Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**THE NAZIRA COLLEGE**
Name of the head of the Institution	**DR. 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 TOWN**
City/Town	**NAZIRA SIVASAGAR**
State/UT	**Assam**
Pincode	**785685**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Semi-urban**
Financial Status	**central**
Name of the IQAC co-ordinator/Director	**DR. AJIT CHANDRA BORAH**
Phone no/Alternate Phone no.	**03772355145**
Mobile no.	**9435058854**
Registered Email	**naziracollege@yahoo.in**
Alternate Email	**ajitchandraborah@yahoo.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.naziracollege.in/IQAC/AQAR/2018-19

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.naziracollege.in

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**

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

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Awareness program on plastic waste management in collaboration with	**29-Sep-2019** **1**	**40**

Sivasagar police		
International Seminer on the topic: Tai Cultural Convergence beyond the Border	09-Mar-2019 1	100
State Level Seminar on the topic Educational Philosophy its impact in present society	14-Oct-2019 1	47
State level Seminar on the topic New Education Policy, 2019	26-Oct-2019 1	78
A programme on personality Development and Career Planning had been organized in collaboration with E cell IIT Kanpur & DC Cracker.	15-Feb-2020 1	66
Five days Training Programm	17-Jun-2019 5	45
One week NSS Special Camp(summer) at Mackeypur Tea Estate awareness street play & cleanliness program at Hen Ali Gaon, Awareness Street play &cleanliness program at Hena Ali Gaon from	12-Sep-2019 7	50
. Awarness program on Swachhata Sarvekhyan in collaboration with Nazira PHE	25-Aug-2019 1	45
Workshop on personality development and mind power	23-Mar-2019 1	88
[View File](#)		

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	2020 00	0
[View File](#)				

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)

1.A programme on personality Development and Career Planning had been organized in collaboration with E cell IIT Kanpur DC Cracker. 2.International Seminar on the topic: Tai Cultural Convergence beyond the Border. 3.State Level Seminar on New Education Policy 4.National Webinar on Sexual Harassments 5.International Webinar on Basic of Academic Writing with special reference to Assamese literature

[View File](#)

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

Plan of Action	Achivements/Outcomes
To submit IIQA and invite NAAC peer team for third cycle	IIQA is in final stage of submission
Organization of workshop, seminar to promote the quality improvement	Seminar and workshop organized
Organization of career development program	A programme on personality Development and Career Planning had been organized in collaboration with E cell IIT Kanpur & DC Cracker.
Maintaining and updated database of research articles, books, book chapters by students and faculty members	Books, articles and edited books are published by the faculty members
Information related to financial assistance such as scholarships, fellowships are planned for digital archiving	Already done
Procurement of chairs for Girls' common room and boys common rooms	Number of chairs newly added
Renovation of department building	Done
Introduction of open book assessment and peer assessment system	Some of the Departments started

Use of Mobile app in teaching learning process	Already applied this process
Beautification of college campus	Done
[View File](#)	

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
IQAC	03-Feb-2020

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	2020

Date of Submission	03-Mar-2020

17. Does the Institution have Management Information System ?	Yes

If yes, give a brief descripiton 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 the start of every session. The college also prepares 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 circulated 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 and advanced 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, analyzed and actions are taken to improve upon the problems if an

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	01/08/2019	180	Employability	Skill Development
Asst. Fashion Designer	Nil	01/08/2019	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
Nill	Nil	Nill

View File

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	3	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	Nill	Nill

View File

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	36
BA	B.A. in Education	17
BA	B.Voc in IT	11

View File

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 adviced 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	B.A. in Statistics	20	4	4
BA	B.A. in Mathematics	20	5	4

BA	B.A. in History	30	22	19
BA	B.A. in Geography	40	70	42
BA	B.A. in Pol. Sc	40	42	32
BA	B.A. in Sociology	45	78	61
BA	B.A. in Education	25	56	25
BA	B.A. in Economics	30	24	11
BA	B.A. in Assamese	45	75	64
BA	B.A. in English	15	14	8

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	871	Nill	34	Nill	Nill

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
34	20	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 all round development and 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
871	34	1:26

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	Nill	Nill	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
2019	Nil	Nill	Nil
2020	Nil	Nill	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	B.A. UG	1st	24/12/2019	06/03/2020
BA	B.A. UG	3rd	30/11/2019	27/02/2020
BA	B.A. UG	5th	18/12/2019	27/02/2020
BA	B.A. UG	2nd	19/09/2020	12/12/2020
BA	B.A. UG	4th	19/09/2020	12/12/2020
BA	B.A. UG	6th	21/10/2020	12/12/2020

View File

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 examinations for both odd and even semester, departmental Seminars related to the relevant topics of the subjects as well as syllabus, group discussion, etc. in every year. The students who failed to present their seminar paper, home assignments are asked. Those students who failed to appear in the 1st sessional examinations on due time another date is fixed by the department for them. 1st sessional examination is held on half part of the syllabus and second sessional examination held after the completion of the syllabus. Importance is given on power point presentation for seminar by the students. Evaluation of Answer scripts is 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 by the Geography department to visit different places from which students get chance to gathering knowledge. Tutorial classes are held after end of the general classes. Field survey is conducted by the Geography and Education department. Mock parliament is conducted by the Political Science department for the greater interest of the students. Special talks are organized by the Assamese department.

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

Every department of the college organized two sessional examinations for both odd and even semester, departmental Seminars related to the relevant topics of the subjectas wll as syllabus, group discussion, etc. in every year. The students who failed to present their seminar paper, home assignments are asked. Those students who failed to appear the sessional examinations on due time another date is fixed by the department for them. 1st sessional examination is held on half part of the syllabus and second sessional examination held after the completion of the syllabus. Importance is given on power point presentation by the students. Evaluation of Answer scripts is 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 by the Geography department to visit different places from which students get chance to gathering knowledge. Tutorial classes are held after end of the general classes. Field survey is conducted by the Geography and Education department. Mock parliament is conducted by the Political Science department for the greater interest of the students. Special talks are organized by the Assamese department.

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
B.A.UG	BA	B.A. in English	7	7	100
B.A.UG	BA	B.A. in Assamese	27	27	100
B.A.UG	BA	B.A. in Education	16	15	93.75
B.A.UG	BA	B.A. in Economics	5	4	80
B.A.UG	BA	B.A. in Sociology	34	34	100
B.A.UG	BA	B.A. in Pol.Sc	6	5	83.33
B.A.UG	BA	B.A. in History	8	4	50
B.A.UG	BA	B.A. in Geography	38	36	94.73
B.A.UG	BA	B.A. in Mathematics	1	1	100
B.A.UG	BA	B.A. in	2	1	50

Statistics				

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
Any Other (Specify)	00	Nil	0	0
International Projects	00	Nil	0	0
Students Research Projects (Other than compulsory by the University)	00	Nil	0	0
Projects sponsored by the University	00	Nil	0	0
Industry sponsored Projects	00	Nil	0	0
Interdisciplinary Projects	00	Nil	0	0
Minor Projects	00	Nil	0	0
Major Projects	00	Nil	0	0

View File

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
International Seminar on Tai Cultural Convergence beyond the Boarder	Central Library	09/03/2019
State Level Seminar on New Education Policy	Education	26/10/2019
International Webinar on Basic of Academic Writing with specila reference to Assamese literature	Assamese	27/08/2020

National Webinar on National Education Policy, 2020	Education	12/09/2020
Workshop on Personality Development	IQAC	23/03/2019
A workshop on personality Development and Career Planning in collaboration with E cell IIT Kanpur DC Cracker.	Career Counseling Cell	15/02/2020

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
Nil	Nil	Nil	Nill	Nil

View File

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	Nill

View File

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	Nill

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	Assamese	1	5.87
International	Mathematics	1	0
National	Assamese	3	0
International	Education	1	0

View File

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
Education	2
Assamese	23

View File

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
RAMAYANA ADHRIT ASOMIA NAT LAKSHMIDEV KRITA RAVANA DODH	Kobita Konch	SAMPRITI	2020	0	Nazira College	Nill
RELIGIOUS TOURISM IN SIVASAGRA DISTRICT ASSAM, PROSPECT AND PROBLEMS	Kobita Konch	JSS	2020	0	Nazira College	Nill
RAMAYANA BEST DRAMA ERITTEN BY SATRADHIKAR OF NARWA BALISATRA OF ASSAM IN MEDIAVAL PERIOD OF ASSAMESE LITERATURE	Kobita Konch	JICR	2020	0	Nazira College	Nill
An Emperical Study on Attainment in Mathematics At High School Leaving Certificate Examination.	Sujata Borthakur	International Journal For Research in Applied Science and Engineering	2019	0	Nazira College	Nill
PROSPECTS AND PROBLEMS OF RELIGIOUS TOURISM IN DHOKUAKHANA SUBDIVISION	Kobita Konch	JETIR	2019	0	Nazira College	Nill
View File						

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	Nill	Nill	Nill	Nil

View File

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nill	5	10	15
Presented papers	Nill	2	2	4
Resource persons	Nill	2	5	9

View File

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
Corona Awareness Programme	Nazira College Teacher Unit	25	15
Awareness Street play Cleanliness Program at Hen Ali Gaon on from 12th September to 18th September	NSS Unit Nazira College	5	200
A cleanliness Programme at college Campus	NSS Unit Nazira College	4	45
Awareness programe on plastic wast amangement in collaboration with Sivasagar Police at College	NSS Unit Nazira College	10	140
Two days College Cleaning Programme	NSS Unit Nazira College	25	50
World Environment Day.	Nazira College	5	50
Trashtag Challenge on 22th April	NSS Unit Nazira College	5	45
One Day Cleanliness	NSS Unit Nazira College	5	45

Programme on 13th April				
Cleanliness programe collaboration with Nazira Administration	Nazira College		5	45

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
RASTRA BHASA KABI SANMILLON	REPRESENTATION OF ASSAMESE POETRY	ALL INDIA RADIO, DIBRUGARH	Nill

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Regular Program	NSS Unit Nazira College	One Day Pre Republic Day Camp participated at Dibrugarh University on 16th October, 2019	1	50
Sachhta Sarvekhyan	NSS Unit Nazira College	Awareness program on Sachhta Sarvekhyan in collaboration with Nazira PHC on 25th August.	4	50
Special Program	NSS Unit Nazira College	One week NSS Special Camp (summer Internship) at Mackeypur Tea Estate	3	45
Awareness Program	NSS Unit Nazira College	Awareness programe on plastic wast amangement in collaboration with Sivasagar Police at College, 29th sept.	7	50
Regular Program	NSS Unit Nazira College	Two days College	5	45

		Cleaning Programme on 20, 21 Sept.		
Special Program	NSS Unit Nazira College	Sanitary Napkin Machine Inaguartion Programme 30th August	12	150
Regular Program	NSS Unit Nazira College	International Yoga Day	20	200
Regular Program	Nazira College	World Environment Day.	28	208
Trashtag Program	NSS Unit Nazira College	Trashtag Challenge	3	50
Regular Program	NSS Unit, Nazira College	One Day Cleanliness Programme	5	45

View File

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Nil	Nil	Nil	0

View File

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
Personality Development and Career Planning	Personality Development and Career Planning	E cell IIT Kanpur DC Cracker	15/02/2020	15/02/2020	66

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Nil	Nill	Nil	Nill

View File

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	1.77

4.1.2 – Details of augmentation in infrastructure facilities during the year	
Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Classrooms with Wi-Fi OR LAN	Existing
[View File](#)	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}			
Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL and D SPAC	Fully	2.0	2008

4.2.2 – Library Services						
Library Service Type	Existing		Newly Added		Total	
Text Books	6766	1835186	86	28492	6852	1863678
Reference Books	10991	3580321	24	22716	11015	3603037
e-Books	700000	9740	Nill	Nill	700000	9740
Journals	14	21283	1	1200	15	22483
e-Journals	7000	9740	Nill	Nill	7000	9740
Digital Database	1	Nill	Nill	Nill	1	Nill
CD & Video	35	10316	Nill	Nill	35	10316
Others(specify)	47	Nill	Nill	Nill	47	Nill
[View File](#)						

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
Nil	Nil	Nil	Nill

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	50	1	48	4	1	7	8	150	0
Added	0	0	0	0	0	0	0	0	0
Total	50	1	48	4	1	7	8	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	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
11	10.77	9	9.14

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 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 decided 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). Two laboratories i.e. Education department and Geography department are well equipped.

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	47	212654
Financial Support from Other Sources			
a) National	ISHANUDOI SPECIAL SCHOLARSHIP and FEE WAIVER SCHEME	447	13420052
b)International	Nil	Nill	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 implemetation	Number of students enrolled	Agencies involved
Fashion Designing	02/01/2020	5	National Skill Development Cooporation and Sector Skill Council, Nasscom
Information Technology	02/01/2020	19	National Skill Development Cooporation and Sector Skill Council, Nasscom
PGDCA	02/01/2019	2	Dibrugarh University
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	Number of benefited students by	Number of students who have passedin	Number of studentsp placed

		competitive examination	career counseling activities	the comp. exam	
2020	Personality Development Career Planning	Nill	66	Nill	Nill

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Nil	Nill	Nill	Nil	Nill	Nill

View File

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2020	1	B.A.	B.A. in Education	Dibrugarh University	M.A. in Women Studies
2020	1	B.A.	B.A. in Education	Dibrugarh University	Mass Com. & Journalism
2020	1	B.A.	B. in Education	Dibrugarh University	M.A.
2020	1	B.A.	B. in Sociology	Dibrugarh University	B.Ed
2020	12	B.A.	B. in Sociology	Dibrugarh University	PGDCA
2020	1	B.A.	B. in Geography	Guwahati University	M.A.
2020	1	B.A.	B. in Geography	Dibrugarh University	B.A.LLB
2020	1	B.A.	B. in Geography	Dibrugarh University	PGDCA
2019	1	B.A.	B. in Pol. Sc	J.B. College	M.A.
2019	4	B.A.	B.A. in	Dibrugarh	M.A.

| | | | Assamese | University | |

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

Items	Number of students selected/ qualifying
NET	1

View File

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

Activity	Level	Number of Participants
Cultural Programme: (Dance, Sangeet, Mime, Drama, Debating, Quiz, Extempore Speech	College Level	200
Girls common Room	College Level	145
News Paper Reading, Poem Recitation, extempore speech,Story writing, Fine Arts.	College Level	120
Arts and literature:	College Level	130
Outdoor Game: (Athletics, Football, Cricket, Carrom, Chess, Volley, Weightlifting	College Level	180

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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
2019	Cultural Rally Award	National	Nill	1	Nil	GROUP
2019	TAEKWONDO	National	1	Nill	Nil	ANUBHOV AYAN KONWAR
2019	TAEKWONDO	National	1	Nill	Nil	RUPJYOTI KONWAR
2019	MERTIAL ART	National	1	Nill	Nil	PARISHIKHA MAHANTA
2019	NSS	National	1	Nill	Nil	LUKOMONI NATH
2019	PARA ATHLETICS	National	1	Nill	Nil	PARTHA PROTIM BORUAH

View File

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

The Nazira College emphasize on the active participation of students in different activities. Students represent themselves and contribute their active participation ranging from the co-curricular, extracurricular to extension activities. Students are active members in the Student Union, Departmental Associations, 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 upgrading 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, Republic Day program 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 Sub-Divisional 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.

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)

1. Mobile Library Service: This is an exceptional service from an academic institution by which the dreams of Dr.S.R.Ranganathan, the father of Indian Library and Information Science we are trying to fulfill. Through this service we provide books to the Senior Citizens, physically Challenged People and Cancer Patients to their door steps after the college hours and in the holidays since 2017. • More than 400 inmates of the Sivasagar Districts Central Jail have been provided books for recreation and to bring them to the main stream of

the society. • Information and reading facilities are provided to more than 450 differently abled people of the Nazira Sub Division . • The oral histories of the Districts are collected through VDO and preserved for future study and research under the : " Oral History on Sivasagar District" project. The same are published in the local dailies and periodicals time to time. • The newly established Nazira Sub- Divisional Library's monitoring cum technical works have been rendering by our college library staff since its inception. • The Librarians Day is observed in public and rural libraries every year to cater reading habit in the community. • We are very happy to preserve digitally the manuscripts found nearby and the librarian of the college train the custodian before return how to keep special treatment to the rare collection and visit the same time to time. • Some of the renowned persons data and some rare collections are preserved only in our central library like world famous musician Dr. Bhupen Hazarika, Rangman (Rabin Dey) the first Assamese Rahasya Sahitya, MP Drupad Borgohain, etc. 2. Academic: 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. • 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. • 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. • The college provide due recognition and support to students who excel in various cocurricular activities like quiz, debates, art, drama, music, orchestra, sports etc. • 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.

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 Completion of syllabus, 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, co-curricular 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	In respect of examination, End Semester examinations are conducted by the affiliating university, i.e. Dibrugarh University and final results are declared by the University. Our College conducts only in semester examination, seminars, group discussion etc. for internal assessment of students according to the university guidelines. Two Sessional examination, Student seminars, interactive sessions, Practical examinations, Debates, Quiz etc. are conducted by departments to evaluate the students. Department of Geography conducts the field survey on various topics like Socio-economic conditions of an area Physical condition of an area etc. and finally a field report is prepared. Examination sub-committees 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. The college has organized national/International/as well as state and regional seminar on various relevant topics. The faculty members of Nazira College have been involved for guiding student for research project. Teachers published research article in different journals.
Library, ICT and Physical Infrastructure / Instrumentation	The college has maintained a standard for infrastructure and learning resources. Spacious, well ventilated 17 classrooms and 2 laboratories are available for smooth conduct of theory and practical sessions. There are 2 seminar hall in the college. Besides the conventional teaching aids, classrooms are also equipped with ICT facilities viz. Digital smart board, LED projectors and OHPs. Video conferencing 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 in the college campus.
Admission of Students	There is an admission committee to conduct the admission system. The decision of the committee is final regarding the admission. The admission process of 2019 - 20 was fully online. All the students had to be physically present during the counseling for admission. Admission of students commenced in June 2019 for 2019 – 20 session according to the merit. Majors are allotted according to merit and seat capacity of every department.
Human Resource Management	Students are encouraged to participate in seminars, special lectures, field tours, quiz, debate etc to increase their skill and experience. College organizes national/state seminar, workshop and special lecture to enrich students and staff in every academic year. 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-governace 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 WhatsApp group. 3. The Chairman of the G.B. of the college keeps in touch with the institutional Heads on the campus and shares his experiences.
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 examination works.
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
2020	Nil	Nil	Nil	Nill
2019	Nil	Nil	Nil	Nill
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nil	Nil	Nill	Nill	Nill	Nill
2020	Nil	Nil	Nill	Nill	Nill	Nill

View File

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
Short term Course	1	03/08/2020	10/08/2020	7
Short term Course	1	05/07/2020	12/07/2020	7
117 UGC Orientation Program	1	05/02/2020	26/02/2020	21
Short Term Course in Preparation of Self Learning Materials for University and College Learners,	1	12/05/2020	18/05/2020	7
Refresher Program in Modern Assamese Language, Literature and Culture	1	11/09/2019	24/09/2019	15

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
30	10	13	5

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Debit and Credit Cooperative Society, Nazira College	Debit and Credit Cooperative Society, Nazira College	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)

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 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

View File

6.4.3 – Total corpus fund generated

00

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	IQAC
Administrative	No	Nil	No	Nil

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 •2 Support and permission for field visits • Accompanying students to competitions like

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

1.More ICT enabled class-rooms. At present 10 Classes are ICT Enabled. 2.Published Pragya, a News letter and IMAGE a research Journal. 3.Introduced one year diploma course on Computer Application.

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

1. 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 programs for New generation, • Orientation Program for all First Year Students. 2. Efforts are being made to strengthen Mentor ship by extending it to various extra curricular activities along with departments and committees of the institution. 3. MoU was signed with nearby institutions for faculty 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
2020	Career and personality development proram	15/02/2020	15/02/2020	15/02/2020	66
2019	Awareness programe on plastic wast amangement in collaboration with Sivasagar Police at College	19/09/2019	19/09/2019	19/09/2019	50
2019	Awareness Street play Cleanliness Program at Hen Ali Gaon on from 12th September to 18th September	12/09/2019	12/09/2019	18/09/2019	50
2019	Awareness program on Sachhta Sarvekhyan	25/08/2019	25/08/2019	25/08/2019	50

		in collabora tion with Nazira PHC				
2019	Orientation Programme for all First Year Students	01/08/2019	01/08/2019	01/08/2019	300
2019	State level Seminar on the topic New Education Policy 2019,	26/10/2019	26/10/2019	26/10/2019	78
2019	State Level Seminar on the topic Educational Philosophy its impact in present society	12/09/2019	12/09/2019	12/09/2019	150
2019	Internatio nal Seminer on the topic: Tai Cultural Convergence beyond the Border	09/03/2019	09/03/2019	09/03/2019	100
2020	Basic of Academic Writing with special Reference to Assamese literature	27/08/2020	27/08/2020	27/08/2020	350

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of Internationa lWomen's day	08/03/2020	08/03/2020	100	5

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

Percentage of power requirement of the University met by the renewable energy sources
College has already installed solar power system within the college campus • "Save energy" initiative is taken by the students' union to make students aware by making them switch off lights and fans before leaving the classroom• Environmental awareness campaigns by organizing seminars under NSS Unit and by organizing student exhibitions annually • Geography department organized seminar among students on "Environmental Degradation" as a part of their course curriculum on different environmental issues such as air, water, land and sound pollution, solid waste management, ecosystem and biodiversity. Cleanliness program at college campus, A cleanliness Programme at college Campus 20th June, 2019, Awareness program on Sachhta Sarvekhyan in collaboration with Nazira PHC on 25th August. Awareness Street play Cleanliness Program at Hen Ali Gaon on from 12th September to 18th September,2019. .Observe 5th June, 2019 World Environment day. One day cleanliness program at college on 13th April 2019.

7.1.3 – Differently abled (Divyangjan) friendliness

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

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nill	1	29/09/2019	1	Awareness programe on plastic wast amangement in collaboration with Sivasagar Police at College, 29th sept.	Awareness programe on plastic wast amangement	40
2019	Nill	1	07/07/2	7	One	summer	50

019					week NSS Special Camp (summer Internship) at Mackeypur Tea Estate	Internship	
2019	Nill	1	18/09/2019	1	Awareness Street play Cleanliness Program at Hen Ali Gaon on from 12th September to 18th September	Awareness Street play Cleanliness Program	45
2019	Nill	1	25/08/2019	1	Awareness program on Sachhta Sarvekhyan in collaboration with Nazira PHC on 25th August	Awareness program	45
Nill	Nill	1	30/10/2019	1	Cleanliness program collaboration with Nazira Administration.	Cleanliness program	50
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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	19/08/2019	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 andhis/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	19/08/2019		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:	19/08/2019		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
International Women's Day	08/03/2019	08/03/2019	48
World Water Day	22/03/2019	22/03/2019	40
Earth Day	22/04/2019	22/04/2019	50
English Language Day	23/04/2019	23/04/2019	102
International Day of Non-Violence	02/10/2019	02/10/2019	93
Human Right Day	10/12/2019	10/12/2019	102
World Population Day	11/07/2019	11/07/2019	98
Voters Day	25/01/2020	25/01/2020	200
International Day of Non-Violence	02/10/2019	02/10/2019	93
Birth Anniversary of Dr. Sarbapalli Radhakrishnan celebrated as Teachers' Day	05/09/2019	05/09/2019	200

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

Cleanliness and Plantation programs are organized and plantation is done. Observe every World Environment Day on 5th June every year.

Campus Maintenance committee has been formed for the identification and preservation of the natural beauty present in the college campus

Tobacco smoking, chewing of pan masalas and Gutka is strictly prohibited in the college campus.

Health hazards caused by tobacco smoking are repeatedly highlighted especially by the NSS unit through different events and awareness programs

Installed solar power system within the college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice:1: Self Defense Program for Girls Students Goals: The goals of this practice is : 1. To teach self defense skill the girl students 2. To create confidence among girl students. The practice : About half of the total population are women in the country. Women are still considered and treated as inferior to men in walks of life in society. The low status women is evident from the fact that rarely any parents prefer to have girls' child. Present statistics reveals the growing crime rate against women in the society. The changes in personal lifestyle and living standard contribute to violent

attitude and tendency towards women and witness an increases in crime against women in the society. There are different provision to safeguards to the women in our society. Despite (in spite of) all these, the women in our country continue to suffer in different parts of the country. Therefore, self defense is relevant for girls' in the society. a self defense programme was organized in the college for the greater interest of the girl students. Evidence of Success: The programme is very relevant for the girl students, specially for self defense for girls. One of the skilled based programme was organized by State Level Advisory Committee for students and Youth Welfare, Govt. of Assam, Venue at Nazira College, Dated from 10th Feb – 20th Feb 2020. The 4 primary objective of the programme is to provide a suitable academic environment for girl students of the college. Mr. Hemanta Das, Martial Art Coach, of Digboi, Assam and Mr. Monjit Hazarika, Martial Coach of Titabor, Assam were resource person of the training programme. Mr. Purna Kanta Gogoi, Nazira College, was teacher in-charge of the programme considering importance, total 100 girls students have participated in the programme. About 6 teachers and 20 girl students were attended in the progrmme. In the college campus the girls' student is fully secured. Sometime the security problems are raised in the outside the campus of the college. The resource (Coach) persons of the programme teached the students in different techniques of self defense. The students were satisfied to training programme. After the completion of the programme, the participation certificate were given all girls participants in the training. Problem encountered and resource required: the Primary problem encountered is that there is a lack of resource or coach persons in the near-areas of the college. These are lacks of the awareness programme is this regard of the society. Most of the students come to the College from rural and remote areas. They think that in such a programme is necessary for the urban areas students. Because most of the crimes are taken place in urban areas. Over all taken place in urban areas. Over all in such a training programme is essential and creates more confidence among girls students for the day to day life. Best Practices:2: 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 college gives priority on skill development of the students so that they can enhance their employability and entrepreneurial ability after completing their bachelor degree. For that, the college has initiated the following program: National Level Youth Entrepreneurship Development Programme: Goals: The goal of this programme is :- ? To teach individual students entrepreneurship motive and to acquired skill. ? The ability to improve the standard of living and to earn well. ? To reach the skill of opportunity evolution and planning among students. The Practice:- Entrepreneurial development programme designed to help individual in strengthening his entrepreneurial motive and in acquiring skill and capabilities for playing his entrepreneurial role effectively. Entrepreneurship is important as it has the ability to improve students of living and create wealth, not only for the entrepreneurs but also help drive change with innovation. Students motivation influenced through the entrepreneurial process into idea generation, opportunity evolution, planning, company formation and growth. Therefore entrepreneurship development programme is very relevant for students in the society. the entrepreneurship development programme was conducted in the college for greater interest of the students. Evidence of success:- The programme is very relevant for all students. Entrepreneurship development programme for students is one of the motivational pregrammes organized by " Rajiv Gandhi National Institute of Youth Development, Govt. of India ICTACT" and conducted by Nazira College. The primary object of the programme is to improve an entrepreneurial role effectively among all students in the college. Mr. Jahnu Buragohain Assistant Professor, Dept. of Geography , Nazira College, Nazira acts as the resource person of the programme and Mr. Purna Kanta Gogoi, Dept. of Statistics , Nazira College was teacher in-charge of the programme. Considering its importance a total of 40 students participated in the programme. About 4 teachers and 15 students were also present in the programme. The resource person of the programme taught the students different motivation skill of entrepreneurship programme. After completion of the programme, the participation certificates were given among to all the students who participated in the programme. Problem faced:- The primary problem is lack of awareness programme in the society. Most of the students come to the college from rural and remote area. Therefore such a development programme is essential and skill based motivation programme for new generation is emphasized.

Provide the weblink of the institution

http://www.naziracollege.in

8.Future Plans of Actions for Next Academic Year

1. Completion of Examination Hall in the first floor of Library building 2. Completion of Footpath Development work 3. Feedback from all stake holders will be utilized to achieve constant excellence in the system 4. Internal Academic Audit to be done 5. More co curricular and extension activities 6. Seminars/Workshops at District/State/National/International level involving students communities to be organized for inculcating research culture among students and teachers 7. Major and Minor Research Projects to be submitted to various Research organizations 8. Conducting Energy and Green Audit to Plan more campus initiatives for eco-friendly environment 9. Campus placement program to be organized 10. Career counseling program to be organized 11. Full participation in digital teaching to done 12. More extra classes for slow learners 13. More co curricular and extension activities 14. MOU signed for academic purpose