



# 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 Indi

**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 - 2017**

**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:

9435057218

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)

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OR

1.4 NAAC Executive Committee No. & Date:

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

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

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.naziracollege.in

Web-link of the AQAR:

[www.naziracollege.in/IQAC/AQAR](http://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 <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

2017

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)

- i. AQAR 22/06/2011
- ii. AQAR 31 /12/2012
- iii. AQAR 29/06/2015 for 2014
- iv. AQAR 02/07/2016 for 2015
- v. AQAR 11/09/2017 for 2016
- vi. AQAR 11/12/2018 for 2017

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	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input checked="" type="checkbox"/>	Rural	<input type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		<input type="checkbox"/>

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input type="checkbox"/>	Commerce	<input type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="B. Voc in Information Technology and Fashion Designing"/>								

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	<input type="text" value="-"/>		
University with Potential for Excellence	<input type="text" value="-"/>	UGC-CPE	<input type="text" value="-"/>
DST Star Scheme	<input type="text" value="-"/>	UGC-CE	<input type="text" value="-"/>
UGC-Special Assistance Programme	<input type="text" value="-"/>	DST-FIST	<input type="text" value="-"/>
UGC-Innovative PG programmes	<input type="text" value="-"/>	any other ( <i>Specify</i> )	<input type="text" value="B. Voc Programme in IT and FD"/>
UGC-COP Programmes	<input type="text" value="-"/>		

## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="10(Ten)"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="01(One)"/>
2.3 No. of students	<input type="text" value="00"/>
2.4 No. of Management representatives	<input type="text" value="02"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="Nil"/> Faculty <input type="text" value="03"/>
Non-Teaching Staff	<input type="text" value="01"/>
Students	<input type="text" value="01"/>
Alumni	<input type="text" value="01"/>
Others	<input type="text" value="Nil"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="text" value="-"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text" value="Nil"/>
2.13 Seminars and Conferences (only quality related)	

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

Total Nos.	<input type="text" value="04"/>	International	<input type="text" value="-"/>	National	<input type="text" value="02"/>	State	<input type="text" value="00"/>	Institution Level	<input type="text" value="02"/>
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(ii) Themes

1. One UGC Sponsored two days National level workshop on “Role of ICT in Higher Education in the Global Context” , was organized in collaboration with Centre for Computer Studies, Dibrugarh University on 2017
2. One UGC Sponsored two days National level Seminar on “Rural Nonfarm Employment in North East India” was organized in collaboration with “PROBAH” an NGO.
3. State Level Workshop on “Ganamadhyam Sangshai aru Sambhavana” organized by Assamese department on 23<sup>rd</sup> April, 2017

## 2.14 Significant Activities and contributions made by IQAC

1. **In the year 2017, the College was audited by the External Academic Audit Team and awarded grade “A”.**
2. One UGC Sponsored two days National level workshop on “Role of ICT in Higher Education in the Global Context” , was organized in collaboration with Centre for Computer Studies, Dibrugarh University on 2017
3. One UGC Sponsored two days National level Seminar on “Rural Nonfarm Employment in North East India” was organized in collaboration with “PROBAH” an NGO.
4. An Interaction Program with Dr. Hemalata Devi was organized by Assamese department. She is Librarian of No-noi College, Nagaon district, Assam.
5. An Orientation program was organised on “SWAYAM” on 23<sup>rd</sup> November, 2017
6. Encourages students to participate in NCC and NSS activities. An Awareness Rally on ‘Swachhata, Sanitary, Drinking water and Organic Manure’ under ‘**Swachhata Hi Seva’ Program**’ was organized from Nazira Gaon Panchayat to Sundarpukhuri area.
7. IQAC annual Newsletter was published.
8. ‘**Image**’ – A Research Journal was published.
9. Encourage teachers to take classes in Feeder School and Moitree Ek Gyanjatra.
10. Anti-ragging drives conducted
11. Women Cell of the college celebrated the ‘Children Day’ in collaboration with Chakimukh Higher Secondary School.
12. The 4<sup>th</sup> All Assam Open Prize Money Quiz Competition was organized on 16<sup>th</sup> December, 2017 where 20 institutions from different parts of the State participated in this competition.
13. The College adopted Nazira Gaon Panchayat as plan instruction of State Govt. of Assam for extension services.
14. The college celebrated 75<sup>th</sup> year of Quit India Movement and 71 years of India’s Independence Day.
15. Total 5 numbers of Cleanliness Programs were organized.

## 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
❖ MOU’s from various National and International institutions/Industries will be signed.	MOU with Gargaon College has been signed for faculty exchanged programme.
❖ To organize a National Seminar on Teaching-Learning Process	One National Workshop and one National Seminar were organized
❖ 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 Audit was conducted by the External Academic Audit Team on 13 <sup>th</sup> May/2017
❖ To promote collaborative research	IQAC News letter was published, <b>‘Image’</b> – A Research Journal of Nazira College Teacher Unit is published

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. **AQAR** place in the IQAC of the Institute. After detailed discussion it has been advised to submit the AQAR within the stipulated time.
2. For Quality improvement, regular Academic Committee and Governing Body meetings are held and actions are taken accordingly.

## 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 under DDE, Dibrugarh University	00	-	-
UG	02(B.A.B.Voc)	00	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	00	-	-	00
Certificate	01 Under NEILIT, Govt. of India	00	-	00
Others	-	-	-	-
<b>Total</b>	<b>08</b>	<b>00</b>	<b>-</b>	<b>00</b>
Interdisciplinary	-	-	-	-
Innovative	-	00	-	00

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	08
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)



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

*\*Please provide an analysis of the feedback in the Annexure (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.

07

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	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

08

2.5 Faculty participation in conferences/Seminar and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	-	15	01
Presented papers	-	04	-
Resource Persons	-	-	04

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

Seminar Paper presentation by each student in every course in each semester is made mandatory to overcome his fear of stage and to improve communication skills. 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

04

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 % (24 out of 148)	II % (36 out of 148)	III % (39 out of 148)	Pass% (Total-99)
UG ( B.A. 6 <sup>th</sup> Sem)	148	-	16.21%	24.32%	26.35%	66.89%

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

- ❖ IQAC plays a significant role in inspiring the quality of higher education. It also initiates the plans and supervises various activities which are decided in the meeting conducted regularly.
- ❖ IQAC arranged the Audit Team to conduct the Academic Audit
- ❖ IQAC suggest to conduct remedial classes for slow learners and 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.

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	-
Summer / Winter schools, Workshops, etc.	02
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent	Number of Vacant	Number of permanent positions filled during	Number of positions filled
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	Employees	Positions	the Year	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

❖ IQAC formed a Research Committee for Development research and the number of sponsored research projects has completed in this year. The number of research publications also increased substantially.

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	06	00	00	00
Outlay in Rs. Lakhs	10,47,000	00	00	00

##### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	00	10	04
Non-Peer Review Journals	-	-	-
e-Journals	02	-	-
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	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the	-	-	-	-

<i>University)</i>				
Any other(Specify)	6 Months	Self Financed(Education, Geography)	-	-
Total		-	-	-

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/Seminar  
Organized by the  
Institution

Level	International	National	State	University	College
Number	-	02	-	-	-
Sponsoring agencies	-	UGC	-	-	-

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
-	-	-	-	-	-	-

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

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

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

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

- ❖ Organised Mock Parliament on 16<sup>th</sup> August, 2017 by the students of Political Science Department
- ❖ An Awareness Rally on ‘Swachhata, Sanitary, Drinking water and Organic Manure’ under ‘Swachhata Hi Seva’ Program’ was organized from Nazira Gaon Panchayat to Sundarpukhuri area.
- ❖ An awareness drama on Cashless Transaction was held on 5<sup>th</sup> September, 2017
- ❖ A flood relief Camp was organized by the Teaching and non-teaching staff of the College in collaboration with NSS Unit of the college. The team distributed household items and food items.
- ❖ MoU has been signed between Nazira College and Gargaon College for faculty exchange program for the greater benefit of the students.

#### Activities of STAND outreach programme:

S. No	Programmes	No. of Programmes	No of Villages	Total No of Beneficiaries
01	Three days Cleanness Programme	01	College Campus	College Campus
02	Awareness Program on Swachhta, Sanitary, Drinking Water and Organic Manure under Swachhata hi Seva Program	01	Nazira Gaon Panchayat	Nazira Gaon Panchayat to Sundarpukhuri Village
03	Cleanness Programme	01	Nazira College Campus	
04	NSS Training Programme	01	Nazira Town and neighbouring areas	500
05	Training Program on Life skill, leadership and personality development	01	Nazira College	50
06	Run for National Integration, 70 <sup>th</sup> of India’s Independence Day Celebration	01	Nazira Town and neighbouring areas	100
07	International Yuga Day	01	Nazira college and Neighbouring School	200
08	Plantation and Cleanness Programme	01	Rajapool Village	100
09	World Environment Day(5 <sup>th</sup> Jun)	01	Nazira College and neighbouring area	100

## 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	22	00	State govt.	22
Laboratories	03	00	UGC and State govt.	03
Seminar Halls	03	00	State Govt & UGC	03
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	16	01	State govt.	17
Value of the equipment purchased during the year (Rs. in Lakhs)	56,04,606/-	50,000/-	UGC & College fund and State govt. fund	56,54,606/-
Others	89,89,365/-	08	UGC & State Govt.	93,46,616/-

#### 4.2 Computerization of administration and library:

- ❖ Well equipped with latest computer network with 24x7 Wi-Fi internet services.
- ❖ Administrative office is technically supported by various software for examination, Registration and other official works.
- ❖ College library also technically supported by internet facilities for online access to books, journals and re-resources through N.LIST, INFLIBNET.
- ❖ 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	6161	Rs.1543526/-	357	Rs.165870/-	6518	Rs.1709396/-
Reference Books	9377	2784255	752	315743	10129	3099998

e-Books	N - LIST	+13570	-	-	-	-
Journals	15	7284	1	300	16	7584
e-Journals	N – LIST	+13570	-	-	-	-
Digital Database	SOUL 2.0	Free	-	-	-	-
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 computers and LCD system with a common 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.21684.75/-
ii) Campus Infrastructure and facilities	Rs.178128/-
iii) Equipments	Rs.25, 608.85
iv) Others	Rs.2, 875/-
<b>Total:</b>	<b>Rs.228296.6</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC takes up various decisions for the benefit of students and upliftment of college. IQAC meetings are held regularly. This year IQAC strengthen the monitoring system for the benefit of students.

Several awareness programmes regarding career opportunities and higher education are also initiated.

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

- ❖ Computer education for students.
- ❖ Sports and culture facilities for students
- ❖ Financial assistance extended to economically weaker students.
- ❖ Environment consciousness through plantation, Tobacco-free Banner displaying etc.
- ❖ Training programmes on personality development have been introduced to give value addition to their curriculum.

#### 5.2 Efforts made by the institution for tracking the progression

❖ 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.

Each year results analysis was done.

Progression of students in attendance and academic performance is monitored continually. Percentages of attendance of students were calculated and the names of those who have put up less than 75% were displayed on all notice boards. The parents of these students are also informed.

❖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
1216	-	-	-

(2017 – 18)

(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
155	28	08	243	-	436	191	42	33	950	-	1216

Demand ratio  Dropout %

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

❖ Students are encouraged by providing beneficial aids to participate in Campus interview in other institution. Job information are displayed in the Notice Board. Career Counseling Cell Conducted Career Counseling Programme.

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
 IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

❖ College Career, Guidance, Counseling, Training, and Placement Cell regularly conducts programmes in the above regard.  
 ❖ A Programme on Career guidance was organized in the collaboration with Kazironga University. 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.

No. of students benefitted

#### 5.7 Details of campus placement

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

## 5.8 Details of gender sensitization programmes

❖ The college celebrated International Women's Day. In this regard, organized a special programme on "Sexual Harassment".

## 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	24	17,640/-
Financial support from government	71	3,55,000/-
Financial support from other sources(Faculty)	08	5,83,200/-
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

#### 6.1 State the Vision and Mission of the institution

**Vision of the College:**

—To provide the best possible education and values to the students to become responsible citizens, dedicated to serve humanity and to improve the quality of life.

**Mission of the College:** College aims to impart holistic education to the students and empower them with knowledge, skill and competence and make them self-reliant, enlightened and socially committed citizens of the country.

#### 6.2 Does the Institution has a management Information System

Yes, MIS is generating periodical reports on the Institution's performance such as Budget, Student's periodic attendance report, Student's periodic academic performance report, evaluative report with percentages of result etc.

#### 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

The information about various courses offered in the college is provided in details in the college prospectus and on college website.

❖ ICT-enabled teaching-learning process has made students “active participants” in the Classroom.

❖ Students centric strategies like remedial classes, test, special classes are adopted to fulfil the knowledge gap. Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars, debates, quiz etc. A detail evaluation report regarding Sessional Test and regular assignments are formulated in advance and communicated to students.

❖ Monthly attendance record is maintained to identify students who are irregular.

❖ Co-operative learning is facilitated through project work, on-the-spot study, and educational forums.

##### 6.3.3 Examination and Evaluation

The college followed the Semester system with Internal Assessment (IA) which is set by Dibrugarh University.

❖ The Principal and the Heads of the Departments 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 Committee meeting.

#### 6.3.4 Research and Development

- ❖ To promote research, college encourages faculty members to participate and present papers in various national/international/ state seminar and conferences. During this academic year 08 research papers were published in National and International Journals.
- ❖ 1 research scholars have obtained Ph. D., 6 minor projects are completed, 3 engaged in Ph. D Programme.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Our library has an impressive collection of books, journals and newspapers.
- ❖ Maintenance of equipments
    - Cash less transaction via RTGS, NEFD
    - Tally Software used
    - Computerized attendance and Computerized admission

#### 6.3.6 Human Resource Management

Two workshops were organized and attended by the staff members of our college and from other college as well as. Teachers also attended Orientation and Refresher Courses organized by different universities to enhance their skills for teaching and learning.

#### 6.3.7 Faculty and Staff recruitment

- ❖ In the year 2017, Mrs. Kabita Konch of Assamese department were recruited as Assistant Professor in the sanctioned post.
- ❖ Appointment is done through selection committee
- ❖ The regulations laid by UGC is rigorously followed
- ❖ The reservation policy of the State Govt. is strictly adopted

#### 6.3.8 Industry Interaction / Collaboration

Some students visited different colleges and university.

#### 6.3.9 Admission of Students

- ❖ Students are selected for admission on the basis of past academic record meritorious 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 for

Teaching	The college provides welfare benefits to the teaching and non-teaching staff through the Welfare Society of the college. The college also provides different leaves as per norms.
Non teaching	Besides the general Welfare society of the college, there is another Welfare society for Non-teaching Staff of the college from which non-teaching staff can gen welfare benefit as per need.
Students	The college provides free ships to meritorious, poor and sports students who have excelled in academics, sports and other extracurricular activities. College also helps students to get scholarship from different government schemes. Grievance cell, committee against sexual harassment, anti ragging committee, are fully functioning in the college.

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	Academic Audit Team from other University	yes	IQAC
Administrative	Yes	No	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?

The college follows the norms set by Dibrugarh University, Assam. Internal tests are conducted in the classes.

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

The Dibrugarh University does not have any provision for according the status of autonomy to the institution.

#### 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 Cultural event was organized. Prizes were given to the participants. They take initiatives to distribute fruits to the admitted patients of Ligeripukhuri Hospital, Nazira.

#### 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. We have a good relationship among the members of the teaching staff, students and parents/guardians. Parent-teacher meetings are organized time to time in the college wherein parents are informed about their ward's academic performance and attendance records.

#### 6.13 Development programmes for support staff

Staff members are encouraged to pursue higher education and short term courses for knowledge up gradation. A Workshop on “Role of ICT in Higher Education” was organized which was followed by interactive session with experts, wherein the staff members actively participated. Staff is also encouraged to attend workshops in other institutions .

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

Today Environmental awareness is growing rapidly amongst us hence IQAC has initiated the awareness among students with celebrate World Environment Day on 5th June every year which engages the students in planting. The Sign boards are placed in every corner of the institutions which passes on the message regarding environmental protection like Plastic Free Zone, Tobacco free zone etc.

## 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. Following are the measures which were implemented during 2017, in the institution:

- **Student Mentoring:** It is a process where students are engaged outside classrooms and guided students by the teachers.
- **Seminar and Lectures:** College has organized several seminars and workshops to have continuous flow of visitors and academicians.
- **Remedial Classes:** College started remedial classes for the needy students.
- **Learning Resource Centre:** College's library has e-books and e-journals available to faculty as well as students for updating information.
- **Merit and poor student's scholarships:** Students of the college are constantly motivated for attaining excellence by availing all possible scholarship from government as well as from various other sources.
- **Initiatives for Sports students:** College has given free-ships to sports students to encourage sports.

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

- ❖ National Seminar and National Workshops are organised.
- ❖ Remedial classes were conducted to help the slow learners improve their academic performance
- ❖ Environmental awareness is created by celebrating Environment Day and Plantation is done in the campus.
- ❖ All the seats were filled up.
- ❖ Academic Audit was conducted. 4 meetings were held to facilitate interaction between IQAC and Departments
- ❖ MOU with Gargaon College has been signed for faculty exchanged programme.
- ❖ Mentorship of students has been initiated
- ❖ **'Image'** – A Research Journal of Nazira College Teacher Unit and IQAC News letter was published



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

Title of the Practice  
Best Practice

**Best Practice No. 1: Guidance to advanced and slow learners**

Institution conducts an orientation program for all newly admitted students to make them aware of program structure, examination system, various courses in the program. To standardize practices every faculty member maintain course file by way of departmental file for every semester which includes – attendance records, internal assessment records, course plan, results and students performance. Performances in first Credit/first Sessional examinations are reviewed to monitor their learning levels. Class Teachers and Mentors evaluate above data and categorize students as advanced and slow learners and provide them suitable guidance.

**Best Practice No. 2. Voluntary Services:**

College conducted cleanliness drives, Blood Donation awareness drives through NCC and NSS Volunteers. NCC and NSS activities are integral part of the Holistic Development of the students. Contribution is collected towards payment of fee, books and other needs for needy students of the college and outsides.

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

7.4 Contribution to environmental awareness / protection

- ❖ Tree Plantation is done.
- ❖ Clean Campus drives.
- ❖ Avoidance of plastic goods
- ❖ College is declared as Tobacco free zone
- ❖ Electronics equipments are turned off that are not in use.
- ❖ College has airy and well light class rooms.

7.5 Whether environmental audit was conducted?

Yes

No

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

**Strength of the college:**

- The Nazira college is located in the Sub-divisional headquarter. So, student of different area can easily reach the college.
- Cooperation and good support among teaching, non-teaching and students community.
- Wi-Fi & internet facility for faculty and students in the college campus is available.
- The college has opened Digital financial transaction.
- Class rooms are well equipped with digital projector & smart board.
- First-Aid facilities for faculty and students are available
- Support service for disable students is also available.
- Educational opportunities of B.Voc. in Information Technology and Fashion Designing.
- Teacher exchange program from local higher education institution for quality education.
- Digital Library and Mobile Library facilities available.
- Students with bare minimum marks who otherwise would have no access to higher education find a space here to get an opportunity to acquire a college degree that opens up avenues of career prospects.
- Students enthusiastically participate in academic and non-academic activities.

• **Weakness of the College:**

- Infrastructural deficiency to meet the increasing needs of the stakeholders due to Poor internal financial condition of the college.
- As per requirement sanction faculties are not sufficient.
- The college has no Boys' hostels.
- Residential facilities are also not available for staff.
- Outdoor and indoor games facilities are not up to the mark in the college.
- Well equipped Auditorium is not available.
- Recreational facilities for the students are not sufficient.

• **Opportunities:**

- Alumni association can be made more active for productive participation

• **Threats**

- Limited career opportunity
- Conservative society
- Poor socio-economic background of the students.
- Less scope for all round development
- Student unawareness about career

## 8. Plans of institution for next year

- ❖ To Invite NAAC Peer Team for 3<sup>rd</sup> Cycle Accreditation
- ❖ To MOU's with various National institutions/Industries will be established.
- ❖ To Organize National Seminar on Teaching-Learning Process
- ❖ To Strengthen the Campus Placement Services
- ❖ To cater to the needs of slow learners through remedial classes
- ❖ To conduct an academic audit of departments
- ❖ To promote collaborative research

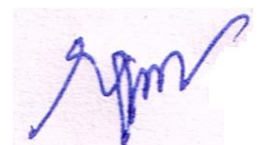
Name Dr. Ajit Chandra Borah



11/12/2018

Signature of the Coordinator, IQAC

Name - Dr. Raju Phukan



11/12/2018

Signature of the Chairperson, IQAC

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## 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



**Exit Session with Academic Audit Team, 2017**



**UGC Sponsored National Seminar on Rural Nonfarm Employment In North East India**



**UGC Sponsored National Workshop on 'Role of ICT in Higher Education**

ACADEMIC CALENDAR  
2017 - 18

- ❖ Commencement of the 1<sup>st</sup> Year/1<sup>st</sup> Sem classes: 15<sup>th</sup> June, 2017
- ❖ Freshmen Social: 20<sup>th</sup> - 30<sup>th</sup> June, 2017
- ❖ Celebration of international Yoga Day: 21<sup>th</sup> June, 2017
- ❖ National Library Day: 12<sup>th</sup> August, 2017
- ❖ Students' Union Election: 25<sup>th</sup> – 29<sup>th</sup> August, 2017
- ❖ 1<sup>st</sup> Sessional Examination: 8<sup>th</sup> August – 20<sup>th</sup> August, 2017
- ❖ Seminar/ Group Discussion for Internal Assessment: 1<sup>st</sup> Sept – 10<sup>th</sup> September
- ❖ Second Sessionl Examination: 2<sup>nd</sup> October to 10<sup>th</sup> October, 2017
- ❖ Completion of Odd Semester Classes: 4<sup>th</sup> October, 2017
- ❖ End Semester Examination: 1<sup>st</sup> November to 30<sup>th</sup> November, 2017
- ❖ College Foundation Day: 16<sup>th</sup> December, 2017
  
- ❖ Commencement of Even Semester Classes: 2<sup>nd</sup> January, 2018
  
- ❖ College Week: 1<sup>st</sup> January – 12<sup>th</sup> January, 2018
  
- ❖ 1<sup>st</sup> Sessional Examination for Even Semester Classes: 10<sup>th</sup> – 20<sup>th</sup> February
  
- ❖ 2<sup>nd</sup> Sessional Examination for Even Semester classes: 1<sup>st</sup> April to 8<sup>th</sup> April,2018
  
- ❖ Even Semester Examination: 2<sup>nd</sup> May to 31<sup>st</sup> May,2018

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**Nazira College, Nazira  
Analysis of feedback – 2017**

Feedback from students was periodically received by the departments and analyzed. 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 price of the food items of the college Canteen. Accordingly, it has been done.

**Best Practices 2017**

**Best Practice No. 1: Guidance to advanced and slow learners**

Institution conducts an orientation program for all newly admitted students to make them aware of program structure, examination system, various courses in the program. To standardize practices every faculty member maintain course file by way of departmental file for every semester which includes – attendance records, internal assessment records, course plan, results and students performance. Performances in first Credit/first Sessional examinations are reviewed to monitor their learning levels. Class Teachers and Mentors evaluate above data and categorize students as advanced and slow learners and provide them suitable guidance.

**Best Practice No. 2. Voluntary Services:**

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