October, 2015
- End Semester Examination: 1st - 30th November, 2015
- Semester Break: 1st -- 31st December, 2015
- College week: Notified later
- College foundation day: 16th Dec, 2015
- Programme for Welcoming New Year : 1st Jan, 2016
- Commencement of the Even Semester Classes : 1st Jan, 2016

**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 – 2015**

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.
- ❖ There was another demand by the college students union to change the College Uniform. Accordingly the college uniform is changed from the current session.

## Best Practices 2015

### **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 the entire grievance redressed 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.



