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Date: 20/7/2017

To

Dr. Raju Phukan  
Principal  
Nazira College  
Nazira, Dist. Sibsagar, Assam.

Sub: Handover of Academic Audit report.

Dear Dr. Phukan

Greetings from the Academic Audit Team (AAT) for Nazira College.

On behalf of the AAT, I have the pleasure to handover you the Academic Audit Report of your College. It is our satisfaction to note that Nazira College has awarded a good rank on the basis of the overall assessment of academic and infrastructural credentials.

However, we hope that you and your team of Nazira College will continue the effort to achieve success and excellence in teaching, learning and extension activities.

We are grateful to you and all the teaching and non-teaching members of Nazira College for offering us support and cooperation during Academic Audit process. We specially thank Dr Ajit Chandra Borah, Coordinator, IQAC, for his untiring and energetic cooperation during the entire academic audit procedure.

We look forward for future association.

With kind regards

[Pratap J Handique]

On Behalf of Academic Audit Team (AAT) for Nazira College

# ACADEMIC AUDIT REPORT

Year : 2015-2017

## PART I : GENERAL INFORMATION

1. a) Name of the College : **NAZIRA COLLEGE**  
b) Address : Boarding Road, P.O. Nazira  
Dist: Sivasagar, Assam
2. a) Status and affiliation : Provincialized.  
Affiliated to Dibrugarh University  
b) Date of establishment of the college : **16<sup>th</sup> December 1981**  
c) Whether the College belongs to Rural/  
Urban Area : **Urban**  
d) Whether recognized by UGC under 2f  
& 12 B? : **Yes, Under 2f and 12B**
3. Date of visit for Academic Audit : **13th May 2017**
4. Members of Academic Audit Team :  
• **Prof. Pratap Jyoti Handique**  
[Former HOD, Biotechnology, Gauhati University]  
• **Prof. Dillip Bora**  
[HoD, MIL, Gauhati University]  
• **Prof. Bimal Kr. Kar**  
[Former HoD, Geography, Gauhati University]

5. Academic programme conducted in the College:			
Sl. No.	Name of the Programme	Sanctioned Intake	Actual number of total students
1.	B.A	1200	1002
2.	B. Voc	60	50
3.	Other	-	-

6. a) Programme wise list of Faculty:			
	B.A	:	28
	B. Voc - IT	:	02
	B. Voc - Fashion Designing	:	02
b)	Time table for odd and even semesters	:	Time tables are well prepared and submitted for verification. It is found well prepared.

## PART-II : ACADEMIC STANDARDS

Sl. No.	Particulars	Remarks of AAT	Marks allotted	Marks awarded									
7.	Status of Accreditation : <b>1.94 : C Grade</b> (by NAAC, Report received in the Year 2011)	College has take necessary steps for improvement	10	07									
8.	<b>Status of the Faculty</b> a) Teacher : Student Ratio <table border="1" data-bbox="225 595 687 749"> <thead> <tr> <th>S. No</th> <th>Programme</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>(1)</td> <td>B.A</td> <td>1:10</td> </tr> <tr> <td>(2)</td> <td>B. Voc</td> <td>1:15</td> </tr> </tbody> </table> <b>* Teacher : Student Ratio</b> UG Programme - 1 : 10	S. No	Programme	Ratio	(1)	B.A	1:10	(2)	B. Voc	1:15	Ratio is good.	10	10
S. No	Programme	Ratio											
(1)	B.A	1:10											
(2)	B. Voc	1:15											
9.	<b>Quality of the Faculty</b>												
	a) Number of Faculty Members possess degrees of M.Phil/M.Tech/ Ph.D	M.Phil= 07 Ph.D= 05	10	08									
	b) Number of Research Publications to their credit in referred journals excluding the journal published by the College. • National/International:	74	10	09									
	c) FDPs/Conferences/Seminars attended by the faculty. • National: • International: • FDP	141 00 18	10	09									
	d) Is the faculty imparting instructions as per the under mentioned methodologies : • Preparing the course plan with detail of number of lectures to be delivered on each unit of the curriculum. • Imparting instructions on each unit with the help of PPT presentation or by method integrating ICT. • Provide the list of essential books to be read by the students. • Giving Home Assignment	Yes  No  Yes  Yes	10	09									

Sl. No.	Particulars	Remarks of AAT	Marks allotted	Marks awarded										
	e) Length of Teaching Experience of the faculty <table border="1"> <thead> <tr> <th>Tenure</th> <th>Number of Faculty</th> </tr> </thead> <tbody> <tr> <td>More than 5 years</td> <td>28</td> </tr> <tr> <td>Between 3-5 years</td> <td>-</td> </tr> <tr> <td>Between 1-3 years</td> <td>-</td> </tr> <tr> <td>Below 1 year</td> <td>-</td> </tr> </tbody> </table>	Tenure	Number of Faculty	More than 5 years	28	Between 3-5 years	-	Between 1-3 years	-	Below 1 year	-	College has good numbers of Experienced faculty members with higher qualification.	10	10
Tenure	Number of Faculty													
More than 5 years	28													
Between 3-5 years	-													
Between 1-3 years	-													
Below 1 year	-													
	f) Research Project awarded to the faculty <ul style="list-style-type: none"> <li>Minor project : 10</li> <li>Major project : 00</li> </ul>	Number of research project earned by the faculties is significant. It is suggested to expedite such activities.	10	08										
	g) Collaborations	Yes, with 1. Sristri Handloom Limited 2. Gargaon College 3. Nasscomm (IT)  College should develop more collaboration with local Institutions, NGOs and Industries for training, resource generation, environment management and social welfare.	10	09										
	h) Extension activities and institutional social responsibility	Yes, <ul style="list-style-type: none"> <li>Involved in various social linkage activities.</li> <li>Several students took part in National activities</li> </ul>	10	08										
10.	<b>College support for faculty development</b>													
	a) Existence of awards like best teachers etc. to motivate faculty's contribution.	-	10	08										
	b) Evidence of grant of Study Leave with pay for faculty to pursue higher study or attend FDPs.	Yes												
	c) Leave to attend conferences/seminars.	Yes												
	Providing of computing facility to individual faculty. (Computer/Internet)	Yes												

Sl. No.	Particulars	Remarks of AAT	Marks allotted	Marks awarded																		
11.	<p><b>College support for University's End Term Evaluation.</b></p> <p>a) No. of faculty who participated in the Examination Evaluation Process :</p> <p>b) No. of days of faculty participation in evaluation system:</p>	<p>All regular faculties are involved.</p> <p>As per schedule of the University.</p>	10	09																		
12.	<p><b>Special Programme received from UGC/ other national agencies:</b></p> <p>a) UGC Community college</p> <p>b) Vocational course</p>	<p>College offers two UGC funded Vocational courses - IT and Fashion Designing. This is a good initiative</p>	10	10																		
13.	<p><b>Status of Library</b></p> <table border="1" style="width: 100%;"> <tr> <td>a)</td> <td>Number of Titles</td> <td>10250</td> </tr> <tr> <td>b)</td> <td>Total volumes of Books</td> <td>16900</td> </tr> <tr> <td>c)</td> <td>Library automation</td> <td>Yes</td> </tr> <tr> <td>d)</td> <td>Internet connectivity</td> <td>Yes</td> </tr> <tr> <td>e)</td> <td>Photocopier facility</td> <td>Yes</td> </tr> <tr> <td>f)</td> <td>Book bank</td> <td>Yes</td> </tr> </table>	a)	Number of Titles	10250	b)	Total volumes of Books	16900	c)	Library automation	Yes	d)	Internet connectivity	Yes	e)	Photocopier facility	Yes	f)	Book bank	Yes	<p>Library is excellent. It is well maintained with ICT tools.</p> <p>Book bank facility is available.</p> <p>College started an novel community library service providing books to the senior peoples of the area.</p> <p>Reading facilities are adequate.</p>	10	10
a)	Number of Titles	10250																				
b)	Total volumes of Books	16900																				
c)	Library automation	Yes																				
d)	Internet connectivity	Yes																				
e)	Photocopier facility	Yes																				
f)	Book bank	Yes																				
14.	<p><b>a) Status of Laboratories</b></p>	<p>There are laboratories in the Geography and Education Department. Maintenance is good.</p> <p>Though the college is an arts college, the above facilities are well designed and adequate for training of the students.</p> <p>However, more modernization is required. Education department requires more space.</p>	10	09																		

Sl. No.	Particulars	Remarks of AAT	Marks allotted	Marks awarded
	b) Status of Computer Facility	Computers are available in the departments with wifi and in full working condition.	10	08
15.	<b>Co-curricular activities conducted by the College</b> a) Conferences b) Seminars c) Workshops d) Continuing education programme e) Training programme	The college is active in these areas. Conduct of these events are regularized and effectively documented. However, requires more effort.	10	09
16.	<b>Publications of the College</b> <ul style="list-style-type: none"> <li>• Journals</li> <li>• Books</li> </ul>	Publications are standard and relevant. Requires more effort.	10	09
17.	<b>Student Personality Development related activities:</b> <ul style="list-style-type: none"> <li>• College week : Yes</li> <li>• Social service work: Yes</li> <li>• Counseling: Yes</li> <li>• Other activities: Yes</li> </ul>	College has a good practice of holding college week and other activities.  Record showed that these events are organized systematically and participations of the teachers and students are very good.	10	10
18.	<b>Other facilities available in the College:</b> College has the following facilities: <ul style="list-style-type: none"> <li>• Play ground.</li> <li>• Canteen for faculties and students.</li> <li>• Auditorium with modern facilities.</li> <li>• Conference room with ICT arrangement.</li> <li>• Drinking water facility.</li> </ul>	These facilities were found in good shape.  However, regular maintenance and improvement is required to keep them in proper working condition. College should submit proposal to UGC and other funding agencies/departments for support.	10	09

### PART – III

#### OVERALL OBSERVATIONS AND RECOMMENDATIONS

19. Total Mark Secured out of 200 : 178 [ 89 %]. Grade : A
20. Overall observations and Recommendations :

##### Observations :

An intensive academic inspection was made in Nazira College on 13<sup>th</sup> May 2017 upon invitation by the college authority for an Academic Audit. The Academic Audit team (AAT) has observed and recorded that the college has a notable record of student training, social commitment and institutional accountability. An inclusive evaluation has been made on the academic standards and infrastructure facilities including extension activities and outreach of the college. The visit and audit included the Principal office, IQAC office, College office, all departments of the college and departmental laboratories (where available), College library, sports facilities, Student common room facilities, Girls' hostel and canteen.

We had meeting, discussion and interaction with the Principal, Members of IQAC, HoDs, Teachers and Non-teaching staff of the college. Nazira College has provided all the information and documents necessary for this academic audit. Detailed information have been collected and analyzed on various level viz., college as a whole, each department, individual faculty members, staff and the students. The Academic Audit Team has immense satisfaction to record that the college environment is healthy, capably planned for up to date teaching and learning processes, and appropriately planned for under graduate courses in arts subjects including several vocational courses.

In general the college environment is cordial and vibrant. We observed a good unity and affirmative communications among various stakeholders of the college. The maintenance and general management of the academic and administrative commitments of the Nazira College is quite constructive and confident. Creditable support and participation was seen among all the members of the teaching and non-teaching communities towards good governance of the Nazira College.

**Recommendations:**


1. Nazira College should take necessary initiative to bring in more financial grant from UGC and state government for infrastructural development.
2. More facilities have to be created to implement ICT enabled teaching in all departments.
3. Encourage teachers to submit research projects to UGC and other agencies.
4. Encourage teachers to participate at national and international level conferences as well as to organize similar activities in the college with support from national / international funding agencies.
5. College has to undertake faculty development program like in-house training, interdepartmental visits and colloquium among the teaching faculties. This will help in creation of cohesion among the faculty members.
6. College should initiate proper plan and program to improve Education and Geography laboratory.
7. Set up of a language laboratory initiated in Assamese department.
8. Introduce mentoring system to create confidence among students. A teaching member can be assigned as mentor for a group of students in each class. The mentor will check the attendance of the students in the class and would suggest each student for improvement.
9. Encourage students to participate in various curricular, co-curricular and extra-curricular activities.
10. Improve the participation of alumni and parents in college activities.

Name and Signature of Academic Audit Team Members with date:

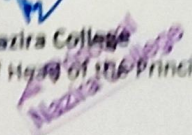
Chairperson: Prof. Pratap Jyoti Handique  
[Professor & Former HOD Biotechnology, G.U.]

Members: Prof. Dilip Bora  
[HOD, Department of MIL, Gauhati University]  
Prof. Bimal Kr. Kar  
[Former HOD, Department of Geography, G.U.]

Handwritten signatures and dates of the audit team members. The first signature is dated 19/6/18. The second signature is dated 19/6/18. The third signature is dated 19/6/18.

  
Principal, Nazira College

Signature of Head of the Principal with Date & seal on receipt of the report

  
Nazira College



ACADEMIC AUDIT REPORT  
**Certificate of Appreciation**  
Year 2015-2017

19<sup>th</sup> June 2017

This certificate is awarded to **Nazira College**, Assam on the basis of the Academic Audit conducted on 13<sup>th</sup> May 2017. It has been recorded that Nazira College has a good record of accomplishment in student training, social commitment and institutional accountability. An inclusive assessment has been made on academic standards and infrastructure facilities including extension activities and outreach of Nazira College. The College secured 178 marks out of 200 based on an unbiased scaling procedure.

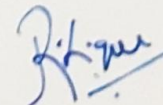
The Nazira College is awarded **Grade 'A'** from this Academic Audit procedure.



**Bimal Kumar Kar**  
[Professor & former HoD Geography, GU]  
Member-Academic Advisor: AAT



**Dilip Bora**  
[Professor & HOD, MIL, Gauhati University]  
Member-Academic Advisor: AAT

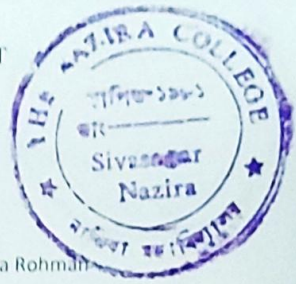


**Pratap Jyoti Handique**  
[Professor & former HOD, Biotechnology, GU]  
Chairman -Academic Advisor: AAT

PROFORMA OF PERFORMANCE APPRAISAL REPORT

For the session 2015-16

PART-I



19. Name of the Lecturer : Mrs. Syeda Tasleema Rohman
20. Department : English
21. Name of the College : Nazira College
22. Date from which appointment as lecturer has been approved by the D.H.E., Assam
- g) In the UGC Scale of Pay : 01/09/2010
- h) In the state scale of Pay : 10/01/1996
- i) In the fixed pay :
23. Date of Confirmation : 21/05/2006
24. a) Date of obtaining senior scale : 01/09/2010
- b) If there was any delay in obtaining senior scale, state reasons for delay : None
25. Whether the senior lecturer had any break in service : No
- Or granted extra ordinary leave without pay before and after placement in the senior scale of pay
26. Date of eligibility for placement in the Selection Grade Scale of pay : 01/09/2015
27. Date of eligibility for placement in the Associate Professor : 01/09/2018

Certified that Particulars furnished above are correct.

  
Signature  
of the Recording Authority  
Principal  
NAZIRA COLLEGE

## (ASSESSMENT BY THE RECORDING AUTHORITY)



23. Name (s) and Designation of the Recording Authority: DR. RAJU PRUDHAN
24. Period of Service of the incumbent under the Recording Authority: 2015-16  
(Separate forms to be used by different recording officer)
25. State of Health: GOOD  
What is your opinion about his/her?
- (m) Aptitude, initiative, drive and efficiency for: GOOD  
(v) Arrangement for works: GOOD  
(vi) Exception of work: GOOD
- (n) Intelligence: GOOD  
(o) Attendance/conduct and amenability to discipline: GOOD  
(p) Character with particular reference to reliability and integrity: GOOD  
(q) Capacity of supervision, inspection and to create team spirit (whether applicable): GOOD  
(r) General remarks, if any: GOOD
26. Character and Conduct of the Lecturer/Librarian: GOOD
27. Relationship with: GOOD  
(k) Principal  
(l) Teaching Staff  
(m) Library Staff  
(n) Students  
(o) Others
28. Regularity and Punctuality in attending college As well as College: GOOD
29. (a) Spirit of cooperation in the Corporate life Extension activities, examinations etc: GOOD  
(b) Involvement in University and College examinations: GOOD  
(c) Spirit of obedience to the higher authorities: GOOD
30. Comments on the Performance of the Senior Lecturer as well as a teacher: GOOD
31. Special Academic Achievement of the Teacher/Librarian, if any: NO
32. Performance of duties (as per UGC Regulation, 2010) year wise:

Year	Total Working Days	Class Allotted	Class Taken
2015-16	203	600	583

33. Recommendation about his/her fitness or otherwise for advancement for next higher rank.

Signature of the Recording Authority  
(Principal)

Principal  
NAZIRA COLLEGE

## PART-II

## (ASSESSMENT BY THE RECORDING AUTHORITY)



34. Name (s) and Designation of the Recording Authority: DR. P. 2016
35. Period of Service of the incumbent under the Recording Authority:  
(Separate forms to be used by different recording officer)
36. State of Health: GOOD
- What is your opinion about his/her?
- (i) Aptitude, initiative, drive and efficiency for  
(vii) Arrangement for works: GOOD
- (viii) Exception of work: GOOD
- (t) Intelligence:
- (u) Attendance/conduct and amenability to discipline: GOOD
- (v) Character with particular reference to reliability and integrity: GOOD
- (w) Capacity of supervision, inspection and  
to create team spirit (whether applicable): GOOD
- (x) General remarks, if any: GOOD
37. Character and Conduct of the Lecturer/Librarian: GOOD
38. Relationship with
- (p) Principal: GOOD
- (q) Teaching Staff: GOOD
- (r) Library Staff: GOOD
- (s) Students: GOOD
- (t) Others: GOOD
39. Regularity and Punctuality in attending college  
As well as College: GOOD
40. (a) Spirit of cooperation in the Corporate life  
Extension activities, examinations etc: GOOD
- (b) Involvement in University and College examinations: GOOD
- (c) Spirit of obedience to the higher authorities: GOOD
41. Comments on the Performance of the  
Senior Lecturer as well as a teacher: GOOD
42. Special Academic Achievement of the Teacher/Librarian, if any: NO
43. Performance of duties  
(as per UGC Regulation, 2010) year wise:
- | Year    | Total Working Days | Class Allotted | Class Taken |
|---------|--------------------|----------------|-------------|
| 2016-17 | 233                | 650            | 677         |
44. Recommendation about his/her fitness or otherwise for  
advancement for next higher rank:

Signature of the Recording Authority  
(Principal)

Principal  
WAZIRA COLLEGE

PART-II

(ASSESSMENT BY THE RECORDING AUTHORITY)



45. Name (s) and Designation of the Recording Authority: DR. RAJU PRADHAN
46. Period of Service of the incumbent under the Recording Authority: 2017-18  
(Separate forms to be used by different recording officer)
47. State of Health: GOOD
- What is your opinion about his/her?
- (y) Aptitude, initiative, drive and efficiency for
- (ix) Arrangement for works: GOOD
- (x) Exception of work: GOOD
- (z) Intelligence:
- (aa) Attendance/conduct and amenability to discipline: GOOD
- (bb) Character with particular reference to reliability and integrity: GOOD
- (cc) Capacity of supervision, inspection and to create to team spirit (whether applicable): GOOD
- (dd) General remarks, if any: GOOD
48. Character and Conduct of the Lecturer/Librarian: GOOD
49. Relationship with
- (u) Principal: GOOD
- (v) Teaching Staff: GOOD
- (w) Library Staff: GOOD
- (x) Students: GOOD
- (y) Others: GOOD
50. Regularity and Punctuality in attending college As well as College: GOOD
51. (a) Spirit of cooperation in the Corporate life Extension activities, examinations etc: GOOD
- (b) Involvement in University and College examinations: GOOD
- (c) Spirit of obedience to the higher authorities: GOOD
52. Comments on the Performance of the Senior Lecturer as well as a teacher: GOOD
53. Special Academic Achievement of the Teacher/Librarian, if any: NO
54. Performance of duties (as per UGC Regulation, 2010) year wise:
- | Year    | Total Working Days | Class Allotted | Class Taken |
|---------|--------------------|----------------|-------------|
| 2017-18 | 260                | 650            | 600         |
55. Recommendation about his/her fitness or otherwise for advancement for next higher rank:

Signature of the Recording Authority  
(Principal)

Principal  
NAZIRA COLLEGE