



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 - 2016**

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

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.

9435057218

Name of the Head of the Institution:

DR. RAJU PHUKAN

Tel. No. with STD Code:

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.in

Web-link of the AQAR:

www.naziracollege.in/IQAC/AQAR 2016-17

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

2016

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

- iv. AQAR 02/07/2016 for 2015
v. AQAR 11/09/2017 for 2016

1.10 Institutional Status

University	State	<input type="text" value="N/A"/>	Central	<input type="text" value="-"/>	Deemed	<input type="text" value="-"/>	Private	<input type="text" value="-"/>
Affiliated College	Yes	<input type="text" value="✓"/>	No	<input type="text" value="-"/>				
Constituent College	Yes	<input type="text" value="-"/>	No	<input type="text" value="✓"/>				
Autonomous college of UGC	Yes	<input type="text" value="-"/>	No	<input type="text" value="✓"/>				
Regulatory Agency approved Institution	Yes	<input type="text" value="-"/>	No	<input type="text" value="✓"/>				

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

Type of Institution	Co-education	<input type="text" value="✓"/>	Men	<input type="text" value="-"/>	Women	<input type="text" value="-"/>
	Urban	<input type="text" value="✓"/>	Rural	<input type="text" value="-"/>	Tribal	<input type="text" value="-"/>
Financial Status	Grant-in-aid	<input type="text" value="✓"/>	UGC 2(f)	<input type="text" value="✓"/>	UGC 12B	<input type="text" value="✓"/>
	Grant-in-aid + Self Financing	<input type="text" value="-"/>	Totally Self-financing	<input type="text" value="-"/>		

1.11 Type of Faculty/Programme

Arts	<input type="text" value="✓"/>	Science	<input type="text" value="-"/>	Commerce	<input type="text" value="-"/>	Law	<input type="text" value="-"/>	PEI (Phys Edu)	<input type="text" value="-"/>
TEI (Edu)	<input type="text" value="-"/>	Engineering	<input type="text" value="-"/>	Health Science	<input type="text" value="-"/>	Management	<input type="text" value="-"/>		
Others (Specify)	<div>BCA/ BMC (KKHSOU in distance mode)/B. Voc in Information Technology and Fashion Designing</div>								

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 and D. El. ED
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:	<table> <tr> <td>No.</td> <td>01</td> <td>Faculty</td> <td>06</td> </tr> <tr> <td>Non-Teaching Staff</td> <td>02</td> <td>Students</td> <td>01</td> </tr> <tr> <td>Alumni</td> <td>01</td> <td>Others</td> <td>01</td> </tr> </table>	No.	01	Faculty	06	Non-Teaching Staff	02	Students	01	Alumni	01	Others	01
No.	01	Faculty	06										
Non-Teaching Staff	02	Students	01										
Alumni	01	Others	01										
2.12 Has IQAC received any funding from UGC during the year?	<table> <tr> <td>Yes</td> <td>-</td> <td>No</td> <td>✓</td> </tr> <tr> <td colspan="4">Nil</td> </tr> </table>	Yes	-	No	✓	Nil							
Yes	-	No	✓										
Nil													

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.	7	International	-	National	00	State	03	Institution Level	04
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(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 programme. 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

- | |
|---|
| <ol style="list-style-type: none"> 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* (On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒

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

2.1. Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
29	10	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	00	-	-	-	-	-	-	01	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

10

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	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 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

05

-

-

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 %(out of 210)	II %(out of 210)	III %(out of 210)	Pass %
UG (B.A. 6 th 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

<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	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’, ‘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	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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP	<input type="text" value="-"/>	CAS	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
DPE	<input type="text" value="-"/>			DBT Scheme/funds	<input type="text" value="-"/>

3.9 For colleges	Autonomy	<input type="text" value="-"/>	CPE	<input type="text" value="-"/>	DBT Star Scheme	<input type="text" value="-"/>
	INSPIRE	<input type="text" value="-"/>	CE	<input type="text" value="-"/>	Any Other (specify)	<input type="text" value="-"/>

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	<input type="text" value="N/A"/>	From Management of University/College	<input type="text" value="-"/>
Total	<input type="text" value="-"/>		

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

01

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 00 SRF 00 Project Fellows 00 Any other 00

3.21 No. of students Participated in NSS events:

University level 02 State level 06
National level - International level -

3.22 No. of students participated in NCC events:

University level - State level 00
National level 00 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 05 Any other 01

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 20/01/2016 which 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(5 th 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 (\geq 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	Departments	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 :

i) ICT

Rs.32,815/-

ii) Campus Infrastructure and facilities

Rs.20,650/-

iii) Equipments

Rs.42,209/-

iv) Others

Rs.11,256/-

Total :

Rs.10,6,930/-

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

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 (2016 – 17)

UG	PG	Ph. D.	Others
869	15	NA	40

(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

226	23	25	516	-	790	155	28	08	243	-	436
-----	----	----	-----	---	-----	-----	----	----	-----	---	-----

Demand ratio 1:157 Dropout %

0.90%

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

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.
- ❖ A Programme on Career guidance was organized in the collaboration with Kaziranga 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.

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

- Rev ❖ 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

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	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

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

6.3 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, IC

- ❖ 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.

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 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 IQAC.
- ❖ The Cell also introduces a programme 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 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

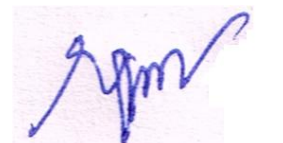
Name Dr. Ajit Chandra Borah



19/09/2017

Signature of the Coordinator, IQAC

Name - Dr. Raju Phukan



19/09/2017

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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PLANTATION PROGRAMME



VOTER AWARENESS PROGRAMME

07/10/2016



ALLUMINI MEET, July, 2016



An ALUMNI delivered his speech



An ALUMNI delivered his speech



Part of our Teachers in Alumni MEET





CAREER COUNCELLING PROGRAMME





CLEANESS PROGRAMME DONE BY PRINCIPAL AND TEACHERS OF OUR COLLEGE





OBSERVATION OF WORLD TOURISM DAY

27/09/2016



Students Participants in Life Skill Development Workshop



(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 Sessional 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

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.

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 IQAC.
- ❖ 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.

