

<b>THE NAZIRA COLLEGE</b> ESTD: 1961 NAGA ALI NAZIRA, SIVASAGAR, ASSAM, 785665 REACCREDITED BY NAAC IN 2010 E-mail: naziracollege@yahoo.in Website: www.naziracollege.com	Record No. Date: 19/12/2017
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## Annual Action Taken Report

2016-17

As per decisions of the IQAC meetings annual action taken report is submitted to the principal of the college for kind consideration and for further steps.

1. All the relevant programs were included in the Academic Calendar prepared by Academic Development Committee.
2. To prepare SSR, Notice was served to the all departments to supply the necessary information to the IQAC.
3. To prepare Academic Report for Academic Audit, Notice was served to the all departments to supply the necessary information to the IQAC.
4. A Career Counseling program was organized in collaboration with PROBAIL for the development of Entrepreneurship among the students. Mr. Promod Gohain, Faculty, SIRD, Branch Manager, Indian Bank, Nazira Town Branch, Mr. Anil Karmsd, Asst. Director, MSME, Diphu Branch, Ministry of Micro, Small and Medium Entrepreneurship were participated as resource persons.
5. A Program on Career guidance was organized in the college in collaboration with Kaziranga University on 8<sup>th</sup> February, 2016.
6. A 'Pool Campus Drive Program' was organized under the supervision of Tata Consultancy on 10<sup>th</sup> February, 2016. Three students namely Pallabi Tanti, Kunti Kurmi and Nikumoni Borgohain. Pallabi Tanti and Kunti Kurmi are from Department of English and Nikumoni Borgohain from Department of Geography.
7. An Awareness program on Sexual Harassment was organized under the supervision of Sexual Harassment Cell of the college.
8. A Coaching Program for competitive examination was held on 27<sup>th</sup> August, 2016 under the supervision of Ms. Sujata Borthaicur.

<p align="center"><b>THE NAZIRA COLLEGE</b>  ESTD: 1981  NAEA ALL NAZIRA, SIVASAGAR, ASSAM, 786066  REACCREDITED BY NAAC IN 2010  E mail: naziracollege@yahoo.in Website:  www.naziracollege.com</p>	Record No.
	Date: 13/12/2016

## Annual Action Taken Report

2015-16

As per decisions of the IQAC meetings annual action taken report is submitted to the principal of the college for kind consideration and for further steps.

1. The Cell intimated the Academic Committee about the preparation of Academic Calendar for the year 2015.
2. Anti ragging drive was conducted.
3. One day Cleanliness program was held on 25<sup>th</sup> February, 2015 under the leadership of Mr. Purnakanta Gogoi and Ms. Sarujini Dutta.
4. Celebrated 'World Environment Day on 5<sup>th</sup> June, 2015. On this Occasion a plantation program was held in collaboration with NSS Unit, Gargaon College.
5. Library Day observed on 12<sup>th</sup> August, 2015.
6. A Voter Awareness program was held on 7<sup>th</sup> October, 2015 in collaboration with Election Office, Nazira.
7. A Workshop on Skill Development was organized.
8. From 15<sup>th</sup> to 19<sup>th</sup> October, 2015, Five Days NCC Training Program was conducted by Rajiv Gandhi National Youth Entrepreneurship Department, Government of India and Information and Communication Technology Academy of Tamil Nadu.
9. International Yuga Day observed in collaboration with "Patanjali Yuga Pith", Sivasagar, Assam
10. UGC Sponsored National workshop on "Micro Teaching for Better Teacher" Organized by Department of Education
11. In order to conduct Academic Audit, a Committee, comprising the Principal, IQAC Coordinator and one Senior faculty, was constituted

12. Departmental Seminar on "Radhakrishnan", organized by Education Department.
13. National Seminar entitled "Contribution of Syed Abdul Malik to Assamese Literature", Organized by Syed Abdul Malik Study Centre.
14. A Program on Assamese poem 'Kabi Sandhi' was organized under the supervision of Assamese department.
15. Students Feedback on Teachers was conducted.
16. IQAC News letter was published on 16<sup>th</sup> December, 2015.
17. 'Image' – A Research Journal of Nazira College Teacher Unit was published on 16/12/2015.



Coordinator  
IQAC, Nazira College  
Dr. A. C. Borah  
Co-ordinator  
IQAC, Nazira College, Nazira

	<p align="center"><b>THE NAZIRA COLLEGE</b>  ESTD: 1987  KAGA ALL NAZIRA, SIVASAGAR, ASSAM, 789885  REACCREDITED BY KAAC IN 2010  E-mail:naziracollege@yahoo.in Website:  www.naziracollege.com</p>	Record No.
		Date:21/02/2018

**MINUTES OF THE IQAC Meeting held on 21/02/2018:**

**IQAC MEETING** was held on 21/02/2017 in IQAC Office. Dr. Raju Phukan was in the chair of the meeting. The objectives of the meeting was presented by the Coordinator, Dr. Ajit Chandra Borah.


**Minute No. 1:** The Cell approved the Academic Calendar prepared by Academic Committee for the Year 2018 with slight modification and included few other programs to be organized to enhance the quality of teaching, learning and evaluation process.


**Minute No. 2:** The Cell discussed elaborately on the Assessment and Accreditation process of NAAC and decided to complete the whole process during this year.

**Minute No. 3:** The Cell request to all the conveners of Different Criteria to submit their reports within 10 days from today dated 21<sup>st</sup> February, 2018.

**Plan of action for the next year:**

1. MOU's from various National and International Institutional Industries would be established.
2. To organize National Seminar and workshops
3. To cater the needs of slow learners through Remedial Classes.
4. To conduct Academic Audit of the departments

  
Dr. Raju Phukan  
Principal, Chairman of IQAC  
Nazira College  
Principal  
NAZIRA COLLEGE

  
Dr. Ajit Chandra Borah  
Coordinator, IQAC  
Nazira College  
Co-ordinator  
IQAC, Nazira College, Nazira



**THE NAZIRA COLLEGE**

ESTD: 1981  
KASA ALI, NAZIRA, SIYASAGAR, AESSAM, 785865  
REACCREDITED BY NAAC IN 2010  
E-mail:naziracollege@yahoo.in Website:  
www.naziracollege.com

Record No.  
Date:25/05/2018

**MEETING - 2**

**IQAC Meeting held on 25/05/2018:**

**IQAC MEETING** was held on **25/05/2017** in IQAC Office. Dr. Raju Phukan was in the chair of the meeting. The objectives of the meeting was presented by the Coordinator, Dr. Ajit Chandra Borah.

**Minute No. 1:** The Cell recommended to upgrade the time table for the respective department for the next session.

**Minute No. 2:** The Principal outlined the urgency of preparing for the NAAC third Cycle accreditation.

**Minute No. 3:** The Cell gave responsibility to organize the Alumni Meet to Mr. Binode Chandra Dutta, Senior teacher of the college.

Dr. Raju Phukan  
Principal, Chairman of IQAC  
Nazira College



Dr. Ajit Chandra Borah  
Coordinator, IQAC  
Nazira College

IQAC, Nazira College, Assam

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## THE NAZIRA COLLEGE

ESTD: 1981

BAGA ALI, NAZIRA, SIVASAGAR, ASSAM, 785685

REACCREDITED BY NAAC IN 2010

E-mail: naziracollege@yahoon.in Website:

www.naziracollege.com

Record No.

Date: 05/01/2017

### IQAC Meeting held on 03/01/2017:

A general meeting of IQAC was held on 03/01/2017. Principal, Dr. Raju Phukan chaired the meeting. The objectives of the meeting was presented by the Coordinator, Dr. Ajit Chandra Borah.

**Minute No. 1:** The Committee decided to prepare new academic calendar for the year 2017 to enhance the quality of the teaching, learning and the evaluation process.

**Minute No. 2:** The responsibility of Student Feedback was allotted to Dr. Suresh Rajkonwar and Mr. Pabitra Surma.

**Minute No. 3:** The committee elaborately discussed on the workshop, seminar and other programs which could be organized in the college.

**Minute No. 4:** The Committee decided to prepare Academic Report for Academic Audit.

**Minute No. 5:** The committee has decided to prepare SSR collectively.

### Plan of action for the next year:

1. To organize interaction program, Talks etc.
2. To organize National Level Seminar and Workshop
3. To cater the needs of slow learners through Remedial Classes.
4. To conduct Academic Audit of the departments
5. To encourages students to participate in NCC and NSS and other extra-curricular activities
6. To encourage teachers to take classes in Funder School and Maitree Ek Gyanjatra.
7. Anti-ragging drives conducted
8. To upgrade the college website.

At the end of the meeting the Principal thanked to all the members for their active participation in every aspect.

Dr. Raju Phukan  
Principal, Chairman of IQAC  
Nazira College

Principal  
NAZIRA COLLEGE

Dr. Ajit Chandra Borah  
Coordinator, IQAC  
Nazira College

Dr. A. C. Borah  
Coordinator  
IQAC, Nazira College, Nazira



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 www.naziracollege.com

Record No.  
 Date: 08/04/2017

**IQAC Meeting held on 08/04/2017:**

A general meeting of IQAC was held on 08/04/2017. Vice Principal, Ms. Jina Borborah chaired the meeting. The Main Topic of Discussion in the meeting was Academic Audit.


After the presentation of the objectives of the meeting by Dr. Ajit Chandra Borah a detailed discussion was held on Academic Audit and the following decisions were taken:

**Minute No. 1:** In the meeting it was informed that the Academic Audit Team had fixed the date of visit of the team on 13<sup>th</sup> April, 2017.

**Minute No. 2:** All the faculty members as well as office Staff of the college were informed to be present that particular day and keep ready the departmental documents.

**Minute No. 3:** In the Meeting it was decided to distribute the work schedule of the Academic Audit Team to all the HOD of the departments

Dr. Raju Phukan  
 Principal, Chairman of IQAC  
 Nazira College  
 Principal  
 NAZIRA COLLEGE \*\*\*\*\*

  
 Dr. Ajit Chandra Borah  
 Coordinator, IQAC  
 Nazira College  
 Dr. A. C. Borah  
 Co-ordinator  
 IQAC, Nazira College, Nazira



# THE NAZIRA COLLEGE

Estd: 1981 Re-Accredited by NAAC  
Boarding Road, Nazira-785685,  
Sivasagar, Assam  
Website: [www.naziracollege.in](http://www.naziracollege.in)

E-mail: [naziracollege@yahoo.in](mailto:naziracollege@yahoo.in)

Tel: 9435057218

Ref. No: .....

Date: 30/12/17

## NOTICE

It is general information to all the staffmember of the college that a meeting has been convened to discuss on the following agenda as per schedule given below.

Time : 1.30 P.M.  
Venue: Teachers Common Room  
Date : 2/1/18

### Agenda

1. To discuss on Academic Matter
2. To discuss about DHE Circular
3. To discuss about College Week
4. To discuss about NAAC Accreditation
5. To discuss about Teachers National Convention
6. To discuss about Kick Boxing Championship
7. Any others

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 2/1/18  
 Principal & Secretary  
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Estd: 1981 Re-Accredited by NAAC

Boarding Road, Nazira-785685,

Sivasagar, Assam

Website: www.naziracollege.in

E-mail: naziracollege@yahoo.in

Tel: 9435057218

Ref. No: .....

Date: 03/01/18

## NOTICE

As per decision of the Staff Meeting, Nazira College, Nazira held on 02/01/2018 a Committee has been constituted with the following members for preparing the following. They are advised to prepare a draft for the same and convened a meeting to discuss the matter.

1. A 3years action plan for immediate improvement of the quality of learning
2. A 7years strategic plan to work out medium term plans to reach there
3. A 15 years vision to determine where the institution would like to be

1. Principal, Adviser

2. Coordinator, IQAC, Adviser

3. Mrs Sujata Borthakur, Coordinator

4. Mr. Pabitra Sharma

5. Mr Jiten Phukan

6. Dr. Suresh Rajkonwar

7. Dr. Rajendra Mohan Devsarma

8. Mr. Jugal Bharali

9. Mr. Gajen Sharma

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31/1/18

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31/1/18

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*[Handwritten signature]*  
Principal  
NAZIRA COLLEGE

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# THE NAZIRA COLLEGE



Estd: 1981 Re-Accredited by NAAC with C Grade  
Boarding Road, Nazira-785685,  
Sivasagar, Assam

E-mail: naziracollege@yahoo.in Website: www.naziracollege.com Tel: 03772-280127 Fax: 03772-280127

Ref.No. NC

Date: 02/03/2018

## NOTICE

All the Faculty members are asked to submit the following data on or before 10<sup>th</sup> March/2018.

1. Paper taught with code & Name. (Same wise)
2. Specialization.
3. Email ID.

*[Signature]*  
Principal,  
Nazira College.  
Principal  
NAZIRA COLLEGE

*[Handwritten signatures and dates]*  
 6.3.18  
 3/3/18  
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 07.3.18  
 7/3/18  
 7/3/18



# NAZIRA COLLEGE

Estd: 1981 Re-Accredited by NAAC  
Boarding Road, Nazira-785685,  
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E-mail: [naziracollege@yahoo.in](mailto:naziracollege@yahoo.in)


Website: [www.naziracollege.in](http://www.naziracollege.in)

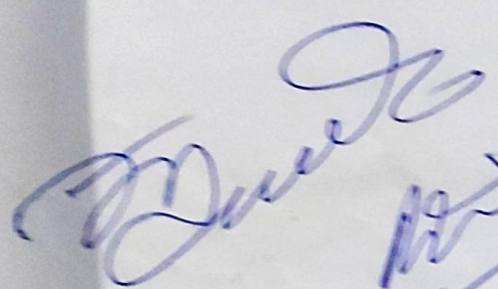
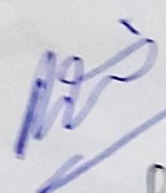
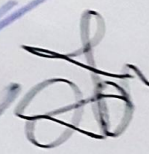
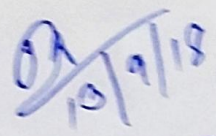
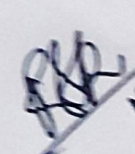
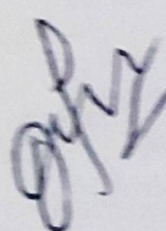

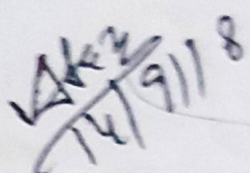
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## NOTICE

It is general information to all the HODs to submit the percentage of students class attendance the commencement of the programme on or before 14/09/18 to the undersigned.

From:   
Dr. Raju Phukan,  
Principal, Nazira College,  
Nazira

  
  
 13/9/18  
 English Dept  
 10/9/18  
 PSC  
 19/9/18  
  
  
 14/9/18

(27)



# NAZIRA COLLEGE

NAGA ALI, NAZIRA, SIVASAGAR, ASSAM, 785685

ESTD. 1981

Website: [www.naziracollege.com](http://www.naziracollege.com)

email: [naziracollege@yahoo.in](mailto:naziracollege@yahoo.in) Phone no. 03772280127

Ref. no. NC/

Date:

## NOTICE

It is general information to all the faculty members that those who have failed to submit their personnel profile as per format given by the Coordinator, IQAC are hereby once again informed to submit the same on or before 20/01/2017 without fail for the Academic Audit.

*[Handwritten Signature]*  
16/1/17

Coordinator, IQAC

*[Handwritten Signature]*  
16/1/17

Principal, Nazira College

**Nazira College**

② 15.01.17

③ 16/01/17  
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