Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**THE NAZIRA COLLEGE**
Name of the head of the Institution	**Dr. Raju Phukon**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03772280341**
Mobile no.	**9435057218**
Registered Email	**naziracollege@yahoo.in**
Alternate Email	**ajitchandraborah@yahoo.com**
Address	**Boarding Road, Nazira Town, Dist. Sivasagar**
City/Town	**Nazira**
State/UT	**Assam**
Pincode	**785685**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**Dr. Ajit Chandra Borah**
Phone no/Alternate Phone no.	**03772280341**
Mobile no.	**9678528012**
Registered Email	**ajitchandraborah@yahoo.com**
Alternate Email	**naziracollege@yahoo.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://naziracollege.in/wp-content/uploads/2020/01/2017-AQAR-sent-on-11.12.2018-FOR-2017-Old-formate.-11.34.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://naziracollege.in/wp-content/uploads/2019/11/ACADEMIC-CALENDER-1.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**C+**	**62.50**	**2004**	**04-Nov-2004**	**03-Nov-2009**
2	**C**	**1.94**	**2010**	**08-Jan-2010**	**07-Jan-2016**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**18-Jul-2005**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Academic Audit	13-May-2017 1	32
UGC Sponsored Workshop on Role Of ICT in higher Education in the global context	06-Oct-2017 1	35
UGC Sponsored workshop on Role of ICT in Higher Education in the global context	07-Oct-2017 1	35
UGC Sponsored National Seminar on Rural Nonfarm Employment in North East India	27-Oct-2017 1	40
Organised an Orientation Program on SWAYAM	23-Nov-2017 1	100
Organised an awareness Rally on Swachhata, Sanitary, Drinking water and Organic Manure	16-Sep-2017 1	200
A State level Seminar on	23-Apr-2017 1	50
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NAZIRA COLLEGE	CONSTRUCTION OF BOYS HOSTEL	MP LAD	2018 1	400000
NAZIRA COLLEGE	EXCURSION	ASSAM GOVT.	2018 1	100000
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9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	[View File](#)
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

A Career Counseling Program was organized. Resource person was Mr. Anajan Choudhury from Indian Skill Academy, Guwahati, Assam

A Program on "How to Develop Interview Skill" was organised for 6th Semester students. Resource person was Mr. Pranjal Bezboruah from Royal Global University,

A Carer Development program was organised on the theme Digital Marketing.

Seven days workshop on Behavioral Re modelling for Enhancing the class room delivery of teachers. Resource persons from E ICT Academy IIT, Guwahati, Assam.

Encourage teachers to take classes in Feeder Schools and under Moitree Ek Gyanjatra.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
To Organise interaction Program, Talks etc.	An Interaction Program was organised with Dr Hemalata Devi, Librarian, No Noi College, Nagaon, Assam
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 13th May/2017
To promote collaborative research	IQAC News letter was published, 'Image' – A Research Journal of Nazira College Teacher Unit was published
To encourage the students to participate in NCC and NSS Activities	An Awareness Rally on "Swachhata, Sanitary, Drinking Water and Organic Manure" under Sawachhata Hi Sewa Program was organised
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	23-Nov-2018

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	Yes
Date of Visit	13-May-2017
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	30-Jan-2019
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Nazira College, Nazira, being an affiliated college, don't have the freedom to develop its own curriculum. It follows the same curriculum which is design and prepared by the Dibrugarh University, Dibrugarh, Assam. At the beginning of each new academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, Sessional examination, Seminar, Group discussion, curricular, extension related and co-curricular activities. An Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. For effective implementation of the curriculum, the HODs of the college conduct their departmental meetings with the faculty members of the department and develop academic Teaching plans for the coming academic session. Routine committee of the college prepares the master routine and circulates it to different departments. Routine is prepared strictly in accordance to the prescribed syllabus of each course offered by the affiliated University . Routine is prepared by the routine committee for all generic courses, according to the new CBCS system of the Dibrugarh University, all programs and honours classes of all departments. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment, syllabus of each teacher at the beginning of a session by the department. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic of the syllabus.Syllabus of each subject for the academic session is provided to the

students. Some Professors maintain a personal diary for effective academic planning, implementation and review of the curriculum. Along with the traditional chalk Board and talk method, teachers often use power-point Presentation during the lectures to demonstrate topics. Sessional examinations, student seminars and group discussions are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. Tutorial classes are taken in some departments within class routine hours for which separate attendance registers are also maintained. Field tours are organized specially by the Department of Geography to ensure effective implementation of the prescribed curriculum. Interactive sessions with students and, sometimes with guardians are held to identify problem of the students. Special care is taken to address the problems of slow learners. Student satisfaction survey is conducted by IQAC to improve the teaching-learning process of each department. The college collected the feedback from students and in periodic meetings of the committee comprising Principal, IQAC coordinator and a few senior teachers are organized. After collection of feedback from the students, a feedback report is prepared and same is submitted to the Principal. Teachers are called by the Principal if necessary to inform about his feedback collected

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BVoc	**B.Voc. IT**	**01/08/2017**
BVoc	**B. Voc F.D**	**01/08/2017**

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	**0**	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Blended Learning	**17/01/2018**	**40**
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships

BA	Field Survey Done and report prepared by students of Geography department	45
BA	Field Survey done and report prepared by Students of Education department	18
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	
Parents	

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
In view of the enhancing the academic quality of the students and identifying the gaps in the curriculum as per the current requirement, we had taken feedback from the students regarding their subjects for the degree program and the suggestions relevant to the syllabus. Feedback on the teaching learning process is received from students. A survey is done based on a structured questionnaire framed and approved by the IQAC of this college.The received feedback form students is then analyzed by the Feedback committee and it is also forwarded to the Head of the institution i.e. Principal with necessary suggestions based on this feedback.Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	ENGLISH HONOURS	15	11	11
BA	ENGLISH NON-HONOURS	450	460	448
BA	ASSAMESE HONOURS	50	63	42
BA	ASSAMESE MIL	470	500	470
BA	ECONOMICS HONOURS	28	15	6
BA	ECONOMICS NON-HONOURS	30	15	6
BA	EDUCATION HONOURS	25	40	20

BA	EDUCATION NON-HONOURS	260	240	231
BA	SOCIOLOGY HONOURS	60	70	55
BA	SOCIOLOGY NON-HONOURS	280	300	275
BA	POL. SCIENCE HONOURS	30	30	22
BA	POL.SCIENCE NON-HONOURS	130	130	125
BA	GEORAPHY HONOURS	60	70	60
BA	GEOGRAPHY NON-HONOURS	15	20	8
BA	HISTORY HONOURS	25	22	16
BA	HISTORY NON-HONOURS	25	15	14
BA	MATHEMATICS NONHONOURS	16	4	4
BA	STATISTICS NON-HONOURS	15	8	8

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1211	0	34	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
34	15	10	10	5	2

View File of ICT Tools and resources

View File of E-resources and techniques used

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

At the begining of the program every year, all the departments of the college individually organised orientation sessions on the class commencement day for students of first semesters. On that day, some important matters are discussed with students regarding marks secured in previous examination, computer skill, internet using habits, to asses interest knowledge and skill of the students. Moreover, the implementation of the mentoring system of the department is also discussed. In the mentoring process, all necessary information related to the

student such as students contact number, email id of the student, Guardians name, family income, cast category, gender etc. are initially collected by the department from the students. Departments maintain all the records related to the reviewing of the performance of the students like, 1st and 2nd sessional examination, attendance record, departmental students seminar record. field reports record etc. Departmental teachers maintain interaction with students through individual meetings, departmental notice board, social networking sites like whats app group etc. Teachers discuss with parents during parent teacher meetings and try to identify the problems faced by students and related issues. Time factor is a major constraint in the mentoring system, especially after introduction of semester system by Dibrugarh University from 2012. To overcome this constraint sometimes suggest students to provide the list of difficult questions and problems faced by them especially while preparing for final examination as well as competitive examinations and then the teachers provide solutions in written form to the students. In some departments tutorial classes are also organized for students. Generally, tutorial classes are held after end of the major classes. Remedial classes are also organised for slow learners. Some important outcome of the departmental mentoring system in the current year are:(2017 18) 1. Significant improvement in the teacher student relationship has been observed. 2. There are 27 Students of this batch have got placement in Tech Mohindra Campus Pool drive organized on 24th April, 2019. Congratulates the selected students. Out of total 27 students, there are 13 boys and 14 students were girls. 3. Students have participated and presented papers in different regional level seminars. They have also participated in different level of competitions like quiz competition, debates and other similar literary contests organized by different external agencies. 4. Students have been placed in Universities and other prestigious institutes for higher studies, like MA. MSW, LLB,MBA etc. 5. Our Students have shown outstanding performance in sports and cultural tournaments. Our College has been declared as Champion in Dibrugarh University Inter college football tournament in this year. Besides it, our students had selected and participated in Zonal Inter University Tournament of Indian Universities. 6. Our students has been awarded Best Volunteer Certificate in Digital Financial Literacy Campaign on the occasion of National Convention at Biggyan Bhwan, New Delhi. The Biggest challenge of the mentoring system is to decrease the drop out rates of the college due to shifting of students from general courses to technical courses at the begining of the each academic session of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1216	34	35.76

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
30	30	0	0	7

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2017	MR. JITEN PHUKAN	Associate Professor	Appreciation Award by State Govt.
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ASMM	1ST Semester	21/11/2017	08/02/2018

BA	ENGM	1ST SEMESTER	21/11/2017	08/02/2018
BA	ECOM	1ST SEMESTER	21/11/2017	08/02/2018
BA	EDNM	1ST SEMESTER	21/11/2017	08/02/2018
BA	PSCM	1ST SEMESTER	21/11/2017	08/02/2018
BA	HISM	1ST SEMESTER	21/11/2017	08/02/2018
BA	GGRM	1ST SEMESTER	21/11/2017	08/02/2018
BA	SOCM	1ST SEMESTER	21/11/2017	08/02/2018
BA	MTHG	1ST SEMESTER	21/11/2017	08/02/2018
BA	STSG	1ST SEMESTER	21/11/2017	08/02/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Every department of the college organized two sessional examination for both Odd and Even Semester, departmental Seminars related to the relevant topics of the subject, group discussion, etc. in every year. SOCIOLOGY: Two sessional examinations are held after completion of the syllabus. Seminar on relevant topic of Syllabus is organized for every semester among the students. Group discussions are held among those students who failed to present their seminar paper and home assignments are asked from those students who failed to appear the sessional examinations on due time and date fixed by the department. ASSAMESE: 1st sessional examination is held on half part of the syllabus and second sessional examination held after the completion of the syllabus. Seminar on relevant topic of Syllabus is organized for every semester among the students. Group discussions are held among those students who failed to present their seminar paper and home assignments are asked from those students who failed to appear the sessional examinations on due time and date fixed by the department. GEOGRAPHY: 1st sessional examination is held on half part of the syllabus and second sessional examination held after the completion of the syllabus. Seminar on relevant topic of Geography organized for every semester among the students. Most importance is given on power point presentation by the students. Group discussions are held among those students who failed to present their seminar paper and home assignments are asked from those students who failed to appear the sessional examinations on due time and date fixed by the department. Evaluation of Answer scripts are done by the department and evaluated marks are informed to the students by the departmental notice board. Field reports and Project reports are prepared by the students under the supervision of the departmental teachers and submitted by them to the fulfillment of their degree. Every year excursion is organized to visit different places from which students get chance to gathering knowledge. Tutorial classes are held after end of the general classes. ECONOMICS: Two sessional examinations are held, Seminar on relevant topic of Syllabus is organized for every semester among the students. Group discussions are held among those students who failed to present their seminar paper and home assignments are asked from those students who failed to appear the sessional examinations on due time and date fixed by the department. ENGLISH: Seminar, group discussion, sessional examination are held. EDUCATION: Seminar, Group discussion, sessional examination are organized and field survey are conducted. POLITICAL SCIENCE: Seminar, group discussion, sessional examination, Mock parliament etc. HISTORY: 1st sessional examination held on half part of the syllabus and second sessional examination held after completion of the syllabus.. Seminar on relevant topic of Syllabus is organized for every semester among the students. Group discussions are held among those students who failed to present their seminar paper and home assignments are asked from those students who failed to appear the sessional examinations on due time and

date fixed by the department. MATHEMATICS: Seminar, Group discussion, Sessional Examinations are held

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Our college is an affiliated college of Dibrugarh University, Assam. According to University Academic Calendar, all the Semester End Examinations are conducted at the end of each semester courses. When the University uploaded the examination related notice in the University website, College informs students about the university notices and circulars related to the examinations from time to time through student notice board, departmental notice boards, college website and also verbally by the faculty members of the department. All the in semester examinations are conducted on the basis of college academic calendar prepared by the college followed by Dibrugarh University Academic Calendar. All departments conduct internal assessment of students on the basis of performance of in semester examinations, seminar presentation, and attendance. Dates of seminar, in semester examinations are fixed by the college and mentioned in the academic calendar based on university academic calendar. Students are well informed about these internal examinations well in advance by the department. Students are well informed about the in semester examination marks by the departmental notice board.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://naziracollege.in/wp-content/uploads/2020/02/outcomes-converted.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
ENGM	BA	ENGLISH HONOURS	8	6	75.00
ASMM	BA	ASSAMESE HONOURS	34	17	50.00
ECOM	BA	ECONOMICS HONOURS	12	6	50.00
EDNM	BA	EDUCATION HONOURS	13	8	61.53
PSCM	BA	POL.SCIENCE HONOURS	18	12	66.67
HISM	BA	HISTORY HONOURS	8	3	37.5
GGRM	BA	GEOGRAPHY HONOURS	16	15	93.75
SOCM	BA	SOCIOLOGY HONOURS	27	23	85.15
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the

questionnaire) (results and details be provided as weblink)

http://naziracollege.in/wp-content/uploads/2020/02/student-satisfaction-survey-17-18.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Behavioral Remodeling for enhancing the classroom delivery of teachers.	Nazira College	17/01/2018
National Level Seminar Workshop on Role of ICT in Higher Education	Nazira College	06/10/2017
National Level Seminar on Rural Nonfarm Employment in North East India.	Nazira College	27/10/2017
State level Workshop on Ganamadhyam Sangshai aru Sambhawana	Assamese Deptt.	23/04/2018

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Moytayee Ek Gyan Jatra	A state level award for taking the initiatives of teaching Mathematics among school students	Education Dept. Govt. of Assam	05/09/2017	Gyanjyoti Program under D.C., Sivasagar, Assam
Financial Literacy Campeign	Best Volunteer Award	HRD, Govt. of India	13/03/2017	Vittiya Saksharata Abhiyan
Contibution to the literary field	satsori sahitya bota	Satsori Sanskritik Unnayan Sangstha	28/09/2018	Literary
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation	Name	Sponsored By	Name of the	Nature of Start-	Date of

Center				Start-up	up	Commencement

<div align="center">**No Data Entered/Not Applicable !!!**</div>

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
01	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Geography	2	5.87

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ASSAMESE	1
EDUCATION	1
GEOGRAPHY	1
MATHEMATICS	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Assessment of Forest Resource of Sivasagar district, Assam	DR. AJIT CHANDRA BORAH	International Journal of Emerging Technologies and Innovative Research	2018	0	NAZIRA COLLEGE	0
Impact of Education and Economic Condition of the Voting Behavior of the	DR. AJIT CHANDRA BORAH	International Journal of Emerging Technologies and Innovative Research	2018	0	NAZIRA COLLEGE	0

people of Jorhat Parliamentary Constituency						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Assessment of Forest Resource of Sivasagar district, Assam	Dr. Ajit Ch. Borah	International Journal of Emerging Technologies and Innovative Research	2017	0	0	NAZIRA COLLEGE
Impact of Education and Economic Condition of the Voting Behavior of the people of Jorhat Parliamentary Constituenc	Dr. Ajit Ch. Borah	International Journal of Emerging Technologies and Innovative Research	2018	0	0	NAZIRA COLLEGE
			View File			

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	24	25	5
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
CELEBRATED WORLD ENVIRONMENT DAY ON 5TH JUNE	NAZIRA COLLEGE NSS UNIT	10	150
Celebrated 75th year of Quit India Movement and 71th	Nazira College NSS and NCC Unit	40	200

year of Indias Indepemdance Day			
One Day Cleaning program at College Campus on 6th August, 2017	Nazira College NSS Unit	9	45
One Day Program on National NSS Day, 2017	Nazira College NSS Unit	5	67
One Day Cleaniness Program on College Campus on 9th August, 2017	Nazira College NSS Unit	4	30
One Day Awareness and survey Program on Swachhta, Drinking Water and Senitation of villages under Nazira Gaon Panchayat	Nazira College NSS Unit	7	75
Celebrated Gandhi Jayanti in Nazira Gaon Panchayat	Nazira College NSS Unit	8	75
One Day Workshop among the Womens of Hen Ali Village on Cuting and Nitting	Nazira College NSS Unit	5	45
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Financial Literacy Campeign	BEST VOLUNTEERS AWARD	MHRD, Govt. of India	2
COSTUME DESIGNE	BEST COSTUME DESIGNER AWARD	A Popular Assames monthly, Asomiya Maya	1
[View File](#)			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
VISAKHA	MHRD, Govt. of India	As Volunteer in VISAKHA	4	1000
Swachh Bharat Movement	Dibrugarh University	Workshop on Leadership Development of Communication	2	300

		Skill to address the Swachha Bharat Movement in College			
Swachh Bharat Movement	Dibrugarh University	Sachh Bharat Abhijan	2		300
NSS	Dibrugarh University	Workshop on Life Skill and Personality Development and leadership Training	2		250
NSS	Dibrugarh University	Workshop on Life Skill and Personality Development and leadership Training	2		250
PREREPUBLIC DAY SELECTION	Dibrugarh University	Pre Republic Day Selection Camp	2		200
Business Incubation Training on Adventure Tourism	IIE, Guwahati	Business Incubation Training on Adventure Tourism	2		60
Cashless Transaction	NSS Unit of Nazira College	Awareness Drama on Cashless Transaction	6		20
		View File			

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Moitree: Ek Gyan Jatra	5	Self financed	7
Faculty Exchange Program	5	Self Financed	7
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
FACULTY EXCHANGE PROGRAM	COLLEGE	GARGAON COLLEGE	01/08/2017	10/11/2017	3

FEEDER SCHOOL	H.S. SCHOOL	BORTAL SCHOL AND NAZIRA BOYS H.S. SCHOOL	01/08/2017	10/11/2017	2

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
GARGAON COLLEGE	13/07/2017	To take classes and related activities	300

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1458931	914961.5

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

No file uploaded.

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
College Attendance System (CAS)/SOUL	Fully	2.0	2008

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6161	1543526	357	165870	6518	1709396
Reference Books	9377	2784255	752	315743	10129	3099998

e-Books	10	13570	0	0	10	13570
Journals	15	7284	1	300	16	7584
Journals	10	13570	0	0	10	13570
Digital Database	1	0	0	0	1	0
Weeding (hard & soft)	35	10316	5	0	40	10316

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 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

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4.3 – IT Infrastructure

 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	43	1	2	1	1	9	10	2	0
Added	1	0	0	1	0	0	0	0	0
Total	44	1	2	2	1	9	10	2	0

 4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

150 MBPS/ GBPS

 4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	[Nil](#)

4.4 – Maintenance of Campus Infrastructure

 4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
335000	93056	565000	64404.36

 4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

> Physical facilities: The physical facilities including Laboratories, Classrooms, ICT facilities and Computers etc. are made available for the

students those who are admitted in the college. Students are charged for the laboratory expenses at the time of the admission as suggested by the authority. The classrooms, boards and furniture facilities are utilized regularly by the students. The maintenance and the cleaning of the classrooms and the laboratories are done with the efforts of the nonteaching staff and in major cases the college goes for the maintenance contract to local experts. The college has adequate number of the computers with internet connections and the utility software's distributed in office, laboratories, library, departments etc. The central computer laboratory connected in LAN is open for the students as time permits them, the office computers which are also connected through the LAN is consisting of the office software making work easier The library is also provided LAN facility for the computers and they are loaded with the library software. Academic and Support Facilities: The academic support facilities like library, the sports and culture and the other platforms supporting overall development of the students like NSS, NCC or Career Counseling cell etc. is open not only to the college students but also to all the stakeholder in the surrounding with prior permission of the authority. Accession to library is permitted at the cost of the deposits as caution money. A provision of the budget for the library maintenance is made by the college management. The activities like keeping library clean are done frequently by library staff. The library is headed by librarian. He is supported by the library assistant, supporting staff for Journal and Reference sections. The equipment and machineries in the laboratory are maintained by department itself with the advice of HOD. The computers are maintained in the Institution by local experts. This division provides the integrated IT services like smooth running of automation, upgradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipments including internet connectivity, procurement of hardware, software. Sports complex The record for usage of sports and cultural facilities is maintained. Hostel Hostel committee regularly monitors maintenance, hygiene and cleanliness of all facilities in hostel performed by inhouse housekeeping staff and supervised by rector. CanteenThe canteen maintenance committee takes care of quality and other related issues. Generator facility The campus has 01 Diesel generators with capacity 160 KV for Management/regulation of electricity and voltage. One water tanks is available.

http://naziracollege.in/wp-content/uploads/2020/02/PROCEEDURE-AND-POLICIES-1.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Welfare	24	17640
Financial Support from Other Sources			
a) National	State Govt	71	355000
b)International	00	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved

STUDENTS MOTIVATION PROGRAM	10/03/2018	60	MOTIVATIONAL SPEAKER AND D STUDENT COUNSELOR
PERSONAL COUNSELLING FOR SIXTH SEMESTER STUDENTS	17/04/2018	17	PRANJAL BEZBORUAH, GLOBAL UNIVERSITY
CAREER DEVELOPMENT PROGRAM FOR SIXTH SEMESTER STUDENTS	22/03/2018	20	NORTH EAST DIGITAL MARKETTING INSTITUTE
ORIENTATION PROGRAM FOR SIXTH SEMESTER STUDENTS	30/01/2018	22	KAZIRONGA UNIVERSITY
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	Tech Mohindra Pool Campus Drive	0	0	0	27
2017	TCS Pool Campus Drive	0	22	0	10
2018	Career Development Program on Digital Marketing	0	20	0	0
2018	Creer Counselling Program for Sixthe Semester Students	0	17	0	0
2018	Career Counselling Program	0	36	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	10

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Tech Mohindra	27	27	Kazironga University	3	1

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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	1	GEOGRAPHY HONOURS	GEOGRAPHY	GUWAHATI UNIVERSITY	M.A. IN GEOGRAPHY
2017	1	ECONOMICS HONOURS	ECONOMICS	DIBRUGARH UNIVERSITY	MA.A IN ECONOMICS
2017	1	POL. SCIENCE HONOURS	POL. SCIENCE	DIBRUGARH UNIVERSITY	PGDCA
2018	2	GEOGRAPHY HONOUR	GEOGRAPHY	DIBRUGARH UNIVERSITY	PGDCA
2018	1	ECONOMICS HONOURS	ECONOMICS	DIBRUGARH UNIVERSITY	M.A. IN ECONOMICS
2018	1	POL.SCIENCE HONOURS	POL.SCIENCE	DIBRUGARH UNIVERSITY	PGDCA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	1

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
ALL ASSAM INTERCOLLEGE QUIZ COMPETITIONS	STATE	100
ALL ASSAM INTER COLLEGE VOLLEY BALL COMPETITION	STATE	96

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	Best	National	2	0	1.	1. Tantia

| | Volunteers Award | | | | S1532904 2. S1319580 | Tupi 2. Sivani Mech |

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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students are empowered to play important role in different activities. Student Council (Student Union) of the college is an elected body elected by the Students' community through "Students' Union Election" conducted by the college with the help of students in every year. The Elected Students' Union always joins hands with faculty members and college administration to ensure overall development of the college. Students' Union was appreciated by Academic Audit team members in May 2017 for maintaining a disciplined atmosphere in the college. Academic Audit team report and peer team members mentioned the college as a highly disciplined institution. Students' Union organizes different cultural programmes to observe important days such as "College Foundation Day", "Republic Day", "Independence Day", "NSS Day", "Swaraswati Puja", Freshers for newly comer students etc. in the college campus. "Annual College Week" is celebrated in the college by Students' Union. In this week various competitions on sports and culture are held in the college campus and thereafter prize distribution through proper judgment by invited eminent persons of the locality. The main events of Sports are – Foot Ball, Volley Ball, Badminton, Cricket, Chess, Carom, High Jump, Long Jump, Pole Vault, Javelin Throw, Discuss Throw, Shotput Throw, 100 mtrs Run, 200 mtrs. Run, 400 mtrs Run, Relay Race, Marathon Race etc. On the other hand, Cultural and literary events are – Recitation, Extempore speech, Essay writing, poem writing, story writing, article writing both Assamese and English, News reading both English and Assamese, One Act play Competition, Borgeet, Modern Song, Rabha song, Jyoti Song, Bhupendra song, Bihu song, Robindra song, Bihu dance, Modern dance, other Group dance, Satriya dance, Bodo dance, Karbi dance, Arunachali dance, Quiz competition, Debating competition etc. Most of all students participated in different competitions held in the college week. Students' Union organized a rally in Nazira Town comprising of all students, faculty members, and staff of the college to celebrate the Closing Ceremony of the College week. The different event of old history, culture and tradition and achievements of the college was highlighted through posters, banners and songs in this rally by the students. Participation of students in the students' Union helps in the development of their organizational skills. Every year, students' Union with faculty members organizes Book Fair in the college campus, which also involves different competition and thereafter prize distribution through proper judgment by invited eminent persons of the locality. It gains wide participation from the locality as well. President, Vice President and General Secretary (GS) of the students' Union are the member of every activities organized in the college. Students' Union puts forward his/her suggestions and different issues related to the academic and administrative affairs of the college to the Head of the institution and to the IQAC. Problems faced by students are sometimes communicated to the college authority through GS of the students' Union. Functioning of different secretaries of students union further reinforces decentralization. President, Vice President, GS, AGS, Cultural, Magazine, Indoor Games, Outdoor Games, Social Services, Boys common room Girls commonroom.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

100

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Decentralization: The institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. 1. Principal Level: Principal is the member secretary of the governing body and chairperson of the IQAC. The Principal in consultation with the Teachers' Unit nominates different committees for planning and implementation of different academic, student administration and related all the activities. All academic and operational activities are based on the unanimous decision of the governing body, the IQAC and the teachers Unit of the college. 2. Faculty level: Faculty members are given representation in various committees/cells nominated by the Teachers Unit, in the Governing body, in the IQAC and other various committees. Every year, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Following are the different subcommittees which have been nominated by Teachers' Unit (201718): • Admission Subcommittee • Academic Committee • Examination subcommittees (Separately for Semester I to Semester VI) • Academic Calendar Committee • Routine subcommittee • Research Committee • Library subcommittee • Student Union Election subCommittee • Subcommittee for games and sports • Canteen subcommittee • Publication Sub committee • Cultural subcommittee • Semester Monitoring Committee • Anti Raging Committee • Disciplinary Committee • Career Counseling and Career Guidance and Placement Unit • Grievance Redressal Cell • Website committee • Swaraswati Puja Committee • Building Committee • Purchasing Committee • Women Cell • Sexual Harassment Committee 3. Student level: Students are empowered to play important role in different activities. President, Vice President and General Secretary of the students union are the member of all activities organized in the college. Functioning of different secretaries of students union (listed below) further reinforces decentralization. • Magazine Secretary • Cultural secretary • Boys common room secretary • Girls common room secretary • Social service secretary • Indoor Games Secretary • Outdoor Games Secretary • Debating and Literature Secretary 4. Nonteaching staff level: Nonteaching staff of the college are represented in the governing body and the IQAC. Suggestions of nonteaching staff are considered while framing policies or taking important decisions. Participative management The institution promotes the culture of participative management at the strategic level, functional level and operational level. • Strategic level: The Principal, governing body, Teachers Unit and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, construction, finance etc. • Functional level: Faculty members share knowledge among themselves, students and staff members while working for a committee. Faculty members are involved in joint research and have published papers. • Operational level: The Principal

interacts with government and external agencies faculty members maintain interactions with the concerned departments of affiliating university. Students and office staff join hands with the Principal and faculty for the execution of different academic, administrative, extension related, co and extracurricular activities.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Research and Development	The College has a research committee to approve all research activity of the faculty members. The college annually publishes a journal named "Image" under Nazira College Publication Cell. Three faculty members completed Minor Research project in 2017. The institution gives importance on developing research culture and aptitude among students by organizing seminar, Workshop discussion and awareness activities. Recently, the college has organized one national seminar on Rural Nonfarm Employment in North East India and one national workshop on ICT in the month of November 2017. The faculty members of Nazira College have been involved for guiding student for research project.
Curriculum Development	To fulfill the mission and vision, the college has framed the objectives. It has to follow the curriculum framed by the affiliating university and for effective implementation of the curriculum the College prepares a academic calendar in conformity with academic calendar of affiliating University. Specific measures such as exchange of teachers with nearby higher educational institute, academic audit, regular meeting with H.O.D.s etc. are initiated by the college for effective transaction of the curriculum. Moreover the college has offered skill based courses such as Degree, Advance Diploma, Diploma, and Certificate in Information Technology and Fashion Designing under B. Voc. Program.
Teaching and Learning	The college always prefers the interaction with students, parents in terms of knowledge and skills. To minimize the gap of knowledge, the college provides remedial classes, organizes seminars, group discussions,

	workshops and awareness programs in different issues. Moreover, the NSS, NCC, Women Cell, Sexual harassment and Gender sensitization committee regularly organize social work, cocurricular activities, workshops, and lectures, to sensitize staff, students, parents and general public. In consonants with advanced teaching learning process the college prepared academic calendar, teaching plan and also encourages adopting new teaching learning technology. The IQAC takes a vital role for the career development of teachers.
Examination and Evaluation	End Semester examinations are conducted by the affiliating university, i.e. Dibrugarh University. Our College conducts only in semester examination for internal assessment of students according to the university guidelines. Two Sessional examination, Student seminars, interactive sessions, Practical examinations, Group discussions, Debates, Quiz etc. are conducted by departments to evaluate the students. Department of Geography conducts the field survey on various topics like Socioeconomic conditions of an area Physical condition of an area etc. and finally a field report is prepared. Examination subcommittees have been formed by the Teachers Unit for effective implementation of the evaluation reforms of the university.
Library, ICT and Physical Infrastructure / Instrumentation	The college has maintained a standard for infrastructure and learning resources. Spacious, wellventilated 17 classrooms and 2 seminar halland 2 laboratories are available for smooth conduct of theory sessions. Besides the conventional teaching aids, classrooms are also equipped with ICT facilities viz. Digital smart board, LCD projectors and OHPs. Videoconferencing facility promotes collaborative, interdisciplinary learning. The Library is wellequipped with modern facilities i.e. digital library. Separate computer rooms with internet, is also available. Sports ground for outdoor games are available, common room facilities with pure drinking water, toilets are available for recreation. There is a Girls' Hostel with a capacity of 30 boarders and canteen facilities are also available.

Human Resource Management	Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate etc to increase their skill and experience. College organized 1 national seminar, 2 workshop and 1 special lecture to enrich students and staff in the academic year 20172018. The students and staff Faculty members are encouraged to participate in trainings, workshops and staff development programmes held in different institutions.
Admission of Students	There is an admission committee to conduct the admission system. The admission process of 20172018 was partly online. All the students had to be physically present during the counseling for admission. Admission of students commenced in June 2017 for 2018 – 19 sessions after declaration of results of 102 examinations by different boards and a merit list was prepared by all departments according to the merit. Majors are allotted according to merit and seat capacity.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	• College has proposed complete office automation. Office automation will include students' database, faculty and staff database, feedback system etc. • Library automation has been initiated.
Administration	• Teachers have prepared their SAR (Self appraisal report) and forwarded to the reporting officer (Principal). Principal has forwarded the same to the reviewing officer of the state government • Notices and circulars are uploaded in the college website.
Finance and Accounts	• Receipt of admission fees is completely online • Salary of faculty members and staff is transferred directly to the bank account. Salary bills are submitted to the treasury through finassam.in. • Payment for the work orders is done through RTGS, NEFT according to government guidelines
Student Admission and Support	• Applications are submitted for admission to different courses through online admission portal • Merit list is prepared and uploaded by fully computerized system • Online counseling is scheduled based on the merit list of

	candidates • Email ids and contact numbers of all members of Anti Ragging Committee, Grievance Redressal Cell have been uploaded to the college website and students can communicate to the members through email
Examination	Evaluation of answer scripts is conducted by the affiliating university. Faculty members of this college follow fully perform their evaluation duties as examiner, head examiner, scrutinizer, reviewer as and when appointed by the university

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2017	Nil	Nil	Nil	0
2018	Nil	Nil	Nil	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2017	Role of ICT in Higher Education in the Global Context	Nil	06/10/2017	07/10/2017	40	0
2017	Gana Madhyam, Sankhay aru Sambhawana	Nil	24/04/2017	24/04/2017	50	0
2018	Blended Learning: Behavioural Remodeling for Enhencing the class room	Nil	17/01/2018	23/01/2018	40	0

delivery of teachers				

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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Cmoparative literature:Indianness	1	06/03/2017	27/03/2017	21
Orientation Program	1	02/08/2018	28/08/2018	26
Blended Learning: Behavioural Remodeling for Enhencement of Class Room Delivery of Teacher	10	17/01/2018	23/01/2018	7

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	8	7	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Debit and Credit Cooperative Society	Cooperative Society	Students Welfare Fund

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

FINANCIAL MANAGEMENT AND RESOURCE MOBILISATION: The Nazira College is a Government Provincialised College. The accounts of the college are regularly conducted by Chartered Accountant and A/C Branch of Assam Government. The financial managements are done through the office by online and paperless mode.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nil	0	Nil

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6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Audit Team from Guwahati University	No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

The Nazira College believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Although the college does not maintain formally registered parentteacher association, yet interactions of teachers with parents during parent teacher meetings of different departments come up with new suggestions related to the overall development of the students. Faculty members maintain attendance record of students. If a student shows poor attendance, then parents are informed about the same by faculty members and Principal and subsequently meetings are arranged by the college authority or department with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward. Joint effort of parents and faculty members has ensured good representation of students in field based subjects such as Geography which require field trainings to different parts of India.

6.5.3 – Development programmes for support staff (at least three)

Nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

ICT based teaching, learning and evaluation requires urgent attention. 1) At present there are 10 numbers of At present there are 10 number of ICT enabled class rooms and 01 number of Virtual class room in the college. More than 50 teachers uses LCD, Smart Board for teaching learning evaluation. Some of the teachers used you tube, ebooks also for this purposes 2)Computer literacy arrangement for teachers, staff and students be introduced. It is already mentioned that the college has 10 number of ICT enabled class rooms and 01 number of Virtual class room. More than 50 teachers uses LCD, Smart board for teaching learning evaluation. A computer centre with internet facilities is open for teachers and students. All official works are done by the computer. Admission and Examination form filled up on online mode. 3)Teachers be motivated for doing Ph. D. and bringing out Research Publication. In 2010, number of teachers with Ph. D was 01, but now it is increased to 7. Number of teachers with M. Phil 3, Now is increased to 12 Number of Research Project 07, now is increased to 12

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	Yes
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants

2017	UGC Sponsored National Workshop organised on the topic Role of ICT in Higher Education in the Global Context.	06/10/2017	06/10/2017	07/10/2017	40
2017	A State level Workshop on Gona Madhyam, Sankhoy Aru Sambhawan	24/04/2017	24/04/2017	24/04/2017	50
2018	UGC Sponsored National Seminar on the topic Rural Nonfarm Employment In North East India	27/10/2018	27/10/2018	28/10/2018	40
2017	Interaction Program with Dr. Hemalota Handique	17/08/2018	17/08/2018	17/08/2018	50

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Class to Class awareness campaign	06/08/2018	11/08/2018	350	300
International Women Day	08/03/2018	08/03/2018	13	6

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
• College has installed solar power system within the college campus • "Save energy" initiative is taken by the students' union to make students aware by making them switch off lights and fans before leaving the classroom • Environmental awareness campaigns by organizing seminars under NSS Unit and by

organizing student exhibitions annually • Geography department organized seminar among students on "Environmental Degradation" as a part of their course curriculum on different environmental issues such as air, water, land and sound pollution, solid waste management, ecosystem and biodiversity.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Provision for lift	No	0
Ramp/Rails	No	0
Braille Software/facilities	No	0
Rest Rooms	Yes	0
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	Yes	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	0	1	25/08/2017	1	AFlood Relief Camp was organised by Teachers, Staff and Students with NNS cell	Flodd Relief	10
2017	0	1	05/06/2017	1	World Environment Day	Environment Awareness	300
2017	0	1	02/10/2017	1	Gandhi Jayanti and Swacha Bharat Abhijan	Social Awareness Rally and Meeting for cleanliness in village	150
2018	0	1	08/09/2018	1	Awareness Program on Netrodan	Netrodan	60

2018	0	1	08/03/2018	1	International Women Day	Awareness on Gender Sensitisation	18
2018	0	1	25/01/2018	1	National Voters Day	Voter Awareness	150
2018	0	1	14/11/2018	1	Childreans Day	Awareness on Child Labour	12
2018	0	1	01/07/2018	1	Lecture on Senitation	Swacha Bharat Summer Internship Program	50
2017	0	1	05/09/2017	1	An Awareness drama on Cashless Transaction	Cashless Transaction	150
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Nazira College Student's Code of Conduct	18/06/2018	Great emphasis is laid on discipline and character building and students are expected to maintain a high standard of discipline. They are subject to the rules and regulations of the college. The student admitted to the college must abide by all rules and regulations as prescribed by the college authority. All forms of ragging in hostels college campus are prohibited. Severe disciplinary action will be taken if anyone is found involved in ragging. Mobile phone and Gutkha are strictly prohibited inside the college campus. Students found indulging in such activities will be immediately expelled from the college and legal action will be taken as per Supreme Court

			Verdict.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Gandhi Jayanti celebration with Swachh Bharat Abhiyan to promote the values and ethics of Mahatma Gandhi Cleanliness is next to Godliness	02/10/2017	02/10/2017	130

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Tree plantation programmes are organized by NSS and NCC Units.
"Campus Maintenance" committee has been formed for the identification and preservation of the natural resources present in the college campus
The campus has been declared "plastic free" zone
Tobacco smoking, chewing of panmasalas and gutka is prohibited in the college campus. Health hazards caused by tobacco smoking are repeatedly highlighted especially by the NSS unit through different events and awareness programmes
College has installed solar power system within the college campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice No. 1: Guidance to the both advanced and slow learners: The Nazira College, Nazira, is an affiliated college, does not have the freedom to develop its own curriculum. It follows the same curriculum design and prepared by the Dibrugarh University, Dibrugarh, Assam. At the beginning of each new academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, Sessional examination, Seminar, Group discussion, curricular, extension related and cocurricular activities. An Orientation program is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. For effective implementation of the curriculum, prepared by the affiliated University, the Head of the Departments of the college conduct their departmental meetings with the faculty members of the department and develop an Academic Teaching Plans for the coming academic session. Routine Committee of the college prepares the master routine and circulates it to different departments and also display in the college notice board. Routine is prepared strictly in accordance to the prescribed syllabus of each course offered by the affiliated University. Routine is prepared by the Routine Committee for all Major and Nonmajor Courses, according to the Semester system of the Dibrugarh University, for all classes of all departments. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment, syllabus of each teacher at the beginning of a session by the department. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their teaching plans according to the

number of lectures allotted in the university syllabus for each topic of the syllabus. Syllabus of each subject for the academic session is provided to the students. Some Professors maintain a personal diary for effective academic planning, implementation and review of the curriculum. Along with the traditional chalk Board and talk method, teachers often use PowerPoint Presentation during the lectures to demonstrate topics. Sessional examinations, student seminars and group discussions are held after completion of a section of the syllabus and periodic review of performance of students is undertaken. Tutorial classes are taken in some departments within class routine hours for which separate attendance registers are also maintained. Field tours are organized specially by the Department of Geography to ensure effective implementation of the prescribed curriculum. Interactive sessions with students and, sometimes with guardians are held to identify problem of the students. Special care is taken to address the problems of slow learners. Student satisfaction survey is conducted by IQAC to improve the teachinglearning process of each department. The college collected the feedback from students and in periodic meetings of the committee comprising Principal, IQAC coordinator and a few senior teachers is organized. After collection of feedback from the students, a feedback report is prepared and same is submitted to the Principal. Teachers are called by the Principal if necessary to inform about his feedback collected from students of different classes. The teacher first introduces and discusses the topic and encourages students to share their understanding of the topic. Slow learners are thus identified during the first fortnight of theory classes. After completion of their practical, extra coaching is provided and topics taught in the class are revised. Difficult problems are initially set only for advanced learners who are encouraged to visit the library to read up journals and papers. Home assignments and class tests help to evaluate overall performance and understanding levels. Attendance is monitored regularly. Feedback is reviewed regularly and every teacher is motivated to do their best. The mentor assigned to every batch of 10 to 20 students strives to understand students' academic and personal problems and also identifies those in need of extra academic coaching or personal counseling. Regular counseling right from entry level helps our students to cope with the culture changes. The mentor encourages students to explore co and extracurricular opportunities on the campus to ensure all round holistic development. Attendance is strictly monitored, reasons for low attendance discussed and parents contacted. College conducts regular career counseling sessions, workshops for students on personality development, communication skills, placement opportunities, career development and professional practices. Every student is encouraged to participate in co and extracurricular activities and sports matching with his hobbies and interests. Best Practice No. 2. Voluntary Services: College conducts 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. The college fraternity emphasized on optimum use of electricity. Six Solar Plates are installed to decrease the use of electricity. The students are inspired to keep the college campus clean and green. The students are strictly ordered not to use tobacco in the college campus. Plantation is the most essential things for the maintaining of healthy pollution free environment. The College has taken up many innovative steps to improve its potentiality with creative learning during the last five years which are as follows. The NCC Unit of the college is running under the leadership of Sub. Lt. Gojendra Sarma, Associate Professor, Department of Geography. During these periods the Cadets both boys and girls of the college NCC Unit have been participating in various PRDC(Pre Republic Day Camp) and NIC(National Integrated Camp) programmes time to time. During these years a total of nine cadets participated in different National Integration Camps and

it is to be noted that five Cadets of our college have successfully participated in the Republic Day Camps. With the help of various units and cells of the college we have implemented a lot of extracurricular and cocurricular activities like Exhibitions, Debating, Seminars of regional, state and National repute. The college has been taking some special measures to promote football games among the students. The interested students are trained regularly under football coaching club, Gargaon and as a result of which our college is able to win the D.U. Champion Trophy for three consecutive years. This year the college football team also has the privilege to be a champion of Bir Charkra Captain Jintu Gogoi Memorial Trophy held in Dibrugarh, Assam. A few foot ball players of our college are the members of some of the reputed football Clubs of India. The college provides equal opportunity to male female in order to sensitize gender equity among students, faculty members and office staff. The college has CCTV surveillance and other safety measures. Faculty Members from nearest higher education institutions and other reputed scholars are invited specially for counseling the students. Institute has antiragging committee, grievance redress cell to prevent undue incidences. Color coded dustbins are used for solid liquid wastes, disposed. Rain water harvesting system is already been installed. The college discourages the use of plastics and promotes paperless environment in the college campus. Initiatives like use of alternative systems of medicines, women's education, proper nutrition to infants etc. are taken to create awareness among local community. The college has defined code of conduct and core values. The college organizes activities to increase consciousness about national identity and integrity by observing various national days. Our Institution maintains transparency in all aspects.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

http://naziracollege.in/wp-content/uploads/2020/02/Best-Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Details of the performance of the institution in one area distinctive to its vision, priority and thrust: Nazira College is one of the leading premier Higher Educational institutions in Assam. The Nazira College, affiliated to Dibrugarh University, Dibrugarh, was established with a view to promoting Higher Education at Nazira and its surrounding areas. The college has left no stone unturned to provide quality education to students since its establishment. The college endeavors to be a premier institution, aiming at providing guidance to the students in the areas of the study habits. The college provides a platform for students as well as teachers for realizing the potentiality that is latent within them through academic excellence, cultural activities and extension activities to taste the beauty of life, to overcome new challenge, to understand their skills in tune with Greek philosopher, Socrates' statement "Know Yourself". To fulfill the vision, students are sensitized to their roles and responsibility towards society as well as themselves through self discipline, developing creativity and good academic performance. In keeping with our institution's vision of promoting the core values of justice, freedom, sincerity, truth and joy, The Nazira College has always given priority to the quality education. The institution stresses on outreach programmes and inculcates in its students an awareness of the value of a holistic education and empathy for the less privileged sections of society. Social service is one of the significant components for all students. An active NSS and Social Service Cell organize outreach programmes for the student community. The college rallies round during natural calamities especially during flood and collected relief materials and then distributed among the

people of flood affected areas. Packaging of these by the students with teachers and transported it for distribution is a part of our commitment. Value Education program at least once a year for students of all Semester are held to enable students to discern and make informed choices for life. In keeping view in mind towards skillbased education, the college offered diploma and certificate course in Information Technology and Fashion Designing under UGC. The establishment of these two courses by the college was a much needed initiative to equip the students for their future. With a distinctive vision to impact the society, the courses provide the required skills for immediate employment. This is a big step towards diminution of the problem of educated unemployed youths in the state. By allowing the students to pursue their dreams with a sense of direction, the course helps those with a view to build their careers in the selected areas.

Provide the weblink of the institution
http://naziracollege.in/wp-content/uploads/2020/02/Institutional-Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

? To Invite NAAC Peer Team for 3rd Cycle Accreditation ? To MOU's with various National institutions/Industries will be established. ? Organization of workshop, seminar and job oriented services by the Career Counseling and Placement Unit. The college plans to organize job interviews by local companies and also organize interactive sessions of final year students with skilled professionals and alumni ? Organization of seminar and workshop by the IQAC to promote the quality improvement strategies in teachinglearning, research, extension related and coand extracurricular activities. IQAC is also planning to publish a handbook on quality assurance in this context for wide circulation ? Maintaining an updated database of research articles, books, book chapters, seminar abstracts published by students and faculty members. A Publication Cell has already been framed in this context by the Teachers Unit. ? To cater to the needs of slow learners through remedial classes ? To conduct an academic audit of departments ? Up gradation of existing laboratories and purchase of equipment to promote student projects and research activities of faculty members ? Office automation to ensure an updated data management system in the college. Office automation has been planned to include an online archiving of student, faculty and staff database with necessary details. Information related to financial assistance such as scholarships, fellowships are also planned for digital archiving. Complete digitization of the college library is also planned. Online feedback system is planned to be introduced from the academic session 20182019, the results of which will be analyzed by the IQAC. The college also aims to sincerely address the issues highlighted in the feedback reports ? Encouraging faculty members to complete their doctoral degrees and to continue research activities through quality publications and research projects ? Construction of rain water harvesting system in the college campus ? Increasing the number of environment friendly initiatives by NSS and ensuring participation of maximum students in such initiatives ? Promoting participation of students and staff in seminars, workshops, sports and cultural activities organized by the college and external agencies ? Promoting activities such as Yoga, physical exercise, meditation etc related to development of mental and physical fitness of students, faculty and staff