



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		THE NAZIRA COLLEGE
Name of the head of the Institution		RAJU PHUKAN
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03772-355145
Mobile no.		9435057218
Registered Email		naziracollege@yahoo.in
Alternate Email		drrajuphukan@yahoo.com
Address		BOARDING ROAD, NAZIRA
City/Town		NAZIRA SIVASAGAR
State/UT		Assam
Pincode		785685
<b>2. Institutional Status</b>		

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.	03772355145
Mobile no.	9435058854
Registered Email	naziracollege@yahoo.in
Alternate Email	ajitchandraborah@yahoo.in

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://www.naziracollege.in/IOAC/AQAR/2017-18">http://www.naziracollege.in/IOAC/AQAR/2017-18</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://www.naziracollege.in">http://www.naziracollege.in</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C+	1.94	2004	04-Dec-2004	03-Dec-2009
2	C	1.94	2010	20-Oct-2010	07-Jan-2016

<b>6. Date of Establishment of IQAC</b>	18-Jul-2005
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### 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
Life Skill Development and Confidence Building	15-May-2018 1	150

Motivational programme	10-Mar-2018 1	110
Eye donation awareness program	08-Sep-2018 1	119
Awareness program on Sachhta Sarvekhyan in collaboration with Nazira PHC on Gandhi Jayanti	02-Oct-2018 1	50
National Workshop on Blending Learning.	17-Jan-2018 1	78
<a href="#">View File</a>		

**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
Nil	Nil	Nil	2018 0	0
No Files Uploaded !!!				

**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)**

MoU signed with Gargaon College, Gargaon and Nazira Girls H.S School, Nazira

A Career Development program organized on the theme Digital Marketing on 22/03/2018

Seven days workshop on Behavioral Re modelling for Enhancing the class room delivery of teachers from 17th January to 23rd January/2018.

A Program on How to Develop Interview Skill was organized for 6th Semester students on 24/04/2018.

One week Special Camp(summer) at Hen Ali Gaon Awareness Street play & cleanliness program at Hena Ali Gaon from 8th June to 14th June 2018.

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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
Upgradation of ICT	ICT Upgraded
Organizing Seminar and workshop	Workshop/seminarin organized
To encourage the students to participate in NSS and NCC activities activities	Participation of Students in NSS and NCC activities incresed
Rain water harvesting	Sucessfully Done
Procurement of chair and Table to the department	Forty Chairs newly added to all departments
Develop and upgrade college website	College website updated
Entrepreneureship program	Entrepreneureship program organised
Campus interview	Campus interview organised
Development of college canteen	College canteen developed
Preparation of Academic Calendar	Academic calendar prepared
<a href="#">View File</a>	

**14. Whether AQAR was placed before statutory body ?**

Yes

Name of Statutory Body	Meeting Date
IQAC	23-Feb-2019

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?**

No

**16. Whether institutional data submitted to AISHE:**

Yes

Year of Submission

2019

Date of Submission

30-Jan-2019

<b>17. Does the Institution have Management Information System ?</b>	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	1. Students database for processing students' details 2. Installation of digital notice boards in the college campus 3. Communication of important information to stakeholders through college website and conventional notices 4. Implementation of the college app 'nazira college app' for collection of information related to Teachers, Departmental activities and Committee activities 5. Library automation and barcode system used in college library 6. Upgradation of the college website.

## 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, being an affiliated college of Dibrugarh university, follows the curriculum designed and developed by the Dibrugarh University. The College draws action plans for effective curriculum delivery at beginning of every session. The college prepares also its own academic calendar in conformity with the affiliating university with an active participation of teachers. It includes detailed plans for the sessional examination, seminars, timely evaluation of answer scripts, group discussions ,etc. The HODs monitors daily classes and weekly progress report. HODs meetings are held before commencement of every session. The College routine for B.A.(Arts),B.Voc(IT) and B.Voc( FD) and PGDCA is prepared by the Routine committee and later a well prepared routine is disseminated among the students .Thereafter each department prepares the departmental routine for allotment of classes among teachers. For effective implementation of the curriculum, HODs of the college conduct their departmental meetings with the faculty members and develop academic teaching plans for the coming academic session. Each Department formulates its own action plan, course plan and also prepares teaching plan, teaching methods and discuss it among its faculty members. Apart from regular classes, tutorials or extra classes are taken to help slow learners. Study materials are supplied for effective curriculum delivery. Class room instructions are also delivered through power point presentations to make the classes interactive and lively. Group discussion and paper presentations are organized in all the Departments. Apart from these, educational tours, field studies, interdisciplinary competitions, national seminars are organized by the college where teachers as well as students take part and present papers. An annual prize money state level quiz competition has also been regularly organized in the college. Moreover, three departments have been publishing annual magazines and all departments displaywall magazine with an active participation of students. Computer training course is included in the course curriculums as a part of skill development course for the third Semester students. For the further progression of students, the college conducts different programmes on career counseling. Academic diary is maintained by each teacher and academic audit is

conducted. Students feedbacks are collected, analysed and actions are taken to improve upon the problems if any.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Domestic Helpdesk IT Atn.	Nil	01/08/2018	180	Employability	Skill Development
Asst. Fashion Designer	Nil	01/08/2018	180	Entrepreneurship	Skill Development

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
<a href="#">View File</a>		

#### 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
BA	B.A. in Arts	01/08/2019

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

	Certificate	Diploma Course
Number of Students	12	Nil

### 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
Nil	Nil	Nil
<a href="#">View File</a>		

#### 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	B.A. in Geography	35
BA	B.A. in Education	20
BVoc	B.Voc in IT	16
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### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes

Alumni	Yes
Parents	Yes

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

**Feedback Obtained**

The data was collected and analyzed by IQAC of the institution. In general, positive feedback was received from student of the institution. The relevant suggestions and action taken were listed out by IQAC. Sl.No Feedback Action Taken  
01 Conceptual Clarity Faculty members are asked to follow teaching plan.  
02 Motivation Motivational lectures were arranged  
03 Communication Skill Teachers advised to adopt students centric method  
04 Regularity Decision had been taken to strengthen the monitoring system.  
05 Subject Knowledge  
06 Coverage of Course Principal notified the HODs to arrange extra classes whenever necessary.  
07 Teaching Methodology Emphasizes on use of ICT tools  
09 Computer/IT Skill Training programmes on computer skill was organized with the support of IT department

**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	BA in English	15	18	10
BA	BA in education	25	30	20
BA	BA in Economics	30	30	10
BA	BA in Assamese	45	50	42
BA	BA in Sociology	45	50	40
BA	BA in Geography	40	50	38
BA	BA in History	30	35	20
BA	BA in Pol. Sc	40	50	30
BA	BA in Mathe	20	4	4
BA	BA in Statistics	20	5	5

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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
2018	1100	Nil	34	Nil	Nil

## 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	Number of smart classrooms	E-resources and techniques used
34	15	10	10	5	5

[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)

Mentor Mentee System: Mentors play the role of guide, advisor and counselor to the mentee. They support the mentee in skill development and enhancing abilities of mentee through observation and assessment. Various activities like career guidance, project guidance, debate, presentations, case studies based on syllabus, local area visits are organized by the mentors. Mentors also maintain feedback of sessions and different activities which helps to reconstruct the activity and conduct it in new way. It has improved student's self confidence, communication and listening skills.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1100	34	1:32

## 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	Nil	Nil	5

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
2018	Nil	Nil	Nil
2019	Nil	Nil	Nil

[View File](#)

## 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	BA UG	1ST SEM	31/10/2018	09/02/2019
BA	BAUG	3RD SEM	31/10/2018	09/02/2019
BA	BAUG	5TH SEM	31/10/2018	09/02/2019
BA	BAUG	2ND SEM	30/04/2019	17/08/2019



BA	BAUG	4TH SEM	30/04/2019	17/08/2019
BA	BAUG	6TH SEM	30/04/2019	17/08/2019
<a href="#">View File</a>				

#### 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://www.naziracollege.in>

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
BAUG	BA	BA in Pol. Sc	19	16	84.21
BAUG	BA	BA in Economics	14	9	64.28
BAUG	BA	BA in Education	21	16	76.19
BAUG	BA	BA in Assamese	46	38	82.60
BAUG	BA	BA in English	10	9	90
BAUG	BA	BA in Geography	32	27	84.37
BAUG	BA	BA in History	13	8	61.53
BAUG	BA	BA in Sociology	43	43	100
BAUG	BA	BA in Mathematics	1	1	100

[View File](#)

## 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://www.naziracollege.in>

## 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
Nil	0	N/A	0	0
<a href="#">View File</a>				

### 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	IQAC	17/01/2018
State level Workshop on Ganamadhyam Sangshai aru Sambhawana	Assamese	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
Sports and Youth Welfare	Best Volunteer Award	Director, Sports and Youth Affair	17/03/2018	Sports and Youth Welfare
Contribution to the literary field	Satsori sahitya bota	Satsori Sanskritik Unnayan Sangstha	28/09/2018	Literary
<a href="#">View File</a>				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
Nil	Nil

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	Education	1	0
International	Geography	3	5.87
International	Geography	1	7.58

International	Assamese	1	5.87
National	Mathematics	5	0
<a href="#">View File</a>			

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
Geography	1
Assamese	8
Mathematics	1
<a href="#">View File</a>	

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
ON PERSPECTIVES ON EDUCATION IN INDIA	SUJATA BORTHAKUR	LIBRARY PRACTICES IN DIGITAL INDIA	2018	0	NAZIRA COLLEGE	Nil
A STUDY ON CREATIVITY OF SECONDARY SCHOOL STUDENTS IN DHEMAJI DISTRICT OF ASSAM	SURESH RAJKONWAR	INTERNATIONAL JOURNAL OF RESEARCH SCIENCE	2018	0	NAZIRA COLLEGE	Nil
MIGRATION AND DEMOGRAPHIC CHANGE IN ASSAM	AJIT CHANDRA BORAH	JETIR	2018	5.87	NAZIRA COLLEGE	Nil
A STUDY ON WILD LIFE TOURISM OF ASSAM, REFERENCE TO GIBON WILD LIFE SANCTURY	AJIT CHANDRA BORAH	IJSR	2018	7.58	NAZIRA COLLEGE	Nil
IMPACT OF EDUCATION AND ECONOMIC CONDITIONS	AJIT CHANDRA BORAH	JETIR	2018	5.78	NAZIRA COLLEGE	Nil

OF VOTING BEHAVIOUR OF THE JORHAT PARLIAMENTARY CONSTITUENCY, ASSAM						
ASSESMENT OF FOREST RESOURCE OF SIVASAGRA DISTRICT, ASSAM	AJIT CHANDRA BORAH	JETIR	2018	5.78	NAZIRA COLLEGE	Nil
NAZIRA MOHOKUMAR SIKITCHA SEWA	SUJATA BORTHAKUR	NAZIRA	2018	0	NAZIRA	Nil
<a href="#">View File</a>						

### 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
Nil	Nil	Nil	Nil	Nil	Nil	Nil
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	20	30	30
Presented papers	Nil	4	4	10
Resource persons	Nil	3	8	15
<a href="#">View File</a>				

## 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
A cleanliness program at college campus on 18th April	NSS	20	50
World Environment Day.	NSS	30	45
cleanliness	NSS	15	45

Programme at college Campus 20th June			
Observed an International Yoga Day on 21st June.	NSS	28	150
One week NSS Special Camp (summer Internship) at Hen Ali Gaon	NSS	13	60
Awareness Street play Cleanliness Program at Hen Ali Gaon on from 8th June to 14th June	NSS	6	60
Cleanliness programe collaboration with Nazira Administration	NSS	10	45
Awareness program on Sachhta Sarvekhyan in collaboration with Nazira PHC on	NSS	6	45
Drug awareness Programme at College 26th june	NSS	24	154
One Day Cleanliness Programme on 13th April	NSS	10	45
<a href="#">View File</a>			

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
MULAKAT	Recognition as chairperson	SAHITYA ACADEMY	1
NSS	NSS BEST VOLUNTEER AWARD DIRECTOR OF SPORTS AND YOUTH WELFARE	DIRECTOR OF SPORTS AND YOUTH WELFARE	2
<a href="#">View File</a>			

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 activities	Number of students participated in such activities
Special Camp	NSS Unit	Awareness	5	60

	Nazira College	Street play Cleanliness Program		
Trashtag Program	NSS Unit, Nazira College	Cleanliness program	5	45
Regular Program	NSS Unit Nazira College	Cleanliness Programme at college Campus 20th June	15	45
Special Camp	NSS Unit	One week NSS Special Camp (summer Internship) at Hen Ali Gaon	4	60
Special Camp	NSS Unit, Nazira College	Awareness Street play Cleanliness Program at Hen Ali Gaon on from 8th June to 14th June	5	60
Awareness Program	NSS Unit, Nazira College	Drug awareness Programme at College 26th june	5	154
Awareness Program on Eye Donation	Mathematics Department	Awareness Program on Eye Donation	5	119
Regular Program	NSS	Gandhi Jayanti 2nd Oct.	15	203
Regular Program	NSS	World Environment Day.	19	208
Regular Program	NSS	International Yoga Day on	18	200
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### 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
Faculty Exchange Program	5	Self Finance	7
Collaboration for all round development of students	125	Self finance	4
Collaboration for all round development of students	150	Self finance	1

Assessment	30	Self finance	7
Academic	30	Self finance	7
Academic	125	Self finance	1
<a href="#">View File</a>			

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
Career Counseling	Career counseling programme	Indian Skill Academy	27/05/2018	27/05/2018	36
Career Counseling	A programme on How to develop interview skill	Royal Global University, Assam.	24/04/2018	24/04/2018	17
Digital Marketing	Career Development Programme	North East Digital Marketing Institute	22/03/2018	22/03/2018	36
Campus Placement	Campus Drive	Kaziranga University	09/02/2018	09/02/2018	22
<a href="#">View File</a>					

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
Sankardeva Vidya Niketon	18/05/2018	All round Development of Activities	120
Nazira Girls H. S. School	18/05/2018	To support academic upliftment	200
<a href="#">View File</a>			

## 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
2	1.6

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
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Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
<a href="#">View File</a>	

#### 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 partially)	Version	Year of automation
SOUL and D SPACE	Fully	2.0	2008

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6766	1835186	Nil	Nil	6766	1835186
Reference Books	10923	3567181	68	13140	10991	3580321
e-Books	700000	9740	Nil	Nil	700000	9740
Journals	10	7584	4	13699	14	21283
e-Journals	7000	9740	Nil	Nil	7000	9740
Digital Database	1	Nil	Nil	Nil	1	Nil
CD & Video	35	10316	Nil	Nil	35	10316
Others (specify)	46	Nil	1	13380	47	13380
<a href="#">View File</a>						

##### 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
N/A	N/A	N/A	Nil

[View File](#)

#### 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	48	1	48	4	1	7	8	150	0
Added	2	0	2	0	0	0	2	0	0
Total	50	1	50	4	1	7	10	150	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	<a href="#">Nil</a>

#### 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 incurred on maintenance of physical facilities
12	11.95	8	7.94

##### 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)

The institute has a systematic mechanism for maintenance all the facilities. Some of them are maintained by external agencies on demand. At college level, there are different committees to monitor for the smooth functioning of the college. Policy for Physical, Academic and Support facilities : The college has enough space to accommodate all the requirements. Internal cleaning of the college building is equally distributed among all the supportive staff. At primary level, solar lamps are installed on the campus. Sanitary Napkin Vending Machine with destroyer is also set up in the college which is sponsored by the ONGC, Nazira. Furniture if any, damaged is replaced by new ones. We have 17 classrooms. The college has its own canteen and offered on annual contract basis which provides quality food items at affordable rates and Canteen Committee regularly alters its rate and gives specific instructions for better hygienic and quality food. Maintenance and utilization of Library: Library has a strong advisory committee chaired by the Principal to monitor the smooth and effective functioning of all the services provided. It bears various responsibilities like purchase of books, journals and periodicals etc. The matters relating to library service improvements and any addition or deletion of services are discussed as well as decide in the committee meetings. The Library provides open access for all users. It provides book bank facility. Librarian collects the list of books from all concerned departments before purchase new books. Online access to e-books and e-journals is provided through INFLIBNET's NLIST, DELNET and NDLI. The library is under Closed-circuit

television (CCTV) surveillance. The Central library with its limited library staff always tries to provide best information and resources on diversified fields of knowledge acquisition applying Total Quality Management (TQM).

<http://www.naziracollege.in>

## 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	BPL	64	132509
Financial Support from Other Sources			
a) National	ISHANUDOI SPECIAL SCHOLARSHIP and FEE WAIVER SCHEME	611	1268402
b) International	00	Nil	0

[View File](#)

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 implementation	Number of students enrolled	Agencies involved
PGDCA	01/08/2018	30	Dibrugarh University
Information Technology	02/01/2018	38	National Skill Development Cooperation and Sector Skill Council, Nasscom
Fashion Designing	02/01/2018	13	National Skill Development Cooperation and Sector Skill Council, Nasscom

[View File](#)

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 passed in the comp. exam	Number of students placed
2018	TCSBPS-Pooled Campus recruitment drive	Nil	1	Nil	1
2018	Workshop	36	36	Nil	Nil

	on Digital Marketing				
2018	Career Counselling	Nil	36	Nil	Nil
2018	Campus Drive organized by Tata Consultancy service	Nil	22	Nil	Nil
2018	Career development programme	36	36	Nil	Nil
2018	Program on How to develop interview skill	17	17	Nil	Nil
<a href="#">View File</a>					

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		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
TCSBPS-Pooled Campus recruitment drive	1	1	KAZIROPNGA UNIVERSITY	22	Nil
<a href="#">View File</a>					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	5	B.A.	ASSAMESE	DIBRUGARH UNIVERSITY	M.A .
2018	3	B.A..	ASSAMESE	PROGOTI N.H.	A.N.M
2018	2	B.A.	Educatio	Dibrugarh University	.M.A.
2018	2	B.A.	Geography		M.A.

				J.B.College	
2018	2	B.A.	Sociology	Kazironga University	MSW
2018	7	B.A.	SOCIOLOGY	Dibrugarh University	PGDCA
2018	1	B.A.	Economics	Dibrugarh University	M.A
2018	1	B.A.	Economics	Dibrugarh University	Performing Art
2018	1	B.A.	POL. SC.	Dibrugarh University	M.A.
<a href="#">View File</a>					

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
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
Outdoor Game: (Athletics, Football, Cricket, Carrom, Chess, Volley, Weightlifting)	College Level	200
Arts and literature:	College Level	134
News Paper Reading, Poem Recitation, extempore speech, Story writing, Fine Arts.	College Level	110
Girls common Room: (Music share, Hair Style, Bakery, Rangoli, Bride groom, Fashion and designing,	College Level	150
Cultural Programme: (Dance, Sangeet, Mime, Drama, Debating, Quiz, Extempore Speech	College Level	205
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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
2018	NCC	National	1	1	N/A	PRONAMI BORUAH
2018	NSS	National	1	1	N/A	IFTIKA

						AHMED
2018	MEDLAY	National	1	1	N/A	PLLABI GOGOI
2018	BOXING	National	1	1	N/A	PABAN BAKTI
2018	ATHLETICS	National	1	1	N/A	PALLAB GOGOI
2018	ATHLETICS RALLEY	National	1	1	N/A	PALLB GOGOI
2018	STREET PLAY	National	1	1	N/A	SWARUP DUTTA
<a href="#">View File</a>						

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

The college emphasize on the active participation of students in different activities . So enough representation is given in the co-curricular, extracurricular activities of the college. Students represent themselves and contribute their active participation ranging from the syllabus framing to extension activities. Students are active members in Student Union, Departmental Associations, Library committee, Sports Committee, NSS Advisory Committee, Magazine Editorial Board, Anti-Ragging Committee and various other forums and play a significant role in the decision making process. Student's Union is set up by the annual election. It consists of the elected students from all areas of the college. These students regularly suggest to upgrade the image of the college in the society. The college convinces the students that it's an opportunity to develop their overall personality. The Student Union plays very significant role by providing proper feedback of all the students to the institution. The process of admission, exam form submission, scholarship forms is smoothly conducted with the student friendly relations of the institution. Co-curricular and Extracurricular Activity Participation - There are specific committees such NSS, NCC, Cultural Activities, Sarwasiti puja, independence day programme etc. in which not only students' Union but majority of the students are involved and actively participated. NSS activities like workshop, rally, or any social event like book fair organized by ssubdivisional office, our students actively involved in the successful completion of the event. NSS camp planning and execution can be the best example of student's involvement in our college. Simultaneously, students of the NCC ,NSS unit engaged themselves in Swasa bharat programm, beautification of the college. With the help of Student Union sports and cultural events and competitions, tree plantations in the college premises and also in the town are organized in the college. It only happened due to the free representation of our students.

File Description

#### 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)

Best Practices 1. 1. Title of the practice: SELF DEFENCE PROGRAM FOR GIRL STUDENTS: 2. OBJECTIVE: 1. To teach self-defense skill to the girl students. 2. To create confidence among girl students. 3. THE CONTEXT: Women are still considered and treated as inferior to men in walks of life in society. The low status of women is evident from the fact that rarely any parents prefer to have girls' students'. Present statistics reveals the growing crime rate against women in society. There are different provisions to safeguards to the women in our society. Despite all these, the women in our country continue to suffer in different parts of the country. Therefore, self-defence is relevant for girls in the society. 4. THE PRACTICE: A self-defence programme was organized in the college for the greater interest of the girl students. Evidence of success: Self Defence for Girls - one of the skilled based programme was organized by Women Cell of Nazira College. The primary objective of the programme is to provide a suitable academic environment for the girl students of the college. Considering the importance, total 150 girl students have participated in the programme. About 10 teachers and 50 girl students were attended in the programme. The resource persons of the programme learned the students in different techniques of self-defence. The students were satisfied to participate in the Self Defence programme. Such a programme is essential and creates more confidence among girls student for the day to day life. Best Practices 2. 1. Title of the practice: NSS SPECIAL CAMP: NOT ME BUT YOU. 2. OBJECTIVE OF THE PRACTICE: i) To provide the opportunity to the students to participate in community works. ii) To address the different issues of nearby community and to find out solutions. 3. THE CONTEXT: As an active committee/unit/body of the college, NSS unit has been organizing one-week special camps every year in the local community. The aim of the NSS special camp is to educate and aware the people and empower them. With this motto, the NSS unit of Nazira College comprising of about 76 students has organized a special camp from 16th to 22nd February, 2018 in Hen Ali village near Bauli Maidam of Nazira Subdivision. The camp was conducted under the supervision of college management and NSS Program Officer Mr. Jyoti Ranjan Mili, Assistant Professor, Department of Assamese, Nazira College. The NSS team members divided among themselves in different groups and conducted a 7 days special camp in the Hen Ali village, Nazira. 4. THE PRACTICE: DAY -1, 23: Date:-16, 17 18th Feb., 2018. Door to door Survey and Awareness: Door to door survey in Hen Ali village 1st, 2nd 3rd day, all the NSS volunteers assembled in the college and started journey to special camp by 10:00 A.M and reached village by 10:30 A.M. Special camp started with a Survey in Hen Ali village through door to door visit with a group of 5 members covering many houses. A survey regarding drinking water problems and open defecation in Hen Ali village was done to find and understand the basic problems and needs of the villagers. During Survey, NSS volunteers got very useful information regarding health issues, Education, Sanitation etc. At the end of the 3days survey, the team gathered and discussed about the day's activity and the results of the survey. DAY -4 Date:-19th Feb., 2018 Visit to Government primary school: NSS students visited Hen Ali Government primary school. They motivated the children by involving in their classes and tried to explain the importance of education. Encouraged the school students to

participate in the cultural activities and sports. Some inspirational stories were narrated to the students. The students participated with great interest and involved in all the activities like drawing, recitation competition etc. with enthusiasm. Few inspirational and academic books are distributed as a prize. Conducted drawing competition and motivated to students. DAY -5, Date:-20th Feb., 2018. On the fifth day, NSS Volunteers organized a one day workshop on cutting-netting among the women self help group of the village. There are 18 nos. of women has joined this workshop. This workshop joined as a resource person Mr. Pranjali Pratim Dutta, Assistant Professor, Department of Fashion Designing Department, Nazira College and Associated with him in his Department students. We provide a certificate for participate the workshop among the women's. This program was conducted in Hen Ali L.P. School. DAY -67 Date:-21st 22nd Feb., 2018: On the sixth seventh day, the volunteers are organized a cleanliness programe at Hen Ali LP School, Hen Ali Community Hall (Namghar) etc. Volunteers collected about 100 saplings and formed groups of 4-5 and were advised to plant two saplings in Hen Ali village. All the volunteers took active participation in planting the saplings.

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
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.

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. 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. The faculty members of Nazira College have been involved for guiding student for research project.

Library, ICT and Physical Infrastructure / Instrumentation

The college has maintained a standard for infrastructure and learning resources. Spacious, well ventilated 17 classrooms and 2 seminar hall and 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 well equipped 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.

Admission of Students

There is an admission committee to conduct the admission system. The admission process of 2018- 19 was fully online. All the students had to be physically present during the counseling for admission. Admission of students commenced in June 2018 for 2018 - 19 sessions after declaration of results of 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.
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 2018-19. The students and staff Faculty members are encouraged to participate in trainings, workshops and staff development programmes held in different institutions.
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.

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

E-governance area	Details
Planning and Development	1. The Principal and management insist that activities schedules are promptly displayed on the institution website. 2. The Management is informed of every activity in the college through emails as well as Whats App group. 3. The Chairman of the college keeps in touch with the institutional Heads on the campus and shares his experiences of visits abroad.
Administration	1. Student data is maintained on a digital platform. 2. Important communications and policy decisions are conveyed to concerned stakeholders through emails, WhatsApp and by display on the college website.
Finance and Accounts	Financial Transactions related to Salary payments, Provident Fund, Income Tax, Professional Tax etc. are

	performed online through NEFT, RTGS according to government guidelines. 3. Online payment of remuneration for lectures conducted and examination work
Student Admission and Support	Applications are submitted for admission to different courses through online admission portal • Merit list is prepared and uploaded by fully digitalized 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 their 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, and 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
Nil	N/A	N/A	N/A	Nil
<a href="#">View File</a>				

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)
2018	Blended Learning: Behavioral Remodeling for Enhancing the Class Room Delivery of Teachers	Nil	17/01/2018	23/01/2018	50	Nil
<a href="#">View File</a>						

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
Orientation Program	1	02/08/2018	29/08/2018	28
Blended Learning: Behavioral Remodeling for Enhancing the Classroom Delivery of Teachers	19	17/01/2018	23/01/2018	7

[View File](#)

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	10	13	18

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Debit and Credit Society	Debit and Credit Society	Financial assistance to needy students (Student Welfare)

**6.4 – Financial Management and Resource Mobilization**

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

Yes, Institution's Accounts are audited regularly. Internal audits are conducted by the Accounts Section of the College. In the Governing Body meeting they discuss regarding Verification of Audited statements, Budget proposal for the next financial year, Income and expenditure for the current year Implementations/followup for the suggestion given by the Governing Body members. Books of Accounts are prepared as per statutory requirement and audited annually by External Qualified Chartered Accountants. Vouching of all bank and cash transactions, Ledger scrutiny, analysis of fixed assets register, cash book, advance register, checking of bank reconciliation statement, scrutiny of all documents relating to purchase of fixed assets. Response: The institute has a well-defined mechanism to monitor effective and efficient utilization of available financial resources for the development of the academic processes and infrastructure development. The principal and the committees of the college monitor the use of resources received from the state government, UGC and Non-Government funds. The allocated funds are utilized to purchase equipments, chemicals, organize seminars, workshops and conferences etc. The administration and the Governing Body, review the use of resources including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds. Institutional budget is prepared by Principal every year taking into consideration of recurring and non-recurring expenditures. All the major financial decisions are taken by the Institute's Governing Body (GB). All the major financial transactions are analyzed and verified by the governing body

under different heads like Software Internet charges Library Books / Journals Repair maintenance Printing stationary Equipment Consumables Infrastructure with Furniture Page 72/90 10-04-2021 07:03:47Self Study Report of THE NAZIRA COLLEGE 1.Institute adheres to Utilization of budget approved for academic expenses and administrative expenses by management. 2.After final approval of budget the purchasing process is initiated by purchase committee which includes all head of departments and account officer, accordingly the quotations called and after the negotiations purchase order are placed. 3.The payments is released after delivery of the respective goods it is done as per the terms and conditions mentioned in Purchase order. 4.All transaction has transparency through bills and vouchers. The bill payments are passed after testing verification of items. Only authorized person operate the transaction through bank. 5.Respective faculty member ensures that whether suitable equipment/machinery with correct specification is purchased. 6. The entire process of the procurement of the material is monitored by the Purchase committee and Principal.

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
ONGC	58069	SANITARY NEPKIN VENDING MAC
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

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## 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	No	N/A	No	N/A
Administrative	No	N/A	No	N/A

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

Parent Teacher meetings are conducted at the departmental level. Parents are involved in following activities of the College. • Visit to NSS camp • Support and permission for field visits • Accompanying students to competitions like University Youth festival, University Sports Competitions • Attendance Defaulters' students' Meeting along with their parents
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6.5.3 – Development programmes for support staff (at least three)

1. Blended Learning: Behavioral Remodeling for Enhancing the Classroom Delivery of Teachers 2. MoU with nearby institution 3. Faculty Exchange Program
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Efforts are being made to strengthen Mentorship by extending it to various extra curricular activities along with departments and committees of the institution. 2. IQAC has been actively involved in conducting various activities for the teaching and support staff and students to mention a few are as follows: For teachers and support staff • API as per New Amendments in UGC Act, • Motivational challenges of New generation, • Orientation Programme for all First Year Students. 3. MoU was signed with Gargaon College for faculty
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exchange program and for extending cooperation and help for the quality enhancement •

#### 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
2018	API as per New Amendments in UGC Act	21/04/2018	02/05/2018	02/05/2018	7
2018	Orientation Programme for all First Year Students	01/08/2018	01/08/2018	01/08/2018	220
2018	A career development programme on Digital Marketing was organized	23/03/2018	23/03/2018	23/03/2018	36
2018	A programme on How to develop interview skill	24/04/2018	24/04/2018	24/04/2018	17
2018	A programme on personality Development and Career Planning had been organized in collaboration with E cell IIT Kanpur DC Cracker.	15/02/2018	15/02/2018	15/02/2018	66

[View File](#)

### 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



2018	Nil	1	08/09/2018	1	Awareness Program on Netrodan	Eye Donation	60
2018	Nil	1	08/03/2018	1	International Women Day	Awareness on Gender Sensitisation	180
2018	Nil	1	01/07/2018	1	Lecture on Sanitation	Saswabarath Summer Internship Program	50
2018	Nil	1	22/02/2018	7	NSS Special Camp	Environmental awareness	50
2018	Nil	1	24/10/2018	1	. Students of NSS participated Road safety program at Deputy Commissioner, Sivasagar on 24thOct 2018.	Road safety program	30

[View File](#)

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	The code of conduct for students was drafted and published in college website/ prospectus under the heading Discipline and Code of Conduct. Principal of the college informs the code of conduct, highlighting discipline to be maintain in the Orientation Program for the first year students in the beginning of each academic session. The college also has disciplinary action committee consisting of senior professor and



his/her team of teachers who supervises and looks after the overall conduct of the students. As a mechanism to follow the code of conduct effectively, the defaulters are asked to submit written apology and assignments or participate in an activity as social responsibility in adopted village. Students found indulging in such activities will be immediately expelled from the college and they aware of that action will be taken as per Supreme Court Verdict.

Code of conduct for Non teaching staff	18/06/2018	The College has given guidelines for the code of conduct for nonteaching staff also. The code of conduct is effectively formed and followed by the staff and supervised by the Principal of the college. Class IV employees are assigned duties on rotation basis.
Code of Conduct for Teaching Staff:	18/06/2018	The College has given guidelines for the code of conduct for teaching staff as guided by UGC. It is adhered to by the students is conveyed to the teachers by the Principal to enhance teachers performance. Any issues in the department or at interpersonal levels are resolved in the meetings with the Principal. Also regular Departmental and Staff meetings are held by the Principal to inform and instruct the work proceedings.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Voters Day	25/01/2019	25/01/2019	200

Librarians Day/Dr. S.R. Ranganathans birth Day	12/08/2018	12/08/2018	150
International Women's Day	08/03/2018	08/03/2018	48
World Water Day	22/03/2019	22/03/2019	40
Earth Day	22/04/2019	22/04/2019	58
English Language Day	23/04/2019	23/04/2019	102
International Day of Non-Violence	02/10/2018	02/10/2018	93
Human Right Day	10/12/2018	10/12/2018	102
World Population Day	11/07/2018	11/07/2018	40
<a href="#">View File</a>			

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

1.Plantation programmes are organized and plantation are done. 2. Campus Maintenance committee has been formed for the identification and preservation of the natural resources present in the college campus. 3.. Tobacco smoking, chewing of pan masalas 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. 4. Installed solar power system within the college campus.

#### 7.2 – Best Practices

##### 7.2.1 – Describe at least two institutional best practices

1.1. Academic : I. The college prepares a detailed academic calendar at the beginning of each academic year and all activities are carried out while strictly adhering to the same. II. Orientation programmes for newly admitted learners are conducted at the beginning of every academic year. The students are familiarized with the facilities and the scope which the college offers and made known the expectations bestowed upon them. III. A walk to Library programme is organized to cater reading habit amongst the students and to familiar them to the vast both print and electronic resources of the Central Library and organise some orientation classes at the very beginning of every new academic year. IV. A comprehensive and continuous evaluation process has been adopted for all programmes of the institution. The Choice Based Credit Transfer (CBCT) is also in place for all programmes of study. V. A fair examination process is conducted and the marks of each examination for each course (subject wise) secured by the learners are displayed on the concerned departmental notice board within 48 hours from the examination. The answer scripts are shown to the students and are encouraged to clarify doubts, if any found. VI. The college gives emphasis on experimental laboratories and undergraduate research through learning by doing. VII. The college provide due recognition and support to students who excel in various cocurricular activities like quiz, debates, art, drama, music, orchestra, sports etc. VIII. The college organize popular talks regularly by inviting legend resource persons. IX. The students union body is constructed through fair and free election process to guarantee their rights. X. The college central Library practices best and innovative practices like: OPAC Web OPAC in Campus, provides library Best Readers Award, open access, 12 readers' club, NDLI Club, mobile

Library Service, oral history collection, book publication, college book talk, library orientation programme, practical classes for LIS students, book of the week, word of the day, application of social media, information towards challenged people, books publication, organize seminar/workshop, organize FDP, Information Towards Challenged People, Special Corner for External users in the library etc. 2.Administration : I. The principal regularly holds separate interactions with all sections of students and employees at the beginning of each academic year. II. The college practices paperless transactions and communication system. III. The administrative processes of the college are fast and prompt without any unnecessary delay. Services are extended to all stakeholders in minimum possible time with best quality. IV. The college maintains a ragging free campus. Utmost care is taken to make the new learners feel at home right from the beginning through participatory involvement of all stakeholders. V. The students union body is entrusted to active participation in most of the college activities . VI. The college emphasises on imparting training for holistic development of all employees. Such programmes include: a. Induction programme for new teachers, b. In-house training programmes for administrative / ministerial staff, c. Encourage the teachers to participate in OC/RC/FDP etc. d. Faculty members are motivated to publish their research outputs in ISBN/ISSN etc. VII. The college maintains a 24x7 security arrangement and CCTV cameras are installed at the vital locations of the campus for the same. VIII. The college maintains an impeccably clean campus including all roads, buildings and washrooms etc. IX. The college strictly maintains a 'No smoking' policy in the campus. X. All equipments and instruments housed in various departments and central facilities are maintained in a better condition and kept in operation. XI. Sanitary napkin dispenser for female learners are provided. XII. The college takes all effective steps to ensure that the Annual Report and Annual Accounts together with the Audit Certificate issued by the concerned government auditor . XIII. The girls hostel administration including its day to day functioning, running of the hostel mess etc. is bestowed on the hands of the students under the supervision of Warden. It is also ensured that hostel resources do not remain unutilized . XIV. The Best performing non-teaching employees are given recognition every year and presented with Cash Awards and Certificates on the Foundation Day of the college. XV. The college authority conducts survey on teachers performance and after analysis, positive steps are taken for implementation and overcome if any problem every academic year . XVI. The college regularly update its website. XVII. All the tenders and employment and admission are published in local dailies and Website. XVIII. Most of the college employees are assigned polling duties by the Election Commission of India during General Elections and engaged in census duty. XIX. The college organize Book Fair every year in the campus for creating reading habit among the college community. XX. The college provides two in one multipurpose smart college identity and library card.

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

<http://www.naziracollege.in>

### 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

The prime vision of the Nazira College is to provide quality education and guidance to the students to enable them to cope up with the challenges of the new millennium. It is committed to the deliver quality teaching and sound guidance to enable the diverse students community to realize and utilize their potential and creativity. 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 the undergraduate programme promote the knowledge of the students in academic excellence, motivate the students towards human values like honesty of service, integrity of character, fruitfulness, tolerance of other faiths, liberal outlook that create awareness to a new consciousness and a sense of self-introspection among them. The college inculcate responsibility through extension activities like NSS, NCC, Scout Guide and Academic inputs, Co-curricular and extra -curricular activities, social awareness programmes to enable students to perform well in the examination, games and sports and community oriented extension activities etc Teachers are encouraged to participate in Refresher course, Orientation Course, Seminars and Workshops for faculty development . The college organizes seminars, special talks, career guidance and counselling sessions and workshops for the academic enrichment. The office staff and other stake holders also participate in extension activities of the college such as social awareness programme, cultural activities, ceremonial function on establishment day, college week, traditional functions etc. The college has introduced skill based Bachelor of Vocation (B. Voc.) Degree Programme to align higher education with the emerging needs of the economy so as to ensure that the graduates of higher education system have adequate knowledge and skills for employment and entrepreneurship. The study center of KKHSOU at the college takes a major role in developing study habits among disadvantaged but eager learners to educate and enlighten them.

Provide the weblink of the institution

<https://www.naziracollege.in>

### **8.Future Plans of Actions for Next Academic Year**

Future Plans of Action for next academic year (500 words) 1. Submission of IIQA, SSR and invite Peer team for Assessment. 2. Construction of Examination Hall in the first floor of Library building 3. College Footpath Development 4. Installation of new internet WIFI Connection, Purchase of computers, repairing of online UPS System and Digital Boards 5. Installation of sensor hand sanitizer machines 6. Renovation of Laboratory Building of Education, Day Care centre and College canteen 7. Developed student mentoring system, feedback system of students, teachers, parents and alumni 8. Campus placement programme 9. Career counseling programme 10. Encourage teaching plan, course plan for both online and offline mode 11. Full participation in digital teaching 12. Remedial classes for slow learners 13. More co curricular and extension activities 14. Programme on adopted village 15. MOU signed for academic purpose 16. Organize seminars/Workshops at District/State/National/International level involving students communities